

# Student Handbook Core Components

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### **ACTS OF DISHONESTY**

Because a college is predicated on truth and integrity, proven dishonesty is a serious offense in the eyes of the campus community. Acts of dishonesty include but are not limited to: falsification of records or documents, personal misrepresentation, theft, and evasion of legitimate financial obligations.

### **ACTS HARMFUL TO THE WELFARE OF THE COMMUNITY**

Student acts causing harm to the health and safety of any person, including oneself, in the College community or at College-sponsored activities, or causing reasonable apprehension of such harm will result in disciplinary action.

Verbal comments, which are individually directed, or other behaviors that cause discomfort, humiliation, or interference with work or learning of students while on campus or at any College-sponsored events, will not be tolerated

### **ADDRESS AND/OR NAME CHANGE**

It is the responsibility of the student to keep the Registrar's Office current with name, address, and telephone number changes.

## **ALCOHOL AND OTHER DRUGS**

Alcoholic beverages may not be sold, consumed, or served at any college event sponsored by students or student organizations.

*According to Mount St. Mary's College Drug Policy,*

The following are prohibited on campus and at College - sponsored events:

- Unlawful possession, use or distribution of illegal drugs (including marijuana).
- Unlawful manufacture, distribution, dispensation, possession, or use of controlled substances (including marijuana).
- Possession of drug paraphernalia, including but not limited to: water pipes, scales, needles, clips, rolling papers, bongs etc.; any device that may be associated with drug use, regardless of whether it is purchased or handmade.

Students who violate California laws or College policy regarding the use of illicit drugs (including marijuana) and/or demonstrate irresponsible or disruptive behavior associated with the use of illicit drugs are subject to College disciplinary action which may include recommendation for counseling, referral for alcohol/ drug evaluation, dismissal or suspension, and police referral.

## **ANNUAL SECURITY REPORT STATEMENT**

In compliance with the Campus Crime and Security Act (Clery Act), Mount St. Mary's College publishes an annual security report, including an annual fire safety report. This report includes campus emergency policies, guest policies, relationships with law enforcement, college security programs, crime statistics, the alcohol and illegal drug policies the sex offense policy statements and local security resources.

The report is created by the Office of Student Affairs and is available each year after October 1.

## **ASSEMBLY**

The right to peaceful assembly is granted to all current students of Mount St. Mary's College. The college retains the right to assure the safety of all individuals, the protection of property and the continuity of the educational process. Peaceful assembly is allowed on campus provided that proper permission has been obtained from the {Vice President for Student Affairs or her designee}, and the following guidelines are followed:

- The {Vice President for Student Affairs} may establish reasonable time, place and manner restrictions for the purpose of avoiding disruption to, or substantial interference with, the College's regular and essential operations and activities.
- The participants must be current students, faculty and/or staff members.
- The participants may not deny the use of college facilities to students, faculty, staff, administrators or guests of the college.
- Activities may not interrupt, obstruct or disrupt educational programs.
- The assembly cannot endanger the safety of any person.
- College property cannot be damaged or destroyed.

- The assembly cannot deny or infringe on the rights of non-participating students, faculty, staff, administrators or guests of the college.
- The College prohibits disruptive or non-peaceful actions/participation on the grounds of Mount St. Mary's College.

### **THE ATHENIAN PROMISE - A Commitment to Civility**

Mount St. Mary's College is committed to the advancement of learning and service to society. This is best accomplished in an atmosphere of mutual respect and civility, self-restraint, concern for others, and academic integrity. By choosing to join this community, I accept obligation to live by these common values and commit to the following principles.

As a Mount St. Mary's College Student:

- I will embrace the concept of civil community which does not tolerate violence, theft, bigotry, or harassment of others in any form.
- I will commit myself to the pursuit of knowledge with personal integrity and academic honesty.
- I will respect the sanctity of the learning environment and avoid disruptive and deceitful behavior toward other members of the college community.
- I will support a culture of diversity by respecting the rights of those who differ from me.
- I will contribute to the development of a caring community where compassion for others and freedom of thought and expression are valued.
- I will honor, challenge and contribute to the scholarly heritage left by those who preceded me and work to leave this a better place for those who follow.

By endorsing these common principles, I pledge to contribute to a civil campus environment and resolve to encourage civil behavior in others. This is my promise to Mount St. Mary's College and its community of scholars

*-Adapted with permission from the University of Pittsburgh's "Pitt Promise"*

### **BUSINESS OFFICE PROCEDURES**

#### ***FINANCIAL CLEARANCE:***

The Students of Mount St. Mary's College (MSMC) must clear their financial obligations with the Business Office prior to registering for classes and to receiving services at MSMC.

Financial Clearance means:

- Payment in Full is made (via cash, check, money order and/or credit cards – American Express, Discover, MasterCard & VISA) or letting the Business Office know the Method/s of Payment (via TMS Set-up, Financial Aid Credits, Direct Application of Work Study Earnings and/or Waivers) that will be used to

settle/clear the Student's Account no later than the published Financial Clearance Deadline, **and**

- Return to the Business Office the completed Financial Obligation Agreement Form or Clearance Form and Health Insurance Waiver Form, together with Proof of Insurance (if applicable), among others, for the current Academic Year on or before the published Deadline **whether or not** the Student has an Amount Due.

### **FINANCIAL CLEARANCE DEADLINES:**

These are published Deadlines established to ensure that the Students clear their financial obligations with the Business Office. They are established -

- Prior to Start of the Semester, and the dates are contained in the Financial Obligation Agreement Form or Clearance Form
- Prior to End of the Semester, and the dates are advised via e-mail, messages on the Statement of Account or posted on the Business Office bulletin board.

### **LATE CLEARANCE FEE:**

Failure to clear the Account or obtain Financial Clearance by the applicable Financial Clearance Deadline, a Late Clearance Fee of \$200.00 will be charged to the Account.

### **FINANCIAL RESTRICTIONS:**

Financial Restrictions or Holds are placed on Student's Account when:

- The Student has not met the financial obligations to MSMC by the published Deadline.
- The Student has an Amount Due at the end of each semester.

A Student with an Amount Due is not allowed to register or to make room reservation for the following semester and the grade reports, official transcript and/or diploma will not be released.

### **STATEMENT of ACCOUNT:**

A Statement of Account (the "Statement") is a summary of expenses (tuition, fees/charges, and room and board), payments, waivers, financial aid credits and tuition deposits of either \$100.00 or \$300.00. The Statement shows the Net Amount Due to MSMC or a credit balance due to the Student (Refunds). A Pending Financial Aid section is also provided in the Statement to assist the Student in planning their education expenses. The Statement, which is generated for all registered students on a regular basis or at any time upon request, is mailed through (a) the campus mail system for a Student-in-residence and (b) the U.S. Postal system for the commuting Student to the designated preferred address. The Student is responsible for making payment in accordance with the commitment the Student made when completing the Financial Obligation Agreement Form or the Clearance Form.

### **NSF - NOT SUFFICIENT FUNDS:**

A \$100.00 Service Charge will be assessed for each returned check. Three (3) NSF checks are allowed for a Student within an Academic Year. Thereafter, the Student will

lose check-writing privileges and will be restricted to making payments by cash, cashier check, or credit card.

### **COMPLIANCE WITH COLLEGE OFFICIALS**

Students are expected to comply with the requests of both the paraprofessional and professional staff of the College when requests are made in conjunction with these individuals' job responsibilities or when acting on behalf of the College community. Failure to comply may result in disciplinary action.

### **DAMAGE/VANDALISM TO COLLEGE PROPERTY**

Students losing or damaging residential or College property, even accidentally, will be held financially responsible. Vandalism that occurs in common areas will be billed to the parties responsible. When it is not possible to identify those responsible for damages in a common area or a room, all students of the affected room, floor or building will share the cost for replacement or repair. Students are also responsible for loss, theft or damage of College and/or personal property caused by herself/himself and/or guests.

### **DIABILITY POLICY**

Mount St. Mary's College, in compliance with the state and federal laws and regulations including the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973, does not discriminate on the basis of disability in administration of its education-related programs and activities. The College has an institutional commitment to provide equal educational opportunities for students with disabilities who are otherwise qualified. Students with known or suspected disabilities should see the Director of Learning Assistance Programs at Chalon or the Director of the Learning Resource Center at Doheny in order to receive appropriate accommodations. Students, who believe they have been subjected to discrimination on the basis of disability, or have been denied access to services or accommodations required by law, should contact the appropriate campus disability services coordinator for resolution. Mount St. Mary's Disability Grievance Procedure is located on page (36) of this handbook and copies can be obtained upon request in the Campus Learning Centers or the Office of Student Affairs. Information on Disability Support Services and the Disability Grievance Procedures, may also be viewed on the college website at [www.msmc.la.edu](http://www.msmc.la.edu), key word, "disability."

### **DISABILITY GRIEVANCE PROCEDURES**

Mount St. Mary's College, in compliance with state and federal laws and regulations including the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973, does not discriminate on the basis of disability in administration of its education-related programs and activities and has an institutional commitment to provide equal educational opportunities for disabled students who are otherwise qualified. Information about the College's Disability Support Services is located on page (16) of this handbook.

### ***Applicability***

The grievance procedure set forth below apply to undergraduate and graduate students of the College only; it does not apply to employees. It is designed to address disputes concerning:

- A. Disagreements regarding a requested service, an accommodation, or a modification of a College practice or requirement;
- B. Inaccessibility of a program or activity due to disability;
- C. Harassment or discrimination on the basis of disability;
- D. Violation of privacy in the context of disability.

\*This grievance procedure does not apply to claims of harassment or discrimination on the basis of a disability. Students who believe they have been harassed or discriminated against on the basis of a disability or a perceived disability should refer to the Discrimination and Harassment policy located on page (39) of this handbook and should report alleged harassment or discrimination to one of the College's grievance officers.

### ***Informal Resolution***

In the event a student believes (i) that he/she has been denied an accommodation or the modification of a College practice or requirement to which he/she is entitled under applicable disability law or (ii) a program or activity has been inaccessible to him/her due to disability or (iii) his/her privacy has been violated in the context of his/her disability, the student shall attempt to resolve the matter informally. If the student is unable to resolve the matter through the informal process, a formal complaint may be filed at the student's discretion.

Prior to initiating the formal complaint procedure, and as a prerequisite to it, the student shall first meet with the Director of Learning Assistance Programs at the Chalon Campus or the Director of the Learning Resource Center at the Doheny Campus for assistance in resolving the matter informally within ten (10) calendar days, excluding college holidays and weekends of the alleged denial of accommodations. If satisfactory resolution, for the student, cannot be achieved in five (5) calendar days, excluding college holidays and weekends from the date the student notified the Director of Learning Assistance Programs at the Chalon Campus or the Director of the Learning Resource Center at the Doheny Campus requesting assistance with resolution, the student may file a formal complaint.

### ***Formal Complaint***

If the informal procedure described above does not yield a successful resolution, the student may file a formal complaint in the following manner:

- A. **When To File A Complaint** - Complaints shall be filed within five (5) calendar days, excluding college holidays and weekends of the end of the informal resolution process described above.
- B. **What To File** - Complaints must be in writing and include the following:

- The student's name, address, e-mail address and phone number.
  - A full description of the problem, including names of individuals, departments and/or programs involved.
  - A statement of the remedy requested.
  - A statement of confirmation that an Informal Resolution has been pursued.
- C. **Where To File A Formal Complaint** - The complaint shall be filed with the Vice President for Student Affairs.
- D. **Notice Of Receipt** - Upon receipt of the complaint, the Vice President for Student Affairs will review the complaint for timeliness and appropriateness for this grievance procedure, and will provide the student with written notice acknowledging its receipt.
- E. **Membership of the Disability Grievance Committee** - The Vice President for Student Affairs or his/her designee shall convene the committee within ten (10) calendar days, excluding college holidays and weekends of receiving the complaint. Once the committee is convened, they will select a member to serve as a chair for the formal complaint proceedings. The Vice President for Student Affairs, with the concurrence of the Provost, may take appropriate action on an interim basis, when there is reasonable cause to believe that such action is needed for the health, safety, or welfare of the student or other member of the College community, or to avoid disruption to the academic process. The Committee shall consist of:
- A faculty member appointed by the Faculty Policy Committee\*
  - One administrative staff member appointed by the Vice President for Student Affairs
  - One student representative appointed by the Vice President for Student Affairs
- \*The faculty member must not have had the student enrolled in any of his/her classes.*
- F. **Investigation/Hearing** - The Committee shall promptly initiate an investigation. In undertaking the investigation, the Committee may interview, consult with and/or request a written response to the issues raised in the complaint from any individual the Committee believes to have relevant information, including faculty, staff and students. The Committee may also, in its sole discretion, hold a hearing at which it will hear testimony from any individual the Committee believes to have relevant information. The student and any person towards whom the complaint might have been directed shall have the right to submit written materials to the Committee and suggest names of any faculty, staff, students or others from whom she/he believes the Committee should hear. The Committee may assign any member to conduct any part of the investigation, as the Committee deems appropriate.
- G. **Representation** – If the Committee elects to hold a hearing, the student and the person towards whom the complaint has been directed shall have the right to be represented at the hearing by advocates of their choice. Since the hearing is administrative, not judicial in nature, the advocates may not be lawyers.
- H. **Findings and Notification** - Upon completion of the investigation, the Disability Grievance Committee, in consultation with the Vice President for Student Affairs

or his/her designee, will prepare a final report containing a summary of the investigation, written findings and a proposed disposition. The chair of the Disability Grievance Committee, will then transmit the report to the student, the party against whom the grievance is directed and the Vice President for Student Affairs. The report should be transmitted within ten (10) calendar days, excluding college holidays and weekends of the date the Committee is first convened.

- I. **Disposition** - The Vice President for Student Affairs shall take whatever actions he/she deems appropriate (see Remedies section below) based on the final report of the Disability Grievance Committee. He/she shall report the final disposition of the matter in writing to the student, the Committee and all other relevant parties within ten (10) calendar days, excluding college holidays and weekends of issuance of the final report of the Disability Grievance Committee.

### **Remedies**

Possible remedies under this grievance procedure include corrective steps, measures to provide a reasonable accommodation or proper ongoing treatment, or any other action the Vice President for Student Affairs deems appropriate. The guidelines set forth in the Faculty and Employee Handbooks will be adhered to in the event that corrective steps or actions are necessary.

### **Appeal**

Within five (5) calendar days, excluding college holidays and weekends of the issuance of the disposition notice, the student or the party against whom the grievance is directed may file an appeal to the Provost. The written appeal must specify the particular substantive and or procedural basis for the appeal, and must be made on grounds other than general dissatisfaction with the disposition. Furthermore, the appeal must be directed only to issues raised in the formal complaint as filed or to procedural errors in the conduct of the grievance procedure itself, and not to new issues.

The review by the Provost or designee shall be limited to the following considerations:

- Were the proper facts and criteria used to make the decision?
- Were any extraneous facts or criteria used to make the decision?
- Were there any procedural irregularities that substantially affected the outcome?
- Given proper facts, criteria, and procedure was the decision reasonable?

A copy of the Provost's written decision shall be sent to the student and/or the party against whom the grievance is directed within twenty (20) calendar days, excluding college holidays and weekends of the filing of the appeal. The decision of the Provost on the appeal is final.

### **Time Deadlines**

Any time deadlines set forth in this procedure may be extended by the Vice President for Student Affairs or the Provost, in his/her sole discretion, for good cause.

## **DISCRIMINATION AND HARASSMENT**

### **Policy of Zero Tolerance for Harassment, Discrimination and Retaliation**

The College is committed to providing an environment that is free from harassment, discrimination and retaliation on the basis of sex, sexual orientation or preference, gender, gender identity, race, color, religion, national origin, creed, citizenship status, ancestry, age, marital status, pregnancy, childbirth or related medical conditions, medical conditions including genetic characteristics, mental or physical disability, veteran status, or any other characteristic protected by federal, state or local law, ordinance or regulation. The College strictly prohibits all forms of unlawful harassment, discrimination or retaliation in any form. Anyone who violates this policy of zero tolerance is subject to appropriate disciplinary action, up to and including immediate termination or dismissal.

### **Unlawful Harassment Defined**

Unlawful harassment includes all forms of unwelcome verbal, physical and visual conduct and displays that are based on any of the above mentioned protected characteristics and which interfere with performance and/or create an offensive or hostile environment. Whether conduct constitutes unlawful harassment is determined based upon the manner in which the conduct or comments are perceived; not the manner in which they are intended. Harassment can take many forms. Following are some examples that may constitute harassment:

- A. Verbal harassment such as jokes, epithets, slurs and unwelcome remarks about an individual's body, dress, clothing, race, physical appearance or abilities, derogatory comments, discussions of a sexual nature and/or harassing remarks.
- B. Physical harassment such as physical interference with normal activity, impeding or blocking movement, assault, unwelcome physical contact or touching, staring at a person's body, and threatening, intimidating or hostile acts that relate to a protected characteristic.
- C. Visual harassment such as offensive or obscene e-mails, instant messaging, web blogs, photographs, calendars, posters, cards, cartoons, drawings and gestures, displays with sexually suggestive or lewd objects, unwelcome letters or notes or any other graphic material that denigrates or shows hostility or aversion toward an individual because of the individual's protected characteristics.

### **Unlawful Discrimination Defined**

Unlawful discrimination occurs when an individual's protected characteristic is used as a basis for adverse decisions affecting that individual. Following are some examples that

may constitute discrimination: terminating an individual's employment, refusing a request for time off, denying housing or other benefits, or assigning an undeserved low grade based on an individual's protected characteristic.

### **Sexual Harassment and Discrimination Defined**

Sexual harassment occurs when unwelcome sexual conduct unreasonably interferes with an individual's performance or creates an intimidating, hostile or offensive environment, even if it does not lead to tangible or economic consequences. Sexual harassment includes verbal harassment, physical harassment, visual harassment and unwanted sexual advances. Sexual discrimination occurs when submission to or rejection of unwelcome sexual conduct by an individual is used as a basis for any decisions affecting that individual. Examples include threats and demands to submit to sexual requests, or offers of benefits in return for sexual favors. Sexual harassment and discrimination may involve harassment of women by men, men by women and gender-based harassment of individuals of the same sex as the harasser.

### **Complaint/Reporting Responsibility**

It is the responsibility of each individual to assure that prohibited harassment, discrimination or retaliation does not occur within the College community. If anyone believes that he/she is being harassed, discriminated or retaliated against or believes that any other person is being subjected to such improper conduct, that individual shall immediately report the facts of the incident(s) and the name(s) of the party(s) involved to one of the following College grievance officers: Human Resources Director; Provost and Academic Vice President; Vice President, Student Affairs; Associate Vice President, Student Affairs; Assistant Vice President, Student Affairs; Dean, Baccalaureate Program; Dean, Associate in Arts Program; Dean, Graduate Division; Chair, Faculty Assembly; College Chaplain; Director, Campus Ministry. The reporting individual is strongly encouraged to put the report in writing.

### **Investigations**

Reported incidents of harassment, discrimination or retaliation will immediately be investigated and investigations will be conducted in a discreet manner. Information obtained from the investigation will be disclosed only on a need to know basis. At the conclusion of the investigation, the College will determine whether unlawful harassment, discrimination or retaliation has occurred and will communicate its findings to the accused, the complainant, and, when appropriate, other persons who are directly concerned.

Any member of the College community who is determined to have violated this policy of zero tolerance will be subject to appropriate discipline, up to and including immediate termination or dismissal. Steps will be taken as necessary to prevent any further harassment, discrimination or retaliation.

Any affected individual should immediately report any incident of unlawful harassment, discrimination or retaliation to the College so that all complaints can be quickly and fairly resolved. Affected employees also may direct complaints to the federal Equal

Employment Opportunity Commission (“EEOC”) (1-800-669-4000) and/or the California Department of Fair Employment and Housing (“DFEH”) (1-800-884-1684). Affected students may direct complaints to the U.S. Department of Education Office for Civil Rights (1-415-486-5555).

### **No Retaliation**

The College takes all complaints of harassment, discrimination and retaliation seriously and wants the opportunity to internally resolve any problems that may arise. No individual will be retaliated against or otherwise disciplined for reporting in good faith an incident of harassment, discrimination or retaliation or for participating in an investigation. Retaliation includes threats, intimidation, reprisals, and/or adverse actions related to employment or education. The reporting individual or the person assisting with writing the report of sexual harassment, and all parties participating in an investigation have the assurance of the College that no reprisals will be taken as the result of the complaint, unless the complaint was filed in bad faith or for an improper purpose. If any individual feels he/she has been retaliated against, he/she should immediately report the retaliatory conduct.

### **EMERGENCY PROCEDURES**

*Fire - If you discover fire or smoke...*

- Remove anyone from immediate danger.
- Close doors and windows to confine fire or smoke.
- Activate manual fire alarm pull station, if there is one in close proximity.
- Call 9-911 and Campus Security (X2502). Give your name and location of fire.
- Evacuate to the North lawn area between the Library and the Mansion or the nearest safe open area by using the nearest or safest exit. (Do not use elevators.)
- Follow directions of College officials.

*If you hear, see or notify alarm...*

- Evacuate to the North lawn area between the Library and the Mansion by using the nearest or safest exit. (Do not use elevators.)
- Follow directions of College officials.

*Earthquake*

- Duck and Cover. Take cover under desk or table.
- Stay clear of windows and objects that may fall.
- Do not run outside.
- If outdoors, stay in an open area.
- After the shaking stops, evacuate (if directed), to the North lawn area between the Library and the Mansion by using the nearest and safest exit. (Do not use elevators.)
- Follow directions of College officials.

### *Medical Emergency*

- Call 9-911 and Campus Security (x2502). Give your name and the location of the victim.
- Provide medical care (CPR/First Aid) if qualified.
- Remain with victim until help arrives. Provide information about the incident.

### *Bomb Threat*

- Try to keep the caller on the line and ask questions (Where is the bomb? When is it set to go off? What kind of bomb is it?)
- Write down what is said. Note background noises.
- Report threat immediately. Call 9-911.
- Contact Campus Security (x2502).

### *Major Hazardous Material Spills and Gas Leaks*

- Evacuate and close off the area. Avoid any contact with chemicals.
- Call 9-911. Request the Hazmat team for hazardous spills.
- Direct exposed victims to remove contaminated clothing before leaving area, if possible.
- Contact Campus Security (X2502).

### *Violent or Criminal Behavior*

- Call 9-911 and Campus Security (X2502) if you observe any violent or potentially violent criminal act. Contact Campus Security (X2502) immediately if you observe a suspicious person on campus.
- If you hear gunfire or explosives, take cover using all available concealment.

## **FERPA**

### **Student's Notification of Rights under FERPA**

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

1) The right to inspect and review the student's education records within 45 days of the day the College receives a request for access.

Students should submit to the registrar, or other appropriate official, written requests that identify the record(s) they wish to inspect. The Mount St. Mary's College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Mount St. Mary's College official to whom the request was submitted, the official shall advise the student of the correct official to whom the request should be addressed.

2) The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.

Students may ask Mount St. Mary's College to amend a record that they believe is inaccurate or misleading. They should write to the Mount St. Mary's College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If Mount St. Mary's College decides not to amend the record as requested by the student, Mount St. Mary's College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3) The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

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

#### *More information concerning Personally Identifiable Information (Directory Information)*

The primary focus of FERPA is to ensure that a student has reasonable access to his / her educational records (as mentioned above in #1) and, along with this openness, must come the assurance of the privacy of the record. All information belongs to the student and cannot be released without written permission. The only exception to this written permission clause pertains to what the institution defines as directory information. Directory information is information the institution may publish and distribute without written consent. Mount St. Mary's College considers the following items directory information – (1) Name; (2) Address; (3) Phone Number; (4) Class; (5) Major; (6) Campus of attendance; (7) Degree program; (8) Degree(s) and awards received; (9) Enrollment status/ Dates of attendance.

Students have the right to withhold directory information and can do this by filing an *Information Hold Request* with the Registrar's Office. The form must be filed each semester in order for the information to be withheld.

4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by Mount St. Mary's College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

## **HAZING POLICY**

No student(s) will conspire to engage in hazing, or commit any act that injures, degrades, or disgraces, or intends to injure, degrade, or disgrace any other student.

**Definition:** Hazing is defined as any method of pre-initiation into a student organization or any pastime or amusement engaged with respect to such an organization which causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any student or person.

**Examples:** Such activities may include, but are not limited to the following:

### **Bodily Danger**

- Use of alcohol
- Consumption of food, liquids, drugs or other substances

### **Physical Harm/Discomfort**

- Paddling, whipping, beating in any form
- Creation of excessive fatigue such as sleep deprivation or repetitive activity
- Physical or psychological shocks
- Placing harmful substance on a student
- Exposure to elements
- Confinement in a small space
- Exercise

### **Emotional Harm/Discomfort**

- Any activity that intimidates or threatens a student with ostracism
- Any activity that subjects a student to extreme mental stress, shame or humiliation such as driving around for long periods of time with eyes closed.

### **Personal Degradation**

- The wearing of apparel which is conspicuous and not normally in good taste.
- Engaging in morally degrading or humiliating games and activities or any other activities not consistent with national, organizational or local policies, or the policies of the College.

Any group or individual found participating in hazing will face severe disciplinary action.

## **ID CARDS**

All faculty, staff, and students are required to carry a college ID at all times. The ID card is necessary at Food Services, Health Services, library use, access to Fitness facilities, student activities and dances, check cashing in the Business Office, and for security purposes. New students are issued an ID card during Orientation free of charge.

Replacement cards may be obtained in the Food Services Office for \$12 with the same picture or \$15 with a new picture. ID cards are only valid when affixed with a sticker

indicating the current semester and year. Current semester stickers must be affixed to the ID card and may be obtained from \_\_\_\_\_ with proof of registration.

### **MINORS ON CAMPUS**

Minors are not permitted on campus unless accompanied by a faculty, staff or student at all times. Since it would be a distraction in the classroom, minors should not accompany students to class. Students are not permitted to perform childcare on campus. Students are responsible for the behavior and safety of children in their care. This policy is not applicable to MSMC students who are minors.

### **PARKING ON CAMPUS**

As part of an overall program to control traffic and parking on both the Chalon and Doheny campuses, and to expand campus security efforts, the following parking regulations are now in effect and enforced 24 hours a day, 7 days a week including academic holidays:

#### **Traffic Regulations**

1. The speed limit while driving on campus: Chalon is 15 mph and Doheny is 10mph unless otherwise posted.
2. Adherence to all campus traffic signs will be strictly enforced. Violations will result in written warning up to and including a fine and/or loss of parking privileges.
3. Observe school bus signs and lights (it is illegal and unsafe to pass a school bus with flashing red lights).

#### **Parking Regulations**

1. All vehicles driven or parked on campus must have a valid, college-issued parking permit, including valid California DMV disabled decal holders when parked in a disabled parking space. Employees and students may purchase parking permits for \$350, effective July 1, 2010, in the Business Office. If purchasing a parking permit for the first time, you will need to register online at [www.msmc.la.edu/pages/193.asp](http://www.msmc.la.edu/pages/193.asp). Visitors may obtain a parking pass from the security officer at the entrance kiosk for \$5.
2. Parking in fire zones (red areas) is not permitted at any time. In order that emergency vehicles have necessary access to the College, all vehicles in fire zones will be towed at the owner's expense without warning.
3. Reserved parking spaces are for the sole use of the person whose name appears on the space. Reserved Parking is restricted and enforced 24 hours a day, 7 days a week, including college holidays and summer.
4. Students will be held accountable for violations of parking policies incurred by their visitors.
5. In keeping with good neighbor policy, and with safety concerns in mind, the College has agreed to encourage all traffic to access Bundy directly from Sunset Blvd when traveling to the Chalon Campus.

6. Students must abide by all posted parking schedules.
7. Parking is at your own risk. Mount St. Mary's College assumes no responsibility for the loss through fire, theft, collision, hit and run or otherwise to the vehicle or contents.
8. All vehicles must be parked in compliance with California Vehicle Code and Mount St. Mary's College parking regulations.
9. A parking permit serves as permission to park and is NOT a guarantee of a parking space.

### **Chalon Campus**

1. The Circle area is restricted to vehicles displaying either a VISITOR parking permit, issued by special permission or a handicapped decal issued by the California Department of Motor Vehicles with a Valid MSMC parking permit.
2. In accordance with the College's agreement with the Brentwood Home Owner's Association, vehicles traveling to MSMC must take Norman Place (25 mph) to Chalon Road. Individuals leaving campus must turn right onto Chalon Road and proceed to Bundy Drive (25 mph). Violations may result in citations and/or loss of parking privileges.
3. Daily parking permits are available for purchase at the entrance kiosk.
4. Student parking permits allow for parking in the following areas: the parking structure, unrestricted lots, and parking lots B, J and I
5. Faculty/staff parking permits allow for parking in the following areas: parking structure and parking lots B through F.

### **Doheny Campus**

1. Student parking permits allow for parking in the following areas: AAA parking lot, Ken Skinner Parking Pavilion from 6:30a.m. to 10:30p.m. If you have a semester or annual permit; St. James and Chester Place from 5:00p.m. to 7:00a.m.
2. Faculty/staff parking permits allow for parking in the following areas: AAA parking lot, Ken Skinner Parking Pavilion from 6:30a.m. to 10:30p.m., if you have a semester or annual permit and St. James and Chester Place ONLY if you work on the Doheny Campus.

### **Violations**

- Any violation of these traffic and parking regulations are subject to citations and/or towing. There is a \$35 fee for citations and \$50-\$100 citation fee for vehicles cited in fire lanes, handicap parking spaces, and other specially signed locations.
- Parking Citations must be paid or appealed within 10 calendar days.
  - **Pay:** Send payment to the Business Office along with a copy of the Citation.
  - **Appeal:** Complete a "Parking Citation Appeal Form" which can be found at <http://www.msmc.la.edu/pages/193.asp>. They are also available from Facilities Management, Student Affairs, Security, Business Office or the Switchboard. Attach a copy of the citation and send it to Facilities Management – Chalon Box 3 on or before grace period of 10 calendar days. Citation appeals received after

the grace period will not be reviewed, and the vehicle owner will be responsible for paying the citation.

- Once a citation is posted to a student's account, it cannot be appealed.
- Students with outstanding fines may be prevented from registering for classes and/or receiving transcripts. The College tracks vehicles by license plate number, description, and parking permit number. Written parking appeals will be reviewed monthly.
- Vehicles will be immobilized with the use of a "boot" on the 3<sup>rd</sup> consecutive citation per semester.
  - If the Parking Citations are not paid, and receipt presented to security within 48 hours of the vehicle being booted, the vehicle will be towed.
  - In order to have the "boot" removed; the vehicle owner must pay all citations leading to the immobilization of the vehicle, or present Security with proof of payment.
  - If a citation is in the appeals process and a student receives a 3<sup>rd</sup> citation leading to the placement of a "boot", all citations, including the citation under review, must be paid in order for the "boot" to be removed. Once the appeal is reviewed, if the citation is upheld no refund will be issued, if the appeal is approved a refund in the amount of the citation will be initiated.
- On the 4<sup>th</sup> violation: The 4<sup>th</sup> citation fine will double, the vehicle will be "booted" and the student will be referred to the Chief Conduct Officer or Conduct Board due to a non-compliance/College conduct issue.
- If the owner of the vehicle continues to violate parking regulations, parking privileges will be revoked.

**The complete parking guidelines can be found at**  
<http://www.msmc.la.edu/pages/193.asp>

### **PERSONAL PROPERTY**

The College and its officers, employees, and agents assume no responsibility at any time for the loss, damage, or destruction of personal property.

Premises occupied by students, their personal possessions, automobiles and lockers are considered private and will not be searched unless necessary as part of an investigation by the proper authorities. In such cases an attempt will be made to contact the student and inform her/him of the reason for the search in order that she/he may be present. The ordinary regulations for a lawful search will be followed if the premises are searched by federal, state, or local authorities.

### **PETS**

While Mount St. Mary's College appreciates the special nature of the owner/pet relationship, the College is both a workplace and residence for many individuals, and, as such, the welfare of the entire community has to be considered paramount. The College, therefore, has established strict policies regarding the presence of pets on campus. With the exception of seeing-eye or hearing dogs or other service companion animals (as prescribed by the ADA), no pets will be allowed on campus. For

information regarding dogs accompanying visitors to campus, please refer to the visitor policy available from Campus Security.

### **PRINCIPLES OF COMMUNITY**

Mount St. Mary's College is a multi-cultural community of people from diverse racial, ethnic, and class backgrounds, national origins, religious and political beliefs, physical abilities, and sexual orientations. Our activities, programs, classes, workshops, lectures and everyday interactions are enriched by our acceptance of one another, and we strive to learn from each other in an atmosphere of positive engagement and mutual respect. We want to make explicit our expectations regarding the behavior of each member of our community. As adults, we are responsible for our behavior and are fully accountable for our actions. We each must take responsibility for our awareness of racism, sexism, xenophobia, homophobia and all other forms of oppression.

Bigotry will not go unchallenged within this community. No one has the right to denigrate another human being on the basis of race, sex, sexual orientation, national origin, etc. We will not tolerate verbal or written abuse, threats, harassment, intimidation or violence against persons or property. In this context, we do not accept alcohol or substance abuse as an excuse, reason or rationale for such abuse, harassment, intimidation or violence. Ignorance or "it was just a joke" is also not an excuse for such behavior. Such behavior will be subject to the College's disciplinary processes. All who work, live, study and teach in the Mount St. Mary's community are here by choice, and as part of that choice should be committed to these principles which are an integral part of Mount St. Mary's College's focus, goals and mission. *(Permission to print granted by the University of California at Irvine, University of California at Santa Cruz, and the University of Southern California).*

### **SEARCH AND SEIZURE**

The College reserves the right to conduct any search based upon one or more of the following grounds: emergency, health and safety considerations, or suspected violation of College policy or local, state, or federal law.

Any area or property located on College premises and under the control or custody of a full-time or part-time student is subject to search. Included in this definition are (1) College-owned buildings and residences, (2) privately-owned, operated, or controlled motor vehicles located on College premises; (3) College-owned lockers; and (4) any personal property located or contained in these structures or vehicles. The Residence Living License Agreement reserves to the College the right to enter and inspect residential space at any time for maintenance needs or for reasons of health and safety. This Agreement also permit the College to enter and search any residence hall space in an emergency or if there is reasonable cause to believe a violation of College policy, local, state or federal law is occurring.

By registering a vehicle at MSMC, the owner/operator consents to a search of the vehicle if there is reasonable suspicion that there is substantial likelihood that contraband or evidence of activity that violates a college policy or local, state or federal law is inside the vehicle. If the owner/operator refuses to honor consent for this search, parking privileges will immediately be revoked for the remainder of the academic year. The owner/operator of the vehicle will be directed to remove it from campus immediately

and will be informed not to bring it back onto campus or it will be towed at his/her expense. Refusal to honor consent will be weighed as evidence in a pending disciplinary hearing.

Any search conducted by College personnel shall be reasonable, and shall be limited to items of evidence related to one or more of the grounds for which a search is justified. A search shall be no more broad or intrusive than reasonably necessary to locate the evidence sought.

## **SECURITY**

For the safety and security of students, faculty and staff, Allied Security is contracted to provide security coverage for the Doheny campus.

- Security functions 24 hours a day, 7 days a week.
- Guards are stationed in the Circle and at the Main Entrance and in front of the Mansion (24 hours a day, 7 days a week).

*Security can be reached at the following numbers:*

In front of the Mansion (213) 477-2571

Main Entrance (213) 477-2502

### *Reporting a Security Concern*

Mount St. Mary's College encourages students, faculty and staff to assume the responsibility for their own security, the security of other members of the college community as well as the safety and security of college buildings and grounds. Any member of the college community (faculty, staff, and/or student) may submit an Incident Report to the Residence Life Office or the Student Affairs Office regarding security concerns. The Residence Life/Student Affairs staff will work with Allied Security to investigate the report and take appropriate action. If necessary, Security will distribute information to the college community to increase awareness of specific crimes.

## **SMOKING POLICY**

Smoking is only permitted at the tables on the east side of the library at the Doheny Campus.

## **SOLICITATION POLICY**

No student may engage in solicitation or invite or permit another person or organization to engage in solicitation on campus for sales or promotional activities without the written approval of the Director of Student Activities. Solicitation shall include, but is not limited to, promoting, advertising, selling or distributing any product or program. Official clubs or organizations may request permission for the sale of goods and services, or solicitation of funds from the Director of Student Activities. Permission may be granted provided that advertising and activities are planned for, and approved of, in advance, and the purpose of the solicitation is accurately and openly identified.

## **STALKING AND HARASSMENT**

Mount St. Mary's College is determined to provide a campus atmosphere free of violence for all members of the College community. For this reason, Mount St. Mary's College does not tolerate stalking and other forms of harassment. Mount St. Mary's College is also committed to supporting victims of stalking and other forms of harassment through the appropriate provision of safety and support services. Examples of stalking or harassment include, but are not limited to: prank calling, unsolicited or unwanted letters, e-mails, or text messages; leaving unwanted items, presents, or flowers for a person; posting information or spreading rumors about a person; and following or spying on a person.

If you are the victim of stalking, contact Campus Security.

### **STUDENT CONDUCT AND COMMUNITY STANDARDS POLICY**

In support of the Principles of Community, the following Student Conduct Policy has been established:

#### **Conduct Procedures**

1. The Chief Conduct Officer or designee shall review reports to determine whether or not there is sufficient evidence to charge a student with a violation of the policy and to hold a Conduct Review.
  2. Students will receive a written or electronic notice of misconduct charges, the location of copies of the Student Conduct Code, warnings about retaliation (if appropriate) and a scheduled meeting with a Conduct Officer or applicable Conduct Board. Students who fail to appear after proper notice will be deemed to have accepted responsibility for the charges against them.
1. As deemed appropriate, a Review during which the Conduct Officer/Conduct Board shall specify the nature of the alleged misconduct and the basis for the charge, including the time, date, and place where it is alleged to have occurred. Students shall have the opportunity to respond to the evidence against them.
    - Students may have an advisor present at the review. Only current full-time students can act as an advisor to a student during a review. Off-campus individuals, parents, faculty, staff or any other individual may not act as an advisor or attend a review.
    - Students who wish to have the assistance of an advisor must inform the presiding Conduct Officer in writing at least two business days prior to the scheduled date of the review.
    - The advisor's role is to assist and support students in the Conduct process and during the review. Advisors may not address the Conduct Officer/Conduct Board during Conduct Reviews.
    - Reviews will be private except for advisors. Recording units (audio and/or video) are not permitted.

2. The Conduct Officer/Conduct Board and the student have the right to request witnesses.
  - Students who wish to have witnesses must inform the presiding Conduct Officer in writing at least two business days prior to the scheduled date of the review.
  - These witnesses must have information pertaining to the case. Witnesses must submit a written Incident Report to the Conduct Officer/Conduct Board two days prior to the review.
3. A sanction shall be levied if it is determined that the student is responsible for the violation. If not, the report will be dismissed.
4. The written decision of the Conduct Officer/Conduct Board will be issued to the student so as to be sufficiently detailed to permit review as provided in this Policy.
5. Decisions of the Conduct Officer, Conduct Board, or Appeals Committee recommending a suspension or dismissal from MSMC shall be reviewed and approved by the Vice President for Student Affairs or designee.
6. The student may challenge a Conduct Officer/Conduct Board member on the grounds of personal bias. This challenge must be made in writing to the Chief Conduct Officer or designee two business days prior to the Conduct and must include the reason(s) for the challenge. The disqualification challenge of a Conduct Officer/Conduct Board member shall be determined by the Chief Conduct Officer or designee.

### **Prohibited Conduct – Policies**

- A. Violation or attempted violation of federal, state and local laws, published MSMC regulations or policies including, but not limited to, the Alcohol and Drug Policy, Community Relations Policy, Hazing Policy, Policy of Zero Tolerance for Harassment, Discrimination and Retaliation, Acceptable Use Policy, and general Student Housing and Student Conduct Policies. Violation of any policy published in the Student Handbook.
- B. Intentionally or recklessly causing psychological or physical harm to any MSMC community member, oneself, or to any person on MSMC premises or at MSMC activities either on- or off-campus, or causing reasonable apprehension of such harm. This includes, but is not limited to, sexual harassment or other forms of harassment based on an individual's protected characteristics, assault, hazing, damage to reputation, verbal or written threats, abuse and harassment.
- C. Intentionally or recklessly retaliating against any MSMC community

member, or their property, in any way, including but not limited to physical, verbal, or written means.

- D. Intentionally or recklessly interfering with normal MSMC sponsored activities, including, but not limited to: studying; teaching; research; classroom instruction; college administration; conduct proceedings; or fire, police, or emergency services.
- E. Failure to comply with the directions of MSMC officials — including, but not limited to, Student Managers, Resident Advisors, Shuttle Drivers, Security Officers, and faculty and staff acting in performance of their duties. This includes but is not limited to verbally threatening, abusing, or harassing of any of the above in the performance of their duties. Students are similarly responsible for the behavior of their guests in this and other regards.
- F. Intentionally or recklessly destroying or damaging MSMC property or the property of others on MSMC premises or at MSMC sponsored activities.
- G. Intentional act of dishonesty including but not limited to furnishing false information to any designated MSMC official or to the college, falsification of records or documents, personal misrepresentation, evasion of legitimate financial obligations or failure to carry and/or provide valid current student picture identification with valid current enrollment semester sticker.
- H. Intentionally initiating or causing to be initiated any false report, warning, or threat at or about MSMC, including but not limited to prank phone calls, e-mails, or postings.
- I. Theft of property or of services on MSMC premises or at MSMC sponsored activities or knowingly possessing stolen property.
- J. Use, possession, selling, or actions under the influence of any controlled substance or illegal drug; misuse of prescription drug(s); non-prescription medications; inhalants or other products that can alter one's state of mind; and drug-related material(s), including, but not limited to, drug pipes, bongs, roach clips, and other paraphernalia. Also prohibited are the posting of drug related pictures, any display of alcohol bottles, and other items expressive of substance abuse.
- K. Unauthorized use, possession, or storage of any weapon, or object intended for use as a weapon, on or reasonably adjacent or proximate to MSMC premises or MSMC sponsored activities. Any student found in possession of a firearm will be expelled.

- L. Intentionally or recklessly misusing, disabling, tampering or damaging fire or other safety equipment, doors and signs.
- M. Unauthorized use or possession of fireworks and/or other incendiary materials on MSMC premises or at MSMC sponsored activities.
- N. Unauthorized use, forgery or unauthorized alteration of any MSMC document, instrument of identification, parking permit, room or office keys, or student employment time card.
- O. Unauthorized presence in or use of MSMC premises, facilities, or property, including, but not limited to, roofs, balconies, ledges, and trellises.
- P. Engaging in disorderly conduct, public intoxication, or lewd, indecent, obscene behavior, or physical fighting.
- Q. Any behavior that disrupts or causes disruption of technology services; damages, alters, or destroys data or records; adversely affects computer software, programs, systems, or networks.
- R. The use of data, computer system or network, to devise or execute any scheme to defraud, deceive or extort, or wrongfully obtain money, property, or data. Unlawful downloading or use of patented, copyrighted, or trademarked works. Any violation of confidentiality of electronic materials including but not limited to email, student identification numbers, phone numbers, medical information, conduct information.
- S. The intentional introduction of any contaminant into the network or computers. Intentional or unintentional "hacking" into any computer system or network.
- T. Violating the terms of any disciplinary sanction imposed in accordance with this Code.
- U. Any violation of the College's smoking policy.
- V. Repeated or reckless violations of the College traffic regulations and parking signs and regulations.

### **Sanctions**

One or more of the following sanctions may be imposed for violations of disciplinary regulations and college policies. Factors to be considered shall be severity of the violation, the present demeanor and past disciplinary record of the offender, the nature of the offense, and the severity of any damage, injury or harm resulting from it.

- A. Disciplinary Warning  
The student is given verbal or written warning that future misconduct may result in more severe disciplinary action.
- B. Disciplinary Probation  
The student may be restricted from participating in future student and college activities. This includes but is not limited to ASB positions, Resident Advisor positions, Study Abroad programs, Orientation leadership positions, and other student leadership positions. Additionally, the student is given written and verbal notice that any further infractions of MSMC policies may result in possible eviction from student housing, suspension from MSMC, or dismissal from MSMC. Notification will be sent to the appropriate MSMC offices.
- C. Restriction  
The student is restricted from entering a specific area on one or both campuses or restricted from entering campus.
- D. Restitution  
The student is required to make payment to MSMC or to other persons, groups or organizations for damages incurred as a result of a violation of this Code.
- E. Fines  
A monetary fine may be assessed to a student for policy violations. The disciplinary fine amount is dependent upon the nature of the violation. A financial hold may be placed on a student's account until the fine has been paid.
- F. Community Service/Educational Project  
Community work, work on campus, research projects or other appropriate learning experiences may be assigned.
- G. Alcohol/Drug Testing  
A student may be required to submit to an alcohol and/or drug test.
- H. Educational Programs  
The student is assigned to attend educational programming to increase his/her awareness of the effects and issues of alcohol and drugs or other matters related to code and policy violations.
- I. Eviction From or Relocation within Student Housing  
MSMC housing accommodations are a privilege. Students who demonstrate that they are unable to live in community as demonstrated by severe or repeated policy violations may be relocated to another housing

facility, or have their housing license agreement terminated, and, if evicted, may be banned from housing facilities and ineligible for future housing.

J. Ineligibility for Graduation or Academic Honor Programs

A graduating student involved with alleged Code violations prior to graduation may not graduate, participate in graduation ceremonies or honors recognition programs, or receive a diploma until the case has been resolved and sanctions completed.

K. Suspension from MSMC

Separation of the student from MSMC for a specified period of time. Permanent notification may appear on the student's academic transcript. The student shall not participate in any MSMC sponsored activity and may be barred from MSMC premises. Suspension requires the review and approval of the Vice President for Student Affairs or designee who may alter, defer or suspend this sanction. The Vice President for Student Affairs or a designee may suspend a student for an interim period pending disciplinary proceedings or medical/psychiatric evaluation; such interim suspension becomes immediately effective without prior notice whenever there is reasonable suspicion that the continued presence of the student on the MSMC campus poses a substantial threat to the student, to others, or to the stability and continuance of normal MSMC functions.

L. Dismissal from MSMC

Permanent separation of the student from MSMC. Notification may appear on the student's academic transcript. The student will also be barred from MSMC premises. Dismissal requires the review and approval by the Vice President for Student Affairs or designee who may alter, defer, or suspend this sanction.

M. Other Sanctions

Conduct Officers and Conduct Boards retain the right to impose additional sanctions, according to the specific needs of a situation.

## **Appeal Procedures**

- A. Any Conduct Officer or Conduct Board disciplinary sanction may be appealed to the Appeals Committee on the following grounds:
1. The sanction is grossly disproportionate to the offense as determined by the Appeals Committee.
  2. The procedures provided for in this policy were not followed, resulting in significant prejudice to the student.
  3. New relevant evidence is available which in the exercise of reasonable diligence could not have been produced at the time of the Conduct Review.

4. The decision is not supported by reasonable evidence as determined by the Appeals Committee.
- B. All requests for appeals are sent to:  
**The Appeals Committee c/o Student Affairs.**
- C. When a student is assigned a sanction of (1) Eviction from or Relocation within Student Housing, (2) Suspension from MSMC, or (3) Dismissal from MSMC, that student will be required to complete and submit a "Form of Intention." The purpose of this form is to indicate whether the student has plans to appeal or accept the assigned sanction in circumstances where the effective date of the sanction precedes the appeal deadline.
- D. Appeals must be submitted in writing within three business days from the date of the imposition of the original decision. Failure to appeal within the allotted time will render the original decision final and conclusive.
- E. All decisions by the Appeals Committee are final and binding.

### **Roles and Responsibilities**

- A. Chief Conduct Officer (The Assistant or Associate Vice President for Student Affairs or Director of Residence Life):
  - Review incident reports and other notices of alleged violations of MSMC student conduct policies.
  - Assign cases to Conduct Officers or Conduct Boards.
  - Resolve a student's challenge of bias for any Conduct Officer or Conduct Board member.
  - Sit on the Appeals Committee.
- B. The responsibility of the Conduct Officers and Conduct Boards is to carry out reviews or other proceedings as prescribed in this Policy.
- C. The Vice President for Student Affairs, or designee, shall appoint Conduct Officers and Conduct Boards.

### **STUDENT RECORDS**

Student conduct actions are not part of a student's academic records except for the case in which a student is expelled or suspended from the College. Records are maintained in the {Vice President for Student Affairs} office for six years after the event, except for suspension and expulsion, in which case the record is permanently retained. Administrative staff and faculty are expected to respect confidential information about students which they acquire in the course of their work.

### **TECHNOLOGY POLICY**

In keeping with the Catholic tradition of the College, all technology users are expected to uphold high ethical standards and adhere to the policy guidelines below. Those violating this policy may face penalties that may include restrictions on their use of technology or referral to the Student Conduct Board, if circumstances warrant.

**Electronic Mail (E-mail)** is the official communication method that the College will use to contact students to keep them informed of college activities, policies, and administrative functions such as registration and billing. Students, therefore, must check e-mail regularly in order to stay abreast of important messages and notifications. Failure to read official college communications sent to students' official e-mail addresses does not absolve students from knowing and complying with the content of official communications. MSMC labs will be available on both campuses to use over the summer months if needed. Many public libraries also have free Internet access.

Faculty may use students' official e-mail addresses as the official out-of-class means of communicating with students registered in their classes. Students must comply with course requirements communicated to them by e-mail.

In keeping these resources functioning, students who use the College e-mail system (to send or receive e-mail) must adhere to the following policy and will be held accountable for any violations encompassing the use of the Computer Network and Non-Networked Campus Computers, E-mail, Voice-mail, Telephone Systems, Internet, Intranet, and the World Wide Web.

### **Mount St. Mary's College Technology User Agreement**

All users of Mount St. Mary's College computer technology must sign a User Agreement, which states that they understand and agree to abide by the policy.

#### ***Policy Guidelines:***

- a. *Ownership of Resources:*  
All individuals using College technology or facilities must do so with the knowledge that they are using College resources in support of their work. The College owns everything stored in its facilities unless it has agreed otherwise. The College has the right to access electronic communications at any time for any purpose.
- b. *Authorized Use/Security:*  
Users have passwords to access College resources, which they have the authority to use. These passwords cannot be shared with others. Similarly, users should only utilize a password, access a file, or retrieve data with proper authorization. Any student who accesses files, e-mail, or voice mail without authorization will face disciplinary measures including, but not limited to, restriction on use of College technology or referral to the Student Conduct Board.
- c. *Software purchases/installations:*  
The College is not responsible for software it cannot support or hardware problems caused by unauthorized installations.

- d. *Harassment:*  
No student, faculty, or staff member should use computers, e-mail, voice mail, or other technology to harass or threaten others, disrupt classes or offices.
- e. *Commercial Use:*  
Use of College technology or equipment is intended for academic purposes and College-related business only.
- f. *Copyright:*  
To avoid copyright infringement, users must obtain permission from authors, artists, or other sources before utilizing materials created on or obtained via computer technology. Information about copyright is found at the U.S. Copyright Office in the Library of Congress at <http://lcweb.loc.gov/copyright/>.
- g. *Departmental & Club Web Pages:*  
College departments and recognized student organizations are encouraged to create department and organization web pages. All material published by student clubs and organizations must be approved by the Women's Leadership Program office.
- h. *Procedures Regarding Violations:*  
In general, The Student Conduct Board will evaluate violations by students. Users who violate the policy may face restriction of technology access or more severe sanctions, if circumstances warrant. In cases of violations of web publications, the Web Committee will ask the author to modify or remove the material.
- i. Students are not allowed to install or have wireless routers or hubs in the residence halls.

For the complete policy, please see [www.msmc.la.edu/pages/2160.asp](http://www.msmc.la.edu/pages/2160.asp)

### **VICTIMS OF SEX OFFENSES INFORMATION**

Mount St. Mary's College encourages victims of sex crimes to report offenses, and offers assistance from college staff in notifying internal and external authorities. Mount St. Mary's stresses the importance of a victim of a sex crime to preserve any evidence as it may be necessary as proof of a criminal offense.

Residence Life programs, Freshmen Orientation class workshops, and literature distribution promote awareness of forcible or non-forcible sex offenses and the college support available to victims. If a sex offense occurs, students may contact the following administrators for support and guidance Monday-Friday, 9:00am to 4:30pm:

- **Dr. Mari Wadsworth**, Associate Vice President of Student Affairs, 310.954.4130
- **Bernadette Robert**, Assistant Vice President for Student Affairs, 213-477-2571
- **Laura Crow**, Director of Residence Life, 310.954.4325 or 213.477.2661
- **Michael McFatridge**, Director of Campus Security, 310.954.4084 or 213.477.2995
- **Gail Gresser**, Director of Campus Ministry, 310.954.4126
- **Dr. Susan Salem**, Director of Counseling and Psychological Services, 310.954.4112
- **Beryl Salvatore**, Director of Health Services, 310-954-4110

- **Jessica Cuevas**, Associate Director of Residence Life, 310.954.4326, 213.477.2661

Also, they may contact Security, Student Affairs or Residence Life, including the resident assistant on duty for immediate support. Other departments available to assist them include Health Services, Counseling and Psychological Services, Academic Affairs and Campus Ministry.

If an on campus conduct procedure takes place as a result of an alleged sex offense, the accuser and the accused are entitled to have an advocate (another full-time student) present during the campus conduct proceedings. Both the accuser and accused are entitled to know the outcome of the conduct process.

Resolutions resulting from a conduct procedure regarding rape, acquaintance rape or other sexual offenses (forcible or non-forcible) include disciplinary warning, disciplinary probation, restitution, interim suspension, termination of on-campus housing, suspension and/or expulsion.

In addition, victims of sexual offenses will be advised of academic and student life options for their support, if requested and available. For questions about policies and procedures for dealing with incidences of sexual harassment, see the Student Handbook.

### **VIOLATIONS OF CRIMINAL LAW**

Criminal violations are defined by law and tried by the courts. In any case in which a student acts in a manner which may be reasonably viewed as within the definition of criminal violations, the College may take action with regard to that student independent of any civil or criminal proceedings.

### **VISITORS AND GUESTS**

Visitors and guests of Mount St. Mary's College students are welcome on campus. However, the College reserves the right to refuse admittance to individuals not associated with the College. Possible reasons for refusal may include but are not limited to: (a) by request of a current Mount St. Mary's College student or administrator or if (b) the individual is under the influence of alcohol or drugs. During the day, visitors to the College must observe all parking regulations and get a parking permit if they bring a car to campus that does not have a permit. All visitors and guests entering campus are required to list their names with security upon entering the campus and give the guard their intended destination. Visitors will be expected to abide by College Policies. Students will be held accountable for the actions of their guests.

### **WEAPONS**

Firearms, knives, weapons, and any such facsimiles of such are prohibited on Campus and at all on campus and off campus College-sponsored events (including swords, laser

guns, paintball guns, etc.). Any student in possession of a firearm or that uses any device as a weapon on College property will be expelled.