

Our Lady of the Lake University

Student Handbook 2019-2020



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SUBJECT TO CHANGE DISCLAIMER It is the responsibility of the administration, faculty, staff, and students to be aware of and to abide by all approved policies, procedures, guidelines, and statements set forth by the Board of Trustees and the University Administration. This student handbook contains a description of the rights and responsibilities of all students enrolled at this institution. The information contained in the Student Handbook and Code of Conduct is true and correct at the time of publication to the best knowledge of the administration. These provisions are to be regarded as a contract between the student and University. The regulations and requirements herein, are necessarily subject to change without notice at any time at the discretion of the administration.

I. A MESSAGE FROM THE PRESIDENT

Dear Student,

Welcome to Our Lady of the Lake University (OLLU) – a learning community designed to foster your professional, personal and spiritual growth. OLLU is built on the Core Values of Community, Integrity, Trust and Service. We live these values as we create an environment for you to continue on your educational journey toward graduation and beyond.

The faculty and staff of OLLU are honored to accompany you on this journey and provide you the support you need to reach your goals. OLLU offers a variety of services to support your academic success. Most importantly, we have faculty and staff who believe in you and will provide you the one-on-one attention to help you succeed.

The Sisters of Divine Providence created the foundation for OLLU more than 120 years ago. They continue to sponsor the University and their legacy lives on in our more than 20,000 alumni. That legacy will live on through you, as well. You will carry the OLLU values with you as you provide service and leadership in your families, communities and professions.

This Student Handbook will help you understand the values of the University and the support that is available to you. Please use it as an important resource throughout the academic year and along your educational journey.

May God's providence light your way,

Diane E. Melby, EdD
President

II. UNIVERSITY OVERVIEW

Mission Statement

As a Catholic university sponsored by the Sisters of Divine Providence, Our Lady of the Lake University is a community whose members are committed to serve students by:

- Ensuring quality, innovative undergraduate and graduate learning experiences;
- Fostering spiritual, personal, and professional growth; and
- Preparing students for success and continued service.

Approved by the Board of Trustees, May 27, 2010

Vision Statement

Inspired by Catholic values and the heritage of the founding Congregation of Divine Providence, Our Lady of the Lake University is a community called to transform individuals as they discover their purpose in life. We aspire to be nationally recognized for our distinctive programs, our expertise in Mexican American culture, and our diverse graduates who lead and serve with faith and wisdom to improve the world.

Approved by the Board of Trustees, May 22, 2008

Core Values

Our Lady of the Lake University is a Catholic community with a faith in a Provident God at its roots. The quality of our relationships defines our work toward the Mission and the Vision. Our core values, listed below, reflect what we believe and live in our daily lives as board of trustees, faculty, staff, and administration of Our Lady of the Lake University.

Community We are a community who values and expects:

- Respect for diversity of experience, thought and expression
- Transparency and accountability; and
- Productivity, creativity and innovation

Integrity We engage in consistent, professional practice throughout our relationships that involve:

- Honesty, openness, and ethical behavior; and
- Congruence between ideals and behavior

Trust We recognize our individual and collective roles and responsibilities. As loyal and contributing members of the university, we demonstrate:

- Conscientious in performing our duties;
- Accountability to one another; and
- Responsibility for University resources

Service We are each called to share our resources through:

- Use of our personal skills and knowledge for the benefit of others; and
- Promotion of the common good of the University and external communities.

Our History and Heritage

The Congregation of Divine Providence founded Our Lady of the Lake University of San Antonio in 1895. Mother St. Andrew Felton, CDP, and other sisters of the Congregation, a religious order begun by Fr. John Martin Moye in 18th Century Lorraine, France, first arrived in the United States in 1866. Their initial establishments were in Austin and Castroville, Texas. In 1883, the Congregation became incorporated by the State of Texas for the purpose of granting diplomas and degrees. By the 1890s, the Congregation made plans to transfer its Motherhouse from Castroville to the western edge of San Antonio.

Mother Florence Walter, CDP, and Sr. Philothea Thiry, CDP, broke ground on the Main Building in 1895. On September 1 of the following year, Our Lady of the Lake Academy (high school) opened its doors to 20 students under the leadership of Sr. Scholastica Schorp, CDP, the Academy's first principal. Sr. Angelique Ayres, CDP, and Sr. Philothea Thiry, CDP, established a two-year, college-level curriculum in 1911 to educate novices into the Congregation. Fr. Henry A. Constantineau, OMI, DD, was chosen as Our Lady of the Lake College's first president. Rosalie McNelly (later Sr. Mary Presentation McNelly, CDP, PhD) was the first and only student when the College opened. The following year, enrollment was broadened to include lay students. In 1919, the College expanded its curriculum to offer a four-year, college-level program after receiving membership in the Texas Association of Colleges. In 1923, the College became the first institution of higher education in San Antonio and the first Catholic institution of higher education in Texas to receive regional accreditation by the Southern Association of Colleges and Schools. Graduate-level courses were first offered in 1942. Although graduate programs were coeducational since their inception, undergraduate programs did not become coeducational until 1969. The Academy closed its doors in 1966, 70 years after greeting its first students.

In 1975, the College evolved into Our Lady of the Lake University at the direction of the Board of Trustees, reflecting the institution's expanded academic offerings. The University offered Texas' first Weekend College program in 1978. The program was expanded to Houston in 1986 and Rio Grande Valley in 2008, respectively. In 1990, the University offered its first doctoral-level program. The year 1995 saw commemoration of the University's Centennial, from its humble beginning as a high school for 20 female students to a comprehensive regional university of over 2600 male and female students pursuing bachelor's, master's and doctoral degrees on two campuses in the state of Texas. The University's San Antonio campus is a 52-acre residential community bordering Lake Elmendorf, named in honor of Henry Elmendorf, the San Antonio mayor who donated 16 acres of land to the Congregation in 1895. The University's colors are blue and white, the traditional colors of the institution's namesake, Mary, the Mother of Jesus Christ. The University's National Association of Intercollegiate Athletic (NAIA) teams name is the Saints. Undergraduate and graduate programs are offered on a two-semester academic calendar. Academic programs are organized into four colleges and schools: The College of Arts and Sciences, the School of Business and Leadership, the School of Professional Studies, and the Worden School of Social Service.

The Providential Character of Our Lady of the Lake University

Our Lady of the Lake University, an institution of higher education in the Roman Catholic tradition, takes its identity from its founders and sponsors, the Congregation of Divine Providence. Founded by Blessed John Martin Moye, the Congregation's earliest sisters were women so zealous for God's Word that they abandoned all earthly possessions in exchange for serving the physically and spiritually poor. Guided by a strong confidence that God's Divine Providence would sustain them, sisters of the Congregation have responded to the needs of the time through active ministry and service since their founding in the 18th century. In each successive generation of students since its establishment, the community of Our Lady of the Lake University has pursued in its academic programs the search for truth and has instilled in its members a dedication to service for others in this same spirit of Divine Providence.

University Governance

The University is governed by the Board of Trustees, a body independent of the University's founders and sponsors, the Congregation of Divine Providence. The President serves as the University's chief executive officer. Appointed by and reporting directly to the Trustees, the President is responsible for implementing policies approved by the Board.

Students, faculty and staff share in University governance through a system of policy-making and advisory councils. Faculty members are selected by the academic area, staff members are selected by the Staff Advisory Council, and students are selected by the Student Government Association's Student Congress recommendation.

The University President's Council consists of the following leaders:

- Provost and Vice President for Academic Affairs
- Vice President for Administration
- Vice President for Mission and Ministry
- Vice President for Institutional Advancement
- Vice President for Finance and Facilities
- Vice President for Student Affairs
- Chief Technology Officer/Information Security Officer
- Chief Communications Officer

III. CAMPUS SERVICES AND RESOURCES

Bookstore

The University Bookstore is operated by eFollett, a third-party vendor, and is the one-stop shop for all new and used text books, academic supplies and electronics. Additionally, the bookstore is your place to find official OLLU gear; including insignia clothing, accessories, diploma frames and much more. Order textbooks at www.ollusabookstore.com and be the first to reserve new and/or used textbooks. Special order of books or materials can be accommodated by bookstore management. All students wanting information regarding refunds and buybacks should contact the university bookstore.

Dining Services

There are a variety of foodservice operations on campus. Sister Annie B's Dining Hall is located in the Main Building. Dining services are open seven days a week and meals include: breakfast, lunch and dinner. During semester breaks, some holidays and short intervals during the summer hours, the dining services hours of operation may be adjusted. Food options include: salads, grill, pizza, pasta and a main

entree line with traditional favorites. Residents are required to purchase a meal plan, which is based on a declining balance system. There are also plans for commuters, faculty and staff. Refer to the "Resident Student Policies and Procedures" handbook for additional information on food service policies.

Financial Aid Office and Services

The Financial Aid Office awards financial aid to eligible students. Financial assistance programs include grants, scholarships, loans and work-study which assist with tuition and education-related expenses. To be considered for federal, state, or institutional programs, you must submit the Free Application for Federal Student Aid (FAFSA) to the federal processor by the priority filing deadline of May 1st, each year. Forms are available beginning in January of each year. Early application is encouraged as awards are made on a first-come, first served basis until all funds have been exhausted. Information, applications and assistance are available in the Financial Aid Office.

Verification

The federal processor randomly selects students for verification. Students should read their Student Aid Report (SAR) carefully to check for accuracy of information provided. Additional documentation will be requested by the Financial Aid Office. Students selected for verification will not be awarded financial aid until the verification process has been completed.

Special Circumstances

Eligibility for aid is based on the income and asset data reported on the completed FAFSA. If income has decreased or if there are other special financial circumstances that were not taken into account on the FAFSA, students may qualify to have financial need recalculated. For information on which types of circumstances qualify for recalculation, please inquire in the Financial Aid Office or visit the webpage at www.ollusa.edu.

Satisfactory Academic Progress

A student must maintain Satisfactory Academic Progress (SAP) in order to remain eligible for financial aid. This policy defines minimum standards for grade point average, ratios of completed credits to attempted credits, and maximum time frame for completing a degree. Please visit the Financial Aid webpage for the complete SAP policy.

Financial Aid Return of Title IV Funds Policy

Withdrawing from ALL courses during a term may result in a change in institutional charges and reduction in financial aid. Federal Regulations mandate that financial aid will be reduced for financial aid recipients who withdraw from all classes before completing 60 percent of the term (based on the number of days in the term). The Financial Aid Office will calculate the percentage of the term completed to determine the amount of aid applicable to the completed portion of the term. The unearned portion of the financial aid award must be returned to the appropriate funding sources (federal, state and institutional). If funds have been awarded for indirect costs (those not related to tuition, fees and books) a percentage of these funds may also need to be returned. As a result, students may be required to return large sums of funds to federal, state and institutional programs. The student will be billed for the amount owed to the Title IV programs and any amount due to OLLU resulting from the return of Title IV funds used to cover OLLU charges. Prior to withdrawing from all classes, students should contact the Financial Aid Office. Withdrawal can result in a reduction of funds as well as having a significant impact on future financial eligibility (see Satisfactory Academic Progress Policy in the University Bulletin). Complete financial aid regulations on withdrawals and Return of Title IV Funds Policy are available in the Financial Aid Office.

Partial Withdrawal

In certain situations, a student may find it necessary to reduce course load due to personal, financial, or academic reasons. Students contemplating such a reduction in hours must notify the Financial Aid Office

to determine what implications such action will have on their financial aid. Certain financial aid programs require specific minimum hours of enrollment to be eligible for and to continue receiving those funds. Students who do not notify our office prior to dropping a course(s) may incur an unexpected financial obligation to the University. If a professor withdraws a student from class due to non-attendance, there may be financial aid implications. Please check with the Financial Aid Office.

Veterans Services

Information and assistance to students with Veterans Educational Benefits is available in the Financial Aid Office. Prior credit earned through formal military services school courses is granted through the Registrar's Office as recommended by the American Council on Education. Credit is also given for acceptable scores on the Defense Activity for Nontraditional Education Support (DANTES) standardized tests.

Concluding Note

Students have the right to understand the entire financial aid process. Questions are always welcomed. Please feel free to call the Financial Aid Office at ext. 3960, or meet with the Financial Aid staff for any information or advice related to the costs of your education at Our Lady of the Lake University. We are located in the Walter Student Service Center, Room 105. Visit the Financial Aid webpage at www.ollusa.edu for more detailed information.

Leave of Absence Status

Our Lady of the Lake University recognizes the diverse circumstances and unpredictability of graduate students' lives and will work in partnership with them to respond to unanticipated situations. Leave of Absence status is available to students who need to suspend their program of study for good cause. Graduate students who desire a Leave of Absence may submit a request for authorized leave which has been signed and supported by their graduate program head, department chair and dean to the Office of Academic Affairs for approval. Leaves will not be granted retroactively. Exceptions to extend time for degree completion up to a maximum of one year may be considered in the request for Leave of Absence status. Students should understand that while on Leave of Absence they will not be allowed to use university resources or complete any degree requirement.

The Leave of Absence Status does not apply to undergraduate students, only graduate students due to continuous enrollment.

Unless on approved Leave of Absence, all students in graduate degree programs must register continuously for a minimum of 1 graduate credit in their discipline or GRAD 8000 each Fall and Spring semester until their degree is granted or until their status as a credential-seeking graduate student is terminated. Graduate students must enroll for summer sessions only if required by their program or when completing degree requirements during the summer term.

Students must be registered for a minimum of 1 graduate credit in their discipline or GRAD 8000 in the semester in which the degree is conferred.

Lost and Found

Lost and found items may be turned into the University Police, located in the lower level of Walter Center. Items may be reclaimed with valid identification. It is the policy of the University Police to donate any unclaimed property after 90 days to any charitable organization. The University is not responsible for any individual's personal articles stolen from University facilities. Students are encouraged to verify coverage of their personal possessions on their parents' homeowners' insurance policies, or obtain their own insurance to cover their possessions.

Student Business Office

The [Student Business Office](#) provides cashier and student account services for all students. Students may cash personal checks of up to \$25 per day. A current University ID card must be presented when cashing checks. There is a \$25 non-sufficient funds check fee charged on all returned checks. An ATM is available on campus in the Moyer hall breezeway.

The office is the final step in the registration process. Registration is completed only after receiving final confirmation of registration from the Student Business Office. The office assists all students with registration invoices and monthly payments. For questions regarding student accounts, please call 210-434-6711, ext. 3929 or visit the Student Business Office located in the Walter Student Service Center or email studentaccounts@lake.ollusa.edu.

Final Confirmation of Registration

The Student Business Office provides students financial information electronically through myOLLU portal, Self-Service, Student Finance, the University's online student accounts financial system. Students must obtain Final Confirmation of Registration in order to complete the registration process by completing the following four requirements:

1. Agreeing to the Financial Responsibility Policy in myOLLU portal, Self-Service, Student Finance
2. Enrolling in a payment agreement if NOT fully covered by financial aid. This includes students paying in full, paying balance of tuition/fees less financial aid or if covered by an employer
3. Making an initial payment as stated on the payment agreement
4. Taking care of all outstanding issues with the Student Business Office such as a prior balance and/or mismatched registration verses financial aid awarded hours

Payment deadlines are available at the Student Business Office's myOLLU portal page. Please see this website for information on employer reimbursed plans, payment agreement enrollment instructions, and other information, such as policies and deadlines. Various payment options are:

OPTION 1 - One payment per semester

Available in the fall, spring and summer semesters.

- Payment in full due by deferred date or date of enrollment in a payment agreement.
- Payment can be net of financial aid and/or employer reimbursement amount.
- \$45 late payment fee assessed.

OPTION 2 - Two payments per semester

Available in the fall, spring, summer semesters and Fast Track A or B only*.

- 50% due by deferred date or the date of enrollment in a payment agreement.
- Remainder due as stated in the payment agreement.
- \$45 late payment fee assessed.

*Some Online programs are not eligible for this plan.

OPTION 3 - Four payments per semester

Available in the fall, spring and summer semesters for students registered for Fast Track A or B only and/or non-traditional students.

- 25% due by deferred date or date of enrollment in a payment agreement
- 25% as stated on payment agreement

- 25% due as stated on payment
- 25% due as stated on payment agreement
- Requires a payment plan fee of \$45

An email confirming the plan will be sent to the student's University email address immediately, and soon after an email will be sent either for Final Confirmation of Registration or indicating the action to be taken. Payments may be made online, in person, or mailed. Checks payable to Our Lady of the Lake University, Visa, MasterCard, Discover or American Express are accepted. Eligible Veterans should contact the Veterans Coordinator in the Office of Financial Aid for assistance in completing necessary paperwork.

A book voucher may be available at the University Bookstore if expected financial aid is in excess of tuition, fees, and other charges for the session provided you have received final confirmation of registration.

If a student decides not to attend OLLU and has already registered, it is the responsibility of the student to formally withdraw per the Financial Obligation and Refunds Policy. Students will be liable for any tuition due if they do not formally withdraw. University tuition, fees and other charges are a debt incurred for educational purposes and are considered a Qualified Educational Loan as defined in section 221 (D) (1) of the Internal Revenue Code.

Refund Policy-Credit Balances

1. Refund Delivery Policy - The University prefers that all refunds to students be delivered via electronic fund transfer (E-Refund). Students should enroll in E-Refund at least 10 days before the first scheduled disbursement.
 - Financial Aid Refunds are processed weekly after the 100 percent drop period of the start of a term. Federal regulations require that excess be disbursed within 14 days from when funds are credited to the student's account (not when awarded).
 - Students will be notified via e-mail when an E-Refund has been disbursed. Students should allow at least 24 hours for the funds to be credited to their bank account.
 - Students can set-up E-Refund by logging into myOLLU portal, Self-Service, Student Finance select "Make Payment/Confirm", select "Continue to Payment Center," select "Refunds" followed by "Set up Account." On the Account information, students should enter checking account information and check the box to agree to the terms and enter. You will receive a message stating your bank account information has been saved.
2. If a student does not enroll in E-Refund, the financial aid refund will be disbursed by check. The check will be mailed to the student's preferred mailing address as indicated in University records. If a mailed check is not received at the preferred address, there is a 10-business day waiting period before a replacement check can be issued. Disbursements can be checked by logging into Student Finance and selecting "Account Activity," followed by "Refunds." Estimated Financial Aid listed, is considered pending aid and is not subject to refund until finalized.

Delinquency and Default

Students delinquent on or in default of payments and students with returned checks may be withdrawn from the University. Such students may be readmitted the following term if all financial obligations are cleared and the student is otherwise academically eligible for readmission. Balances must be paid in full before transcripts and diploma can be released. Our Lady of the Lake University reserves the right to deny readmission based on student's credit history with Our Lady of the Lake University.

In the event of default, students must pay the holder the amounts incurred and court costs and attorney fees in the amount assessed by the court and/or collection fees assessed by an agency in the business of collecting just debts. University tuition, fees and other charges are a debt incurred for educational purposes and are considered a Qualified Educational Loan as defined in section 221 (D) (1) of the Internal Revenue Code.

Notice of Consent to Communications

By registering students' expressly consent to Our Lady of the Lake University, its affiliates, agents, and service providers to use written, electronic, or verbal means to contact them as the law allows. This consent includes, but is not limited to, contact by manual calling methods, prerecorded or artificial voice messages, emails and/or automated telephone dialing systems. Students' also expressly consent to Our Lady of the Lake University their affiliates, agents, and service providers to contact students by telephone at any telephone number associated with their account, currently or in the future, including wireless telephone numbers, regardless of whether they incur charges as a result. Students agree that Our Lady of the Lake University, their affiliates, agents, and service providers may record telephone calls regarding students' accounts in assurance of quality and/or other reasons.

Financial Obligations and Tuition Refunds

A student who is delinquent or in default of payment(s) and/or returned check(s) due the University, may be withdrawn from the University in the term the delinquency or default occurs and cannot be readmitted for that term. A student who has been withdrawn from the University may be readmitted the following term if all payments due the University are paid and the student is otherwise eligible for readmission. Our Lady of the Lake University reserves the right to deny readmission based on students' credit history with Our Lady of the Lake University. Transcripts and diploma are not issued to students who have not met all obligations to the University.

Refunds for tuition and fees in all cases are calculated from the date the properly completed withdrawal form is received in the Registrar's Office, located in Walter Student Service Center, Room 104. Consideration cannot be given to the date the student ceased attending classes unless proper withdrawal procedures have been followed:

- A. Obtain proper form(s) from Registrar's Office, located in Walter Student Service Center, Room 104
- B. Obtain signature of adviser
- C. Submit completed form(s) to Registrar for final processing
 - San Antonio campus: submit to Registrar's Office, located in Walter Student Service Center, Room 104
 - Houston campus: OLLU- 600 N. Sam Houston Parkway West (Beltway8)
 - La Feria (Rio Grande Valley) 1650 S. Main, Room 113

Online students may submit the form by email to registrar@ollusa.edu

Application fees and advance tuition deposits for new students are not refundable. After the 100 percent refund period, all other fees are forfeited.

If proper withdrawal procedures have been followed, tuition is adjusted according to the following schedule:

Traditional Classes Fall / Spring	Tuition/Housing	Lab Fees	Other Fees
1-5 days after start of session	100%	100%	100%

6-19 days after start of session	50%	-0-	-0-
20 plus days after start of session	-0-	-0-	-0-

Summer			
1-4 days after start of session	100%	100%	100%
5-6 days after start of session	50%	-0-	-0-
7 plus days after start of session	-0-	-0-	-0-

Weekends and Holidays are not included in calculation
 Non-Traditional Classes:

Fall / Spring			
1-8 days after start of session	100%	100%	100%
9-19 days after start of session	50%	-0-	-0-
20 plus days after start of session	-0-	-0-	-0-

Summer			
1-8 days after start of session	100%	100%	100%
9-19 days after start of session	50%	-0-	-0-
20 plus days after start of session	-0-	-0-	-0-

Fast-Track terms			
1-8 days after start of session	100%	100%	100%
9 plus days after start of session	-0-	-0-	-0-

Weekends may or may not be included in calculation, depending on program, refer to posted calendars on the Registrar's website <http://www.ollusa.edu/registrar>. Holidays are not included in calculation.

Classification of traditional/non-traditional is determined by program and number of weeks attending. Assistantships are rescinded at the time a student withdraws from the University.

Dropping/Withdrawing - Return of Title IV Funds for Financial Aid Recipients. Refer to the Financial Aid section of the catalog.

Student Affairs Office

Mission: As the heartbeat of OLLU, the Division of Student Affairs creates holistic learning experiences, supports ongoing success, and fosters an environment for student advocacy by providing comprehensive programs and services to students.

The Student Affairs Division empowers students to explore experiential opportunities that enhance the whole person to create individuals prepared for life-long learning in a diverse world. Offices within the Division of Student Affairs includes Campus Recreation, Counseling Services, Dining Services, Health Services, International Folk Culture Center, Residence Life and Student Leadership and Development. Student Affairs is committed to providing an environment to encourage the social integration of the student body into campus life by providing opportunities for leadership and personal growth.

Yellow Ribbon Designation

Assistance to students with Veterans Educational Benefits is available in the Financial Aid Office. Information and applications are also available on Veterans Administration programs and services. Prior credit earned through formal military services school courses is granted through the Registrar's Office as recommended by the American Council on Education. Credit is also given for acceptable scores on the Defense Activity for Nontraditional Education Support (DANTES) standardized tests.

IV. ACADEMIC INFORMATION AND RESOURCES

Academic Center for Excellence (ACE)

The Academic Center for Excellence (ACE) is located in Sueltenfuss Library 101 and offers services through the Mary Francine Danis Writing Center, the Peer Tutoring Center, and the Math Center/Supplemental Instruction Lab. Through individual tutorials, study groups, and workshops, ACE's professional and peer staff engage students in conversations that encourage and support mindful, self-aware thinkers who employ logic, analytics, creativity, and honesty as they study, write papers, prepare presentations, and develop academically, personally, and professionally. ACE fosters open communication, intellectual curiosity, and personal discovery that serve OLLU and our larger community.

Academic Counseling and Student Advocacy Support

The Academic Counselors assist students with a multitude of support services such as completing the enrollment process which include placement testing, academic advising and registration. The Academic Counselors provide individualized support to students and also serve as student advocates. The Student Advocacy Support (SAS) provides referrals within and outside the university community. The SAS coaches serve students using a holistic and wellness approach.

Academic Grievance Procedure

Our Lady of the Lake University provides a uniform method by which students can pursue grievable academic issues.

Definition. An academic grievance is an allegation that something has occurred that violates existing University academic policy or established practices, or is intrinsically wrong. Grievable academic issues include but are not limited to complaints about alleged violations of the institution's academic policies (e.g., application of grading policies), unfairness in the application of policies (e.g., accusation of plagiarism or cheating), or other academic matters.

Evaluation of a student's academic performance in a course or program of the University, when conducted by a faculty member, is presumed to be valid unless there is proof that the evaluation was significantly and adversely affected by prejudice (bias against the student as an individual or as a member of a group or class) and/or capriciousness (unjustifiable deviation from generally acceptable academic standards or procedures, or from explicit understandings established for the course or through the course syllabus, which is the de facto contract for course objectives, requirements and expectations).

Step 1--Informal Resolution

First, the student must talk with the faculty member about his/her complaint within 30 working days¹ of the end of the term. The faculty member is required by University policy to confer with a student who requests redress within 10 working days. Adhering to the University's core values, the intent during this step is to maintain open communication between the student and the faculty member. The student may choose to have a support person accompany her/him but the support person is not allowed to speak on the student's behalf.

If the faculty member does not respond, the student may proceed to Step 2.

Step 2--Academic Grievance

If the student and the faculty member are unable to resolve the matter in good faith, through reexamination of the issues and negotiation, the student must then talk with the faculty member's department chair or designee appointed by the dean, who will attempt to collaboratively resolve the complaint between the parties. In preparation for and prior to this meeting, the student must submit the academic grievance in writing to the department chair within 10 working days of the meeting in Step 1. The grievance must include all of the following:

- A. How the decision or action is unfair and harmful to the grievant.
- B. A list of the University policies or state or federal laws that have been violated, if known.
- C. The name the respondent parties (the person(s) against whom the grievance was filed).
- D. A statement as to how the respondents are responsible for the action or decision.
- E. Evidence in support of the complaint.
- F. A statement of the requested remedy.

The department head is empowered to hear both sides of the matter, to examine all relevant documents and evidence held by either the student or the faculty member, to bring the student and the faculty member together (in person or through electronic communication tools) for further clarification, discussion and negotiation, and to suggest possible compromises or other remediation of the issue. The student may choose to have a support person accompany her/him but the support person is not allowed to speak on the student's behalf.

If the academic grievance concerns the department chairperson or other officials of the department, the student has a right to bypass Step 2 and proceed directly to the College/School Level.

If the complaint is not satisfactorily resolved through Steps 1 and 2, a student may proceed to Step 3, Mediation.

Step 3--Mediation

When an academic grievance is not resolved at the level of the department chair, the issue goes to the dean of the school or college to mediate. Similar to the department head, the dean is empowered to hear both sides of the matter, to examine all relevant documents and evidence held by either the student or the faculty member, to bring the student and the faculty member together for further clarification, discussion and negotiation, and to suggest possible compromises or other remediation of the issue. The student may choose to have a support person accompany her/him but the support person is not allowed to speak on the student's behalf.

The dean, the faculty member, and the student will collaborate to try to resolve the matter within 10 working days of the dean's receiving the mediation request.

Step 4 – Letter of Appeal and Final Resolution

If the mediating efforts in Step 3 do not satisfactorily resolve the matter at the level of the dean, the student is required to submit a letter of appeal to the Vice President of Academic Affairs (VPAA) requesting a review of the matter by the VPAA or an Academic Affairs delegate within 10 days of the Dean's decision. The letter of appeal must include all information presented at Steps 1 and 2 and any additional relevant information. The VPAA or delegate will review the materials within 15 working days of receipt of the appeal. This may or may not include a meeting with relevant parties to substantiate or clarify presented information. The student may choose to have a support person accompany her/him to any meetings but the support person is not allowed to speak on the student's behalf.

Once the VPAA's decision is made, all parties will be notified in writing of the decision and any actions related to this petition. Communication of the decision ends institutional due process on the grievance, and no further appeal is possible.

¹ Working day is defined as a day in which the university is in full operation, excluding Saturday and Sunday.

Academic Integrity Policy

To reinforce the highest standards for academic integrity, this policy presents relevant definitions, faculty procedures for intervening on alleged violations, possible sanctions, procedures for reporting violations, and the student appeal process.

Academic Dishonesty refers to student conduct in academic assignments or situations which violates the norms of the academic community of students and scholars. In practice, it usually refers to academic cheating or plagiarism. Our Lady of the Lake University distinguishes between *Academic Dishonesty*, which is handled through the Academic Affairs Division, and other violations of the Student Code of Conduct, which are dealt with by the Office of Student Affairs. Penalties for academic dishonesty may include expulsion or suspension from the University, failure or grade reduction in the affected course or assignment, or lesser penalty as appropriate.

Academic cheating means an act or attempted act of deception by which a student seeks to misrepresent information. Examples include, but are not limited, to the following:

- copying from another student's test paper;
- allowing another student to copy from one's test paper;
- using textbooks, notes, and other unauthorized materials during a test;
- collaborating with others during a test or on a project where collaboration is not permitted;
- theft, purchase, or other acquisition of all or part of an unadministered test;
- soliciting or giving away all or part of an unadministered test;

- bribing another person to obtain all or part of an unadministered test;
- substituting for another student or permitting any other person to substitute for oneself to take a test;
- submitting as one's own, in fulfillment of academic requirements, a theme, report, term paper, essay, other written work, painting, drawing, sculpture, other art work, computer program, media production, or other academic assignment prepared totally or in part by another;
- selling, giving, or otherwise supplying to another student for use in fulfilling academic requirements any theme, report, other written work, art work, computer program, media production, or other academic assignment.

Plagiarism means the inclusion of someone else's words, ideas, or data as one's own work. Examples of plagiarism include, but are not limited to, the following:

- quoting another person's work, complete sentences or paragraphs, or whole works without acknowledgement of the source;
- using another person's ideas, opinions or theories without acknowledgement of the source;
- borrowing facts, statistics or other illustrating material without acknowledgement of the source;
- copying another person's essay test answer;
- copying or allowing another person to copy computer files that contain another student's assignments and submitting them either in part or in full as one's own work;
- working together on an assignment or sharing computer files and submitting that assignment as one's individual work.

If a student is accused of violating the OLLU Academic Integrity policy, the following steps shall be followed:

1. The instructor must communicate directly with the student (in person, by telephone, by OLLU e-mail, by secure online chat, etc.) regarding the allegation, and the instructor must keep a record of the communication.
2. This direct communication of allegations must occur within 10 working days of the alleged infraction and before the instructor may impose any irreversible consequences.
3. Prior to determining sanctions to be imposed, the instructor should contact the Office of Academic Affairs to obtain the student's record of past academic integrity violations (if any exist) as part of the information used to make a decision about consequences for the current violation. The instructor may apply consequences consistent with OLLU, academic unit, and course-specific academic integrity policies stated in the course syllabus. The instructor will submit an Academic Integrity Violation Report to the Vice President of Academic Affairs (VPAA) within 10 working days. The Academic Integrity Violation report form may be obtained on the OLLU Portal (see Academic Affairs, Forms).

If the student denies responsibility for the violation, or objects to the intended consequences, the student may pursue an appeal to the sanctions determined by the professor. Within five working days, the student will request that the dean of the college or school under whose jurisdiction the course or assignment in question lies become involved. The dean will interview the instructor and the student, and will attempt to work out a satisfactory resolution. If that resolution is made, the dean will send the record of the charge and disposition to the Office of Academic Affairs.

If the dean cannot resolve the case in a way acceptable to both instructor and student, the student may request a formal hearing on the charges. The request, in writing, must be made to the Vice President for

Academic Affairs Office within three days of the college/school dean's conclusion that no mutually satisfactory resolution is possible, and so informing the student thereof. The Vice President for Academic Affairs (VPAA), after ascertaining that good faith efforts have been made to resolve the disagreement, will name a hearing panel within three days of receiving the student's written request. The panel will consist of three members of the Academic Affairs and/or Student Life Committees of the Faculty Assembly. Two members of the panel will be faculty members, and one member a student. The VPAA will appoint one member of the hearing panel to chair the panel. The chair of the panel will set a hearing date and convene the panel within ten working days of the panel's constitution.

At the hearing, both the student and the instructor or academic officer bringing the charges will appear. The student may bring an advocate of his or her choice from the OLLU community to the hearing. The instructor or academic officer will state the case for academic dishonesty having occurred and present any relevant evidence or testimony. The faculty member will also define the penalty he or she considers appropriate for the dishonesty. The student may respond to the charge and offer evidence, extenuating circumstances, or rebuttal. The panel members may informally question either or both parties for the purpose of clarification. At the conclusion of the presentations and questions, the panel will meet in closed session to assess the evidence and determine the appropriate penalty (if any). The action of the panel will be reported in writing by the chairperson to the student, the faculty member, and the VPAA within three days after the hearing. The decision of the panel is final; no further appeal is possible.

The record of the hearing and the report and recommendation of the hearing panel will be maintained in the Office of Academic Affairs. If the recommendation is for failure in a course that may make the student liable for probation or enforced scholastic withdrawal, or for suspension or dismissal, a record of the penalty will be forwarded to the Registrar's Office for inclusion in the student's academic file.

The student may not withdraw from the course in which the alleged violation has occurred following the instructor's communication of the allegation unless that allegation is withdrawn by the instructor or the student's appeal of the allegation is successful. The following sanctions may be applied to violations of academic integrity by a student:

- The maximum penalty that can be imposed by an instructor is a grade of F in the course in which the violation occurred.
- A penalty of expulsion or suspension from the university may be imposed by the Vice President for Academic Affairs in situations such as repeat or egregious violations.

Academic Policies

Refer to the "Undergraduate Catalog" and "Graduate Catalog" for specific academic regulations and procedures such as: academic advising, registration, class attendance, withdrawing from a class, repeating courses, assessment and examinations, grading system and GPA.

Commencement

OLLU's Commencement ceremonies are coordinated by the President's Office, the Registrar's Office and the Student Affairs Office. Commencement ceremonies include: graduation rehearsal, ring blessings, baccalaureate and graduate liturgies, and fall and spring commencement services.

Student Success Center

The Student Success Center (SSC) provides a full spectrum of academic support and instructional resources to the University community. The Center develops and provides learning strategies that enhance academic success and assist students in becoming independent and resourceful learners that leads to

graduation. Services provided by appointment or on a walk-in basis are delivered by the following offices which are housed in the SSC: The Academic Center for Excellence, Academic Advising, Center for Career Development & Testing, and the Center for Service-Learning and Volunteerism.

TRiO Programs

The TRiO Programs are composed of academic enrichment initiatives federally-funded under Title IV of the Higher Education Act of 1965. The University offers one federally funded program. The Ronald McNair Scholars Program, named in honor of space shuttle Challenger astronaut-physicist Ronald E. McNair, aims to increase the numbers of historically-underrepresented groups in doctoral study. The McNair Scholars Program offers research internships, faculty mentors and assistance with graduate school searches for students accepted into the program.

V. UNIVERSITY POLICIES AND STATEMENTS

Alcohol Distribution Policy

Our Lady of the Lake University's alcohol policy, as well as the laws of the State of Texas, govern the use of beer, wine, distilled spirits and any alcoholic beverages on the University campus and at activities sponsored or sanctioned by the University on adjacent properties owned by the Congregation of Divine Providence. The specific guidelines concerning alcoholic beverages at the University have been expanded for the following reasons:

1. To be in direct compliance with the laws of the State of Texas, including those prohibiting the sale of alcohol to persons less than 21 years of age and the purchase or consumption of alcohol by persons of such age;
2. To diminish the University's liability in case of injury or accident;
3. To maintain control of the distribution and consumption of alcohol on University premises;
4. To provide greater awareness among the University community of alcohol use and abuse.

Alcoholic beverages are permitted only at functions registered with and approved by the Vice President for Student Affairs or designee. Local, state and federal laws governing the use of alcoholic beverages must be observed at all times. Of primary importance to the University community are the following regulations:

1. Alcoholic beverages are prohibited to persons younger than 21 years of age.
2. Persons 21 years of age and older are prohibited from providing alcoholic beverages to minors.
3. Intoxication, disorderliness and offensive behavior on University premises and adjacent properties owned by the Congregation of Divine Providence are unacceptable and subject to disciplinary action.

Only under the following conditions are the possession, distribution and consumption of alcoholic beverages by students 21 years of age and older permitted. This permission, albeit conditioned, should not be interpreted to imply that the University encourages and endorses the use of alcoholic beverages.

1. Individuals or organizations intending to serve alcohol must register their events with the Student Affairs Office.
2. Individuals or organizations must contact the Vice President for Student Affairs or designee a minimum of three weeks prior to their event to review alcohol policies and

receive final approval. Approval will be based upon the event's audience, the event's purpose, the event's procedure for distribution and consumption of alcohol, and event supervision. At this meeting, an "Alcohol Distribution Form" will be completed. Failure to comply may result in disciplinary sanction.

3. Individuals and organizations must guarantee alcohol will not be purchased or consumed by anyone under the age of 21 by implementing one or more of the following procedures:
 - Hand stamps or markings distinguishing those aged 21 and older
 - Wristbands distinguishing those aged 21 and older
 - Cups distinguishing alcoholic from non-alcoholic beverages
 - Prohibition of those under the age of 21 to attend
 - Designated non-alcoholic area(s) for those under the age of 21
4. Regardless of the aforementioned method, all individuals will be required to present a valid driver's license or college, university or state identification card when purchasing alcohol.
5. The sale and distribution of alcohol is prohibited during the following times, unless done so as part of a sanctioned religious worship service: Monday through Friday 8 a.m. to 5 p.m. The sale and distribution of alcohol must cease a minimum of 45 minutes prior to the end of the event. The sale and distribution of alcohol is prohibited beyond 11:15 p.m., Monday through Sunday. With approval from the Vice President for Student Affairs or designee, the aforementioned hours may be revised.
6. Individuals and organizations must produce proof of insurance for the event, naming the University as an insured party. The University's insurance carrier does not cover the sale and distribution of alcoholic beverages, or injuries or harm resulting thereof.
7. Events closed to the University community and/or general public (thus, by invitation only) require event sponsors to monitor the sale, distribution and consumption of alcohol at all times, in all venue spaces.
8. The following are prohibited in all University venues: uncontrolled alcohol sampling, drinking contests, the sale of reduced-price alcohol ("happy hour drinks") and kegs of beer.
9. Non-alcoholic beverages and food of sufficient quantity and appropriate type must be available for the duration of alcohol sales and distribution.
10. Security is required for all events at which alcohol is sold or distributed. Only University Police may be contracted for providing this service. One officer per every 100 people is required for such events.
11. Alcohol must not be provided as awards or rewards for individuals and organizations.
12. Promotion of events may not encourage any form of alcohol abuse nor may such promotion place emphasis on quantity and frequency of alcohol use. Publicity may not portray drinking as a solution to personal, academic or other problems or as being necessary to social, sexual, academic or other success. Publicity must avoid demeaning sexual or discriminatory portrayal of individuals. Publicity must mention the availability of food and non-alcoholic beverages if mention is made of the sale and distribution of alcohol.
13. All promotion by off-campus alcoholic beverage marketers, distributors and their agents must adhere to the aforementioned guidelines. Alcohol marketers, distributors and their agents should also support alcohol education programs that encourage informed and responsible use of or abstinence from beer, wine and distilled spirits.

14. All servers of alcoholic beverages will complete an approved training program as approved by the Vice President for Student Affairs or designee.
15. Alcoholic beverages are permitted in Lake View. Resident students in these hall aged 21 or over are permitted to possess and to responsibly use alcohol in their residence hall rooms. Alcoholic beverages are prohibited in Ayres, Centennial, and Flores Halls. Residents of these halls, even if aged 21 or older, are prohibited from possessing and consuming alcohol in their rooms. Regardless of age and residence hall location, consumption of alcohol is prohibited in public areas (e.g. lounges, hallways, patios) except at those events approved by the Student Affairs Office and the Residence Life Office.

Chalking Policy

The use of chalk for advertisement by students, faculty, staff and organizations must first receive approval from the Student Leadership and Development Director. Sponsors of events or persons responsible for advertising must adhere to the following guidelines. Failure to comply will result in loss of chalking privileges until such time as determined by the Student Leadership and Development Director.

1. Chalking is permitted on designated surfaces only. Prohibited surfaces include, but are not limited to, the following:
 - a. All interior surfaces
 - b. Any vertical surfaces, such as walls, fences, light poles, signs, fountains and statues
 - c. Trash cans and recycle bins
 - d. Steps and fire escapes
 - e. Benches, chairs and tables
 - f. Fire lanes
 - g. Any exterior brick and tile surfaces
 - h. Any city or University street or driveway
 - i. Any property owned by the Congregation of Divine Providence
2. Chalking is permitted only for events open to the University community.
3. Only water-based chalk is permitted.
4. Individuals and organizations are responsible for removal of chalking within two days after the event.
5. Individuals and organizations failing to remove chalking or who chalk on prohibited surfaces may be assessed cleaning charges as determined by the Director Student Leadership and Development, or a designate.

Change of Student Information

Changes in students' information including name, home address, phone and cell numbers, major/minor specialization/concentration, advisor, and marital status should be reported to the Registrar's Office in the Walter Center. Requests must be submitted in writing. Alternatively, students can update their home address and phone numbers using the OLLU portal.

Charitable Collections Policy

Any University organization wishing to collect items for charitable donations may do so, provided that each collection effort is approved by the Director of Service-Learning and Volunteerism prior to collection. All containers for collection must be clearly marked with the name of the sponsoring organization and the type of item (e.g. canned goods, clothing, school supplies) being collected. Containers may not be placed in public areas of the University, such as entries and hallways. Each

collection must have a specified starting and ending date, as well as a contact person whose responsibility shall be to ensure that containers are emptied regularly and removed when the event is completed.

A group wishing to sponsor a charitable collection should obtain the “Request for Service Project approval” form from the Center for Service-Learning and Volunteerism, complete the form, and submit it a minimum of one week in advance of the desired starting date. Once approved, the signed copy of this form shall be returned to the designated contact person.

Children on Campus Policy

Students, faculty and staff may, under no circumstances, leave children under college age unsupervised on campus. At no time are children to be unsupervised in the residence halls.

Children in the Workplace or Classroom Policy

Our Lady of the Lake University (OLLU) values family life and has worked to develop policies and benefits that are supportive of families. While we seek to provide an environment open to work and family issues, the University cannot allow the presence of unsupervised children in the workplace or classroom for the following reasons: (1) the potential for interruption of work or the academic environment; (2) health and safety concerns; and (3) liability to the University. Unsupervised children are never permitted on campus or at university sanctioned events.

Supervisors and faculty should make an effort to accommodate employees and students but it cannot be at the expense of impeding university operations. This policy is intended to address rare circumstances such as doctor visits or other occasional reasons to bring a child to campus. Efforts should be made to find alternate child care prior to bringing a child to campus. It is not the intent of this policy to allow continual and ongoing presence of minor children on campus. Supervisors may deny employee requests for a variety of reasons including during peak work times.

“Child” or “children” means a person or persons less than 18 years of age, and not enrolled or admitted for enrollment in classes at OLLU.

“Parent” means any employee or OLLU student who has responsibility for a non-student, minor child, as defined above, while in the workplace or classroom, regardless of the employee’s or student’s relationship to the child.

“High-risk areas” include any area or at any event deemed high risk by the campus risk manager, or any area with: hazardous levels of radiation; hazardous chemicals or substances; hazardous biological agents or vectors; or, hazardous equipment or processes. This is not an exhaustive list.

LIABILITY Children are not allowed in high-risk areas under any circumstances such as: laboratories, shops, studios, mechanical rooms, power plants, garages, food preparation areas, or any areas containing toxins, power tools or machinery with exposed moving parts. While children are allowed in the areas in and around Elmendorf Lake, the UWAC and the IFCC, parents should use extra caution in these areas and any other areas that may pose an elevated risk.

Parents who bring a child to campus are responsible for all aspects of the child’s behavior. The parent is responsible for the child’s safety and is financially responsible for any damages caused by the child. Individuals who do bring a minor child into the workplace or classroom assume full responsibility and accept liability for that child at all times and ensures that the child’s presence is not disruptive to the workplace or classroom. The University does not accept liability for injuries to children on University premises in violation of this policy.

Any child with an illness that prevents the child from going to a childcare facility or from attending school should not be brought to the workplace or the classroom. No child with a contagious illness or disease should be brought to the workplace or classroom under any circumstances.

Students are not permitted to bring minor children into the classroom or to other campus activities without prior approval of the instructor of the class, supervisor or university employee in charge of the event. Please refer to the Visitors in the Classroom Policy for detailed information regarding this issue or contact the Office of Academic Affairs for more information.

Please report issues related to non-academic activities or events to the Office of Student Affairs.

Violations of this policy that cannot be resolved by the employee issuing an initial warning to the student, should be referred to the Office of Student Affairs and will be addressed as Code of Conduct Violations.

Convicted Felons Policy

The University must protect members of the University community from foreseeable or undue exposure to harm and danger. In keeping with this standard, the University reserves the right to refuse admission to or to dismiss any student convicted of a felony or other crimes of moral turpitude. This policy will be enforced at the discretion of the President, whose decision will be final.

Death of a Student

When the death of a student occurs, it is the responsibility of the University to respond in a sensitive and appropriate manner, recognizing that individuals respond in different ways to different circumstances that may surround a death. The University recognizes that the death of a student affects the entire University community, as well as the family and friends of the deceased.

The purpose of this Policy is to establish procedures that will support an orderly, effective, and caring response in the unfortunate event of a student death. Considering the very sensitive and unpredictable nature of a death, no policy or protocol can describe in complete detail all the steps that must be taken by the University. This Policy sets forth guidelines to support communications and notifications in the event of a student death. Those responsible for implementing this Policy should be guided by the essential communication needs required in these situations, as well as by empathy, sensitivity, and support for the bereaved and the need to preserve important evidence in some instances.

Death or Serious Illness in the Family

If a student experiences a death or serious illness in the family, the student, a friend or a faculty/staff member who becomes aware of the situation should notify the Student Affairs Office. Notifications to the student's instructors, employers and resident assistant (if applicable) may be made in addition to notifying those in the University who can offer support services to the student or family. The Student Affairs Office works with the Academic Affairs and Mission and Ministry divisions to provide support services. Notification does not exclude the student from responsibility for making up work that is missed, which must be arranged between the student and individual instructors.

Email Policy

OLLU e-mail is a mechanism for official communication within Our Lady of the Lake University. The University has the right to expect that such communications will be received and read in a timely fashion. Official e-mail communications are intended only to meet the academic and administrative needs of the campus community.

Student University e-mail accounts are activated during the Admission process and remain active during the student's course of study. If a student does not enroll for a year, the e-mail account is removed. When a student graduates or completes a certification program, the e-mail account remains active for 90 days after the completion date.

Students are expected to check their e-mail on a frequent and consistent basis in order to stay current with University-related communications. Students must ensure that there is sufficient space in their accounts to allow for e-mail to be delivered. Students have the responsibility to recognize that certain communications may be time-critical. "I didn't check my e-mail," errors in forwarding mail, or e-mail returned to the University with "Mailbox Full" or "User Unknown" are not acceptable excuses for missing official University communications via e-mail.

Everyone must adhere to the "Our Lady of the Lake Acceptable Technology Use Policy" and the "Email Use Guidelines". These documents can be found at:

<https://myollu.ollusa.edu/UniversityResources/PoliciesandBylaws/Documents/OurLadyo%20theLakeAcceptableTechnologyUs%20Policy.pdf>

<https://myollu.ollusa.edu/UniversityResources/PoliciesandBylaws/Documents/EMailUseGuidelines.pdf>

Email Use Guidelines (Netiquette)

Privacy

Exercise extreme caution in using e-mail to communicate confidential or sensitive matters. For these messages, consider starting the subject line with the word confidential. Remember that e-mail isn't private. E-mail is considered company property and can be retrieved, examined, and used in a court of law. E-mail can be forwarded, so unintended audiences may see what you've written. Never put in an email message what you would not write on a postcard.

Sending Email

- Spell check - emails with typos are simply not taken as seriously.
- Avoid relying on formatting for emphasis; rather choose the words that reflect your meaning instead.
- Be sure you are including all relevant details or information necessary to understand your request or point of view.
- If your email is emotionally charged, walk away from the computer and wait to reply. Review the Sender's email again so that you are sure you are not reading anything into the email that simply isn't there.
- Never assume the intent of an email. If you are not sure -- ask so as to avoid unnecessary misunderstandings.
- Be sure the Subject: field accurately reflects the content of your email.
- Keep emails brief and to the point.
- Don't mass e-mail people.
- Use a signature that includes contact information. Keep in mind you can have multiple signatures for different audiences.

Reading Email

- Never open an attachment from someone you don't know.
- Remember no reputable organization will ask you for personal information including passwords in an email message. Report these messages to the Helpdesk so when appropriate we can warn others about the scam.

- Don't forward emails that say to do so--no matter how noble the cause may be. Most are hoaxes do everyone a favor and just hit delete!
- Don't forward anything without editing out all the forwarding information, other email addresses, headers and commentary from all the other forwarders.

External Communications Policy

Media Relations

All contacts with the media must be cleared with the Communications and Marketing Office. Students, faculty and staff must cooperate with the Communications and Marketing Office to provide facts and figures for the media promptly.

Advertisements and Publications

In order to benefit from consistency in message and image for all University communications to external audiences, all publications intended for external audiences must be reviewed by the Communications and Marketing Office prior to printing.

Freedom of Expression and Dissent Policy

Freedom of expression and dissent is protected by University policy for all University community members. The University values and defends the right of free speech and the freedom of the individual to make one's own disclosures, while at the same time recognizing that such freedom exists in the context of the law and in responsibility for one's actions. Additionally, it is expected that all such expressions shall be made in the context of the Catholic heritage of the sponsoring organization, the Congregation of Divine Providence. The exercise of these rights must not deny the same rights to any other individual. The University therefore both fosters and protects the rights of individuals to express dissent.

Protest or demonstration shall not be discouraged so long as neither force nor the threat of force is used, and so long as the orderly processes of the University are not deliberately obstructed. Membership in the University community carries with it, as a necessary condition, the agreement to honor and abide by this policy, and by the University's "Statement on Rights and Freedoms of Students." Specifically, expressions of dissent may not engage in the following activities:

1. Deny or infringe upon the rights of other students, faculty, staff or guests of the University
2. Disrupt or interfere with educational or other activities of the University community
3. Create a volume of sound that prevents members of the University community from conducting their normal activities
4. Obstruct pedestrian or vehicular traffic on campus
5. Obstruct or restrict the free movement of persons in any part of property owned or leased by the University
6. Deny the normal use of offices or other facilities to the students, faculty, staff and guests of the University
7. Endanger the safety of any individual on the University campus
8. Result in the defacement or destruction of University property

Time Restrictions

Persons wishing to exercise their rights under this freedom may do so between the hours of 8 a.m. and 7 p.m., Monday through Friday or at other times with advanced written approval of the Vice President for Student Affairs or designate. Approval may be granted based on substantial and compelling rationale that makes adherence to the established hours impossible or impractical.

Location Restrictions

Normally, such exercises of this right shall be restricted to the area outside of the UWAC between the Great Hall and Casa Caritas, known as the Free Speech Forum Area.

Manner Restrictions

Peaceable demonstrations that are in keeping with the University's mission, goals, values and policies are permitted. If amplified sound is needed, requests for such shall be made through the Student Affairs Office. Each use of the Free Speech Forum Area shall require separate "Facility and Event Registration Forms." Normally, requests for the Free Speech Forum Area may not exceed a three-hour time block. Exceptions based on substantial and compelling rationale must be submitted in writing in advance to the Vice President for Student Affairs or designate for approval. In no way should the manner of exercise of this right be such as to obstruct normal University operations or to compel an individual's participation against his or her will.

Fundraising and On-Campus Collections

All student organizations must secure authorization for any on-campus collection and fundraising activities with the Student Leadership and Development Office. "Fundraising Project Authorization Forms" must be submitted no later than 14 days prior to the proposed project for consideration. If the project is charitable in nature, a "Request for Service Project Approval Form" must also be submitted to the Center for Service-Learning and Volunteerism at least two weeks before the first collection date.

Harassment Policy

The University will not tolerate any form of harassment relating to gender, race, sexual orientation, religion, age, ethnicity, national origin or physical ability. The term "harassment" includes, but is not limited to, slurs, jokes or unwelcome verbal, graphic or physical conduct. **In its broadest sense, "harassment" may include any and all conduct that is unwanted and interpreted as malicious in nature.** Violations of this policy shall subject the violator to disciplinary action up to and including termination or expulsion.

Definition of Racial Harassment

Racial harassment includes, but is not limited to, the following:

1. Ethnic slurs, racial epithets and display or circulation of written and/or electronic material degrading individuals due to racial or ethnic identity
2. Verbal and/or physical conduct intended to demean, intimidate or otherwise harm an individual due to racial or ethnic identity
3. Humiliation or causation of severe emotional distress due to racial or ethnic identity
4. Interference with an individual's academic or work performance due to such conduct
5. Creation of an intimidating or hostile learning or work environment due to such conduct

Hazing Policy

The University's policy on hazing is consistent with the Texas Education Code (Title II, Subtitle G, Chapter 37, Subchapter F, §§ 37.151 through §§ 37.157), as adapted. In an effort to encourage reporting of hazing incidents, the law grants immunity from civil or criminal liability to any individual who reports a specific hazing event to the Vice President for Student Affairs or designate and immunizes that person from participation in any judicial proceeding resulting from that report. The law does not affect or in any way restrict the right of the University to enforce its own rules against hazing, however.

Definitions

1. Educational institution - includes a public or private high school or college, university or other post-secondary educational establishment

2. New member - means any person who has been accepted by, is considering an offer of membership from, or is in the process of qualifying for membership in an organization
3. New member education - means any action or activity related to becoming a member of an organization
4. Student - means any individual meeting one or more of the following criteria:
 - a. Is registered in or in attendance at an educational institution
 - b. Has been accepted for admission at the educational institution where the hazing occurs
 - c. Intends to attend an educational institution during any of its regular sessions after a period of scheduled vacation
5. Organization - means an association, corporation, order, society, corps, cooperative, club or service, social or similar group, whose members are primarily students at an educational institution
6. Hazing - means any intentional, knowing or reckless act, occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in or maintaining membership in any organization whose members are or include students at an educational institution. The term includes, but is not limited to, the following:
 - a. Any type of physical brutality, such as whipping, beating, striking, branding, electric shock, placing of a harmful substance on the body or similar activity
 - b. Any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small place, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student
 - c. Any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug or other substance which subjects the student to an unreasonable risk of harm or which adversely affects the mental or physical health or safety of the student
 - d. Any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame or humiliation, that adversely affects the mental health or dignity of the student, that discourages the student from entering or remaining registered in an educational institution, or that may reasonably be expected to cause a student to leave the organization or the institution rather than submit to acts described in this subsection

Personal Hazing Offense

1. A person commits an offense if the person performs one or more of the following acts:
 - a. Engages in hazing
 - b. Solicits, encourages, directs, aids or attempts to aid another in engaging in hazing
 - c. Permits hazing to occur intentionally, knowingly or recklessly
 - d. Has firsthand knowledge of the planning of a specific hazing incident involving student in an educational institution, or firsthand knowledge that a specific hazing incident has occurred, and knowingly fails to report said knowledge in writing to the Vice President for Student Affairs or other appropriate University official
2. The offense of failing to report the hazing offense is a misdemeanor punishable by a fine, confinement in county jail for not more than 180 days, or both such fine and confinement
3. Any other offense under this section which does not cause serious bodily injury to an individual is a misdemeanor punishable by a fine, confinement in county jail for no less than 90 days nor more than 180 days, or both such fine and confinement
4. Any other offense under this section which causes serious bodily injury to an individual is a misdemeanor punishable by a fine, confinement in county jail for no less than 180 days nor more than one year, or both such fine and confinement

5. Any other offense under this section which causes the death of an individual is a misdemeanor punishable by a fine, confinement in county jail for no less than one year or more than two years, or both such fine and confinement
6. Except when an offense causes the death of an individual, in sentencing a person convicted of an offense under this section, the court may require the person to perform community service for an appropriate period of time in lieu of confinement in county jail or in lieu of a part of the time the person is sentenced to confinement in county jail

Organization Hazing Offense

1. An organization commits an offense if the organization condones or encourages hazing or if an officer or any combination of members, new members or alumni of the organization commit or assist in the commission of hazing.
2. An offense under this section is a misdemeanor punishable by a fine, or if a court finds that the offense caused personal injury, property damage or other loss, the court may sentence the organization to pay a fine or expenses incurred because of such injury, damage or loss.

Consent Not a Defense

It is not a defense to prosecution of an offense under this policy that the person against whom the hazing was directed consented to or acquiesced in the hazing activity.

Immunity from Prosecution Available

In the prosecution of an offense under this policy, the court may grant immunity from prosecution for the offense to each person who is subpoenaed to testify for the prosecution and who does testify for the prosecution. Any person reporting a specific hazing incident involving a student in an educational institution to the Vice President for Student Affairs or designate or other appropriate official of the institution is immune from liability, civil, or criminal, that might otherwise be incurred or imposed as a result of the report. Immunity extends to participation in any judicial proceeding resulting from the report. A person reporting in bad faith or with malice is not protected by this section.

Offenses in Addition to Other Penal Provisions

This policy does not affect or repeal any penal law of this state. Nothing in this policy will limit or affect the right of an educational institution to enforce its own penalties against hazing. If any provision of this act or its application to any person, entity or circumstance is held invalid, the invalidity does not affect other provisions or applications of this act that can be given effect without the invalid provisions or application, and to this end the provisions of this act are declared to be severable.

Reporting by Medical Authorities

A physician or other medical practitioner treating a student who may have been subjected to hazing activities has the following rights:

1. The physician may report the suspected hazing activities to police or other law enforcement officials.
2. The physician is immune from civil or other liability that might otherwise be imposed or incurred as a result of the report, unless the report is made in bad faith or with malice.

Identification Cards

All University students must obtain and at all times carry a current University ID card as proof of their right to use University facilities and to attend University events. ID cards for students serve as their meal cards, access to printing services, access to computer labs, and serve as electronic access cards to the residence halls for resident students. ID cards must be produced upon request by any University official. ID cards are non-transferable. Students allowing others to use their ID cards are subject to disciplinary

actions. ID cards are issued during orientation periods and are distributed free of charge to all students. A fee will be charged to replace lost ID cards. For additional information contact the IT Helpdesk located on the second floor of the Walter Center.

Illegal Gambling Policy

The University expects students to abide by federal and state laws prohibiting illegal gambling. Students involved in illegal gambling risk disciplinary sanction from the University. Such prohibited activities include, but are not limited to, the following:

1. Betting on, wagering on or selling pools on sports events
2. Possessing on one's person or premises any card, book or other device for registering bets
3. Permitting the use of one's telephone or e-mail account for illegal gambling
4. Receiving or delivering letters, packages and parcels related to illegal gambling
5. Offering, soliciting or accepting a bribe to influence the outcome of a sports event
6. Involvement in bookmaking or wagering pools regarding sports events

Intellectual Property Policy

A student in their role as a student shall retain all rights to work created as part of instruction or using OLLU technology resources. i.e. student works developed through their research in their doctoral program.

Employee Ownership

If the employee obtains a patent or copyright for such work, the employee shall grant a non-exclusive, non-transferable, perpetual, royalty-free, university wide license to OLLU for use of the patented work. An OLLU employee shall own any work or work product produced on his or her own time, away from his or her job and with personal equipment and materials, including the right to obtain patents or copyrights.

Faculty retains rights for teaching and course materials developed by the faculty member. However, for purposes of instructional continuity, OLLU shall have at no cost, a royalty-free, non-exclusive, non-transferrable license to use all teaching and course materials for four years from the end date of the last time the course was taught by the faculty member.

In keeping with academic tradition, all rights in artistic, literary and scholarly intellectual property, such as scholarly books, articles, and other publications (including those in electronic form), works of art, literature and music recordings are owned by their creators despite the use of University resources so long as such works are neither created under the direction and control of the University, nor developed in the performance of a sponsored research or other third party agreement. It is strongly encouraged that faculty, students, staff and affiliates carefully manage their copyrights.

The University shall own any tangible work created with the use of Substantial University Resources. An example is an audio-visual production developed with extensive video production, integration of video streaming, or website development made possible through the use of University resources. The tangible works developed, i.e. the website or video production, shall be owned by the University, while the Creator maintains ownership of the underlying content of the materials. The University shall have at no cost a royalty-free, non-exclusive, nontransferable license for the use, reproduction, and creation of derivative works of the underlying creative content for the University's purposes.

Permission

An OLLU employee may apply to the Chief Academic Officer or Vice President of Administration or their designee to use OLLU materials and equipment in his or her creative projects, provided the employee agrees either to grant OLLU a non-exclusive, non-transferable, perpetual, royalty-free, university-wide license to use the work, or permits OLLU to be listed as co-author or co-inventor if OLLU contribution to the work is substantial. OLLU materials do not include student work, all rights to which are retained by the student.

Works for Hire:

OLLU may hire an independent contractor for specially commissioned work(s) under a written works-made-for-hire agreement that provides that OLLU shall own the work product created under the agreement, as permitted by copyright law. Independent contractors shall comply with copyright law in all works commissioned.

Return of Intellectual Property

Upon the termination of any person's association with OLLU, all permission to possess, receive, or modify OLLU intellectual property shall also immediately terminate. All such persons shall return to the University all intellectual property, including but not limited to any copies, no matter how kept or stored, and whether directly or indirectly possessed by such person.

Copyright

Unless the proposed use of a copyrighted work is an exception under the "fair use" guidelines maintained by the university, OLLU shall require an employee or student to obtain a license or permission from the copyright holder before copying, modifying, displaying, performing, distributing, or other-wise employing the copyright holder's work for instructional, curricular, or extracurricular purposes. This policy does not apply to any work sufficiently documented to be in the public domain.

Technology Use

All persons are prohibited from using OLLU technology in violation of any law including copyright law. Only appropriately licensed programs or software may be used with OLLU technology resources. No person shall use OLLU's technology resources to post, publicize, or duplicate information in violation of copyright law. In the event a student is caught violating this policy they may be sanctioned under the Student Code of Conduct. In the event an Employee is caught violating this policy they may be sanctioned appropriately with sanctions listed in the Employee Handbook. All persons using OLLU technology resources in violation of law shall lose user privileges in addition to other sanctions.

Electronic Media

Unless a license or permission is obtained, electronic media in the classroom, including motion pictures and other audiovisual works, must be used in the course of face-to-face and distance education teaching activities as defined by law. It is also required that electronic media used in the classroom be ADA compliant.

Designated Agent

OLLU has designated an agent to receive notification of alleged online copyright infringement and has notified the U.S. Copyright Office of the designated agent's identity. OLLU includes on its website information about how to contact OLLU's designated agent and a copy of OLLU's copyright policy. Upon notification, OLLU's designated agent shall take all actions necessary to remedy any violation through the appropriate conduct processes in place for students and employees. If a content owner reasonably believes that the OLLU's technology resources have been used to infringe upon a copyright, the owner may notify the designated agent.

DMCA Agent:
Jeff Allen
Manager of Infrastructure Services
DMCA@ollusa.edu
210.431.5509

Trademark

OLLU protects all OLLU and campus trademarks, including names, logos, watermarks, mascots, and symbols, from unauthorized use.

OLLU Related Use

OLLU grants permission to students, student organizations, parent organizations, and other OLLU-affiliated organizations to use, without charge, OLLU and campus trademarks to promote a group of students, an activity or event, a campus, or OLLU, if the use is in furtherance of OLLU related business or activity. The Director of Marketing or designee shall determine what constitutes use in furtherance of OLLU related business or activity and is authorized to revoke permission if the use is improper or does not conform to administrative regulations.

Public Use

Members of the general public, outside organizations, vendors, commercial manufacturers, wholesalers, and retailers shall not use OLLU trademarks, including names, logos, watermarks, mascots, and symbols, without the written permission of the Director of Marketing or his/her designee. Any production of merchandise with OLLU trademarks for sale or distribution must be pursuant to the approval by the Marketing and Communications Office and may be subject to the payment of royalties if applicable. Any individual, organization, or business that OLLU trademarks without appropriate authorization may be subject to legal action.

Intellectual Property Dispute Resolution Procedure:

In the event there is a dispute over the ownership of intellectual property the following dispute resolution procedure will be used. The party bringing the dispute shall do so in writing to the Chief Academic Officer or their designee regarding academic intellectual property issues or the Vice President for Administration or their designee for all other intellectual property issues. The dispute must be presented to the correct administrator in writing within 30 business days from the date the issue arose. If an issue involves intellectual property with both academic and non-academic components, the Chief Academic Officer and the Vice President for Administration will review the dispute and determine who has authority over the material and who will make a determination on the dispute. If the dispute is decided by the Chief Academic Officer and the party wishes to appeal they must do so in writing within 5 business days to the Vice President of Administration. If the dispute is decided by the Vice President of Administration and the party wishes to appeal they must do so in writing within 5 business days to the Chief Academic Officer. The administrator reviewing the appeal will notify the party of their decision in writing within 10 business days. The decision of the administrator reviewing the appeal is final.

Lactation Policy

Our Lady of the Lake University supports the practice of breastfeeding and the expression of breast milk by employees and students. It is the policy of the University to prohibit discrimination and harassment of breastfeeding employees and students who exercise their rights under this policy.

Upon return to work or school after the birth of a child and for one year thereafter, breastfeeding employees and students shall be allowed reasonable time to express milk during work or school hours. The University will provide private lactation rooms for nursing mothers at each of its campuses.

Employee or Student Responsibilities

- The employee or student shall be responsible for requesting and arranging with their supervisor or professor appropriate and reasonable break times for flexible scheduling for expressing milk.
- The employee or student shall be responsible for ensuring the lactation room is left ready for the next user, or a responsible staff member is notified if the room needs attention.

Supervisor or Professor Responsibilities

- The supervisor or professor shall be responsible for providing reasonable break times each day for employees or students wishing to express breast milk. (For employees, this time may run concurrently with the employee's paid rest or lunch breaks. The University must make separate time available if it is not possible for the lactation time to run concurrently with the employee's existing break time, but it may be unpaid.)
- The supervisor or professor shall also be responsible for assisting in providing a positive atmosphere of support for breastfeeding employees.

Guidelines for Breaks and Facilities

- Employees or students who wish to access lactation accommodations should first reach out to their supervisor or the Office of Human Resources, professor or the Office for Services for Students with Disabilities to work out the break schedule. After this is arranged they should make reservations for use of the room with the contact listed below. Supervisors who believe they have just cause for denying an employee a break are asked to first consult with the Office of Human Resources. Professors in similar situations should first consult with the OLLU Compliance Officer.
- Depending on the amount of travel time to/from the room to be used, on average, the breaks should be approximately 20-30 minutes in duration.
- Employees and students should be provided a break approximately every 3 to 4 hours per day.
- The employee or student must provide her own pump, adapter, and accessories as well as a small cooler or insulated bag to store the milk.
- For health and safety reasons, breast milk is not allowed to be stored in University owned or departmental refrigerators on campus.
- The University will provide lactation rooms that are shielded from view and free from intrusion from coworkers, students and the public, which may be used by an employee or student to express breast milk. Bathrooms and storage areas shall not serve as lactation rooms. For employees, if the employee prefers, she may also express milk in her own private office.

Campus Locations of Lactation Rooms

Location	Room	Reservations
San Antonio Main Campus	Main 125 – HR Office	Contact an HR Rep. at 431-3970
San Antonio Main Campus	Providence 245 and 248	Contact ADA Office at 210-431-4010 or ada@ollusa.edu
OLLU's Houston Campus	Varies	Contact Lauren Thompson at 936-273-7628 or Melinda Kirtley at 936-273-7620

Rio Grande Valley (La Feria)	Room 109	Contact Patricia Longoria at 956-277-0146
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Compliance

- The University may refuse to accommodate a nursing mother only if its operations would be “seriously disrupted” by providing lactation time in accordance with applicable laws.
- Nursing mothers who feel they have been denied proper and appropriate accommodations should contact the Human Resource Office (employees) and Compliance Officer/Title IX Coordinator (students).

Procedures

- Employees or students who wish to access lactation accommodations should first reach out to their supervisor or the Office of Human Resources, professor or the Office for Services for Students with Disabilities to work out the break schedule. After this is arranged they should make reservations for use of the room with the contact listed below. Supervisors who believe they have just cause for denying an employee a break are asked to first consult with the Office of Human Resources. Professors in similar situations should first consult with the OLLU Compliance Officer.

Loitering Policy

The University welcomes visitors to its campus, but discourages loitering. Individuals who are not visiting specific University students, faculty or staff members, or who have not obtained authorization to use University facilities, may be required to leave the premises. The University community should contact OLLU Police to investigate suspicious activities.

Missing Student Notification Policy

Our Lady of the Lake University (OLLU) takes student safety very seriously. The following policy and procedures have been developed in order to assist in locating OLLU student(s) living in university-owned, on-campus housing who, based on the facts and circumstances known to the university, are determined to be missing. This policy is in compliance with Section 488 of the Higher Education Opportunity Act of 2008.

If a student is believed to be missing you should notify the OLLU Police Department or the Vice President of Student Affairs and provide as much information as possible. While a 24-hour window of waiting time is standard, reports can be made anytime a concern arises. These offices will undertake an immediate investigation and make efforts to contact the student, his/her friends, acquaintances, and professors, in an attempt to locate them. Further, the assistance of the San Antonio Police Department, or other appropriate law enforcement agency, will be sought if such assistance is indicated and deemed necessary by the initial campus investigation. It is often the case that students who are reported missing have simply altered their routine without informing friends and family members.

If it is determined that a student is missing, the OLLU Police Department or Student Affairs Office will begin contacting the person(s) designated as a Missing Person Contact by the student in their Residence Hall Application. The university is required by law to inform the designated contact person of a missing student who resides in university property - and the custodial parent or guardian in the case of a minor - within 24 hours of receiving a missing person report. Only authorized campus officials, as part of their

responsibilities, and law enforcement officers in furtherance of a missing person investigation, may have access to this confidential information.

If the student cannot be located and remains missing, the university will, according to the law, contact San Antonio Police Department and/or other appropriate law enforcement agency within 24 hours of the initial internal report. In situations that may indicate a serious threat to a student's wellbeing, the university may notify law enforcement agencies and emergency contact(s) immediately. Contact information will be kept confidential as appropriate.

Non-Discrimination Policy

Our Lady of the Lake University (OLLU) is an equal opportunity institution and is committed to fostering a diverse environment that is free from discrimination. The school fully subscribes to all federal and state laws banning discrimination in institutions of higher education. Our Lady of the Lake University will not discriminate against any employee, applicant for employment, student in our educational programs or activities or applicant for admission on the basis of race, color, sex, pregnancy, religion, national origin, citizenship status, disability, age, marital status, gender, gender identity or expression, sexual orientation, veteran or military status (including disabled veterans, Vietnam-era veterans or recently separated veterans), predisposing genetic characteristics, domestic violence victim status, or any other protected category under applicable local, state and federal laws, including protections for those opposing discrimination or participating in any allegation process on campus or within the Equal Employment Opportunity Commission or other human rights agencies. These types of discrimination are prohibited by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable laws as well as University policies.

For an updated copy of the OLLU non-discrimination policy with complete complaint procedures, please go to www.ollusa.edu/nondiscrimination.

Student Discrimination Complaint Procedure

Our Lady of the Lake University provides a uniform method by which students can pursue discrimination concerns and/or issues.

- Academic grievances should follow the Academic Grievance Procedures.
- Concerns regarding ADA accommodations should follow the ADA Accommodations Grievance Procedures
- Sex and Gender discrimination should follow the Title IX Policy and Procedures at www.ollusa.edu/titleix.
- If the complaint is against another student, the student should consult with the Assistant Vice President for Student Affairs or the Director of Residence Life.
- If the complaint is against a student employee's supervisor, the procedures in the Student Employment Handbook should be followed.
- To appeal a determination of financial aid ineligibility, contact the financial aid office or submit the Academic Progress Appeals form.

Definition. A discrimination complaint is an allegation that something has occurred that violates the University Non-Discrimination policy.

Procedures

Step 1--Informal Resolution

First, the student should schedule a meeting to talk with the University employee about his/her complaint within 15 business days of the date of the incident. The University employee is required by University policy to confer with a student who alleges the discrimination within 15 business days to attempt to resolve the issue. Adhering to the University's core values, the intent during this step is to maintain open communication between the student and the University employee. The student may choose to have a support person accompany her/him, but the support person is not allowed to speak on the student's behalf. The support person cannot be a direct witness of the discrimination incident.

If the University employee does not respond within 15 business days or the issue is not resolved in the meeting, the student may proceed to Step 2.

Step 2—Formal Resolution

If the student and the University employee are unable to resolve the matter in good faith during the scheduled meeting, the student must then talk with the University employee's supervisor, who will attempt to collaboratively resolve the complaint between the parties. In preparation for and prior to this meeting, the student must submit the complaint in writing to the supervisor within 10 business days of the meeting in Step 1. The complaint must include all of the following:

1. The name the respondent parties (the person(s) against whom the grievance was filed).
2. A description including date(s) of the alleged discriminatory behavior and the names of any witnesses of the incident.
3. How the action is unfair and harmful to the complainant?
4. A list of the University policies or state or federal laws that have been violated, if known.
5. A statement of the requested remedy.

The supervisor may meet with parties and/or witnesses, examine relevant documents and evidence and issue a decision on the complaint. The student may choose to have a support person accompany her/him to meeting(s) with the supervisor, but the support person is not allowed to speak on the student's behalf. If the complaint is not satisfactorily resolved through Steps 1 and 2, a student may proceed to Step 3, Appeal

Step 3—Appeal and Final Resolution

When a discrimination complaint is not resolved at the level of the supervisor, the complaint goes to the dean of the school or college or vice president for final action. The dean/vice president will review relevant documents and evidence generated in step 2 and may meet with parties and/or witnesses and issue a final decision on the complaint. The student may choose to have a support person accompany her/him to meeting(s) with the supervisor, but the support person is not allowed to speak on the student's behalf.

The dean/vice president will notify all parties in writing of the decision and any actions related to this complaint within 15 business days of receiving the appeal. The decision of the dean/vice president will be final. No further appeal rights exist.

Additional Information

In the event the allegations are against a member of the President's council, a Human Resource Investigator will investigate the complaint. The Human Resources Investigator will present his or her findings directly to the President for decision making. The President's decision will be final. No appeal rights exist.

All files and records relating to the complaint will remain on file with the Human Resources or Academic Affairs office(s) as appropriate.

Posting Policy

All materials to be posted or distributed on campus by students, faculty, staff members, alumni, and organizations must first receive approval from the Student Leadership and Development Office. Sponsors of events or persons responsible for advertising must adhere to the following guidelines. Failure to comply will result in removal of posted items and loss of advertising privileges until such time as determined by the Director of Student Leadership and Development Office. Students, faculty, staff, and alumni must post and remove the approved materials during the designated time frame as assigned by the Student Leadership and Development Office.

General

- Submit original copies of materials to the Student Leadership and Development Office a minimum of 24 hours before distribution. We encourage groups to use recycled paper and recycle publicity materials.
- For most events, there is a two-week time limit for all publicity. Publicity must be removed 24 hours after the event's conclusion; failure to comply will result in loss of privileges.
- Fastening of fliers, posters, or banners on trees, buildings, sidewalks, windows, glass doors, or telephone poles is prohibited. (With approval through the Director of Student Leadership and Development Office, the aforementioned regulations may be approved).
- Materials containing profane, racially- or culturally-insensitive, or otherwise inappropriate language and drawings are prohibited.
- Other forms of publicity, such as table tents, handbills, message tags, door tags, and mailbox stuffers, are to be cleared by appropriate authorities (e.g. Food Services Manager, Post Office Supervisor, and Director of Residence Life).
- Student Leadership and Development Office reserves the right to refuse service to any Student, Faculty, Staff, Alumni, or organization due to failure of following the posting policy.
- Floor publicity should be taped down to eliminate any risk hazards and can only be utilized on outdoor concrete surfaces.

Bulletin Boards

- Submit 10-12 original copies of materials to the Student Leadership and Development Office a minimum of 24 hours before distribution. OLLU has 15 General Bulletin Boards for approved 8.5 x 11 fliers or 11 x 17 posters.
- All publicity must contain the event's sponsoring individual or organization, date, time, location, cost (if applicable), and contact information (name, phone number or e-mail address). Posters may not exceed 18" x 24".
- Publicity must be posted on designated "General Information" bulletin boards only. Contact the Student Leadership and Development Office for a list of approved spaces for advertising.
- Personal notices (e.g. "For Sale," "For Rent," "Lost and Found") must include appropriate contact information and are available to University students, faculty, and staff members only.

A-Frames

- A Frames are not allowed to be placed in hallways, suggested areas include: Mall area: Café entrance, outside the bookstore, near mall area fountain, Cyber Café sidewalk, Metz or Walter Center sidewalk, and/or in front of the UWAC.
- Students, Faculty, Staff, Alumni, or organizations utilizing A frames are responsible for replacement costs for damages or loss. Maximum checkout is 3 days.

Banners

- Eight banner spaces (3' X 6') are available to reserve through the Student Leadership and Development Office. To utilize these spaces, you must reserve your space through the Student Leadership and Development Office. Reservations will be scheduled more than one month out. Spaces cannot be reserved for more than 1 week.
- Banners must be hung by an organization member between 7am and 12noon. If the poster is not up by noon, the space will be given to the first group that requests it.
- If your organization wishes to keep your poster, please remove it by the closing of the last day of your reservation. Any banners not removed by that time will be thrown away. Banners must not exceed 3 feet by 6 feet.
- Please utilize the banner posting bar if available. Masking tape and/or Blue Painters tape is allowed on wall surfaces. Do not use duct tape or clear packaging tape, this will remove the paint and possibly damage the walls of buildings.

Sales and Solicitation Policy

The University requires solicitors, sales personnel, and distributors to obtain permission from the Director of Student Leadership and Development, or a designate, for advertisement, solicitation, selling and distribution on campus. Such permission shall include all time, location and manner restrictions effective for such activity. All such activity must be conducted in a passive nature. Students, faculty and staff are cautioned that such permission does not constitute an endorsement by the University. Door-to-door solicitation is not permitted in the residence halls.

Security and Emergency Services Policy

University community members and guests are required to cooperate with and follow the directions of University Police at all times.

Security Services

University Police are required at all large group assemblies, all functions where circumstances may call for Police/security intervention, and all functions where alcoholic beverages are served. Only University Police can be contracted for providing security for on-campus events. As needed, the Chief of Police reserves the right to subcontract security duties to an outside law enforcement agency.

Emergency Services

University Police are the University's first-response team in emergency and crisis situations. University Police should be contacted to coordinate emergency services whenever such situations occur.

Smoking Policy

The University is committed to providing a healthy learning and working environment for all University community members and campus guests. While the University acknowledges that individuals may freely choose to smoke, such action will not be permitted to endanger the health of non-smokers nor cause unreasonable discomfort or annoyance. The preponderance of medical research findings indicates that the health of non-smokers is endangered by exposure to secondary smoke. The following guidelines regulate smoking, including cigarettes, cigars and pipes:

1. Smoking is prohibited inside all University buildings, including all residence halls.
2. Smoking is prohibited inside all University vehicles.

Statement on AIDS and HIV Infection

Our Lady of the Lake University acknowledges the epidemic of AIDS (Acquired Immune Deficiency Syndrome) and HIV (Human Immunodeficiency Virus) infection requires an institutional response. The University is committed to educating its community members about AIDS and HIV infection. The University also will strive to limit the consequences of established infection and to provide a compassionate response to all concerned individuals.

In accordance with the recommendations of the American College Health Association and the American Council on Education, the University's primary response to the epidemic of AIDS and HIV infection is education. AIDS and HIV infection educational programming will recognize and address the diversity of people in the University community and will provide opportunities for effective learning by all of its members. Because there currently is no known vaccine to prevent HIV infection, programs that increase awareness and provide information to prevent further spread of the virus are essential. Although knowledge about limiting the consequences of established AIDS and HIV infection is beginning to develop, education programs must disseminate what information is available in this area.

It is also important for an institution such as Our Lady of the Lake University, with its rich Catholic heritage, to do all possible in order to develop values and attitudes that reflect our Judeo-Christian beliefs. Within all of its programs, the University will provide opportunities for its community members to develop a sense of human value and human dignity. The epidemic of AIDS and HIV infection raises issues of liability that are of great concern to virtually every institution and organization. As medical evidence consistently indicates, no actual safety risks are created in the usual workplace or academic setting, institutions such as the University can best render enrollment or employment safe and healthy through effective education and training programs. The program of education at the University will emphasize the following:

- Pre-marital abstinence and marital fidelity are the best private and public health measures against AIDS and HIV infection.
- Even despite symptoms, persons with HIV infection may transmit the virus to others through intimate sexual contact, transmission of infected blood, and sharing of un-sterilized needles.
- Among people who are sexually active, the consistent and conscientious use of condoms and spermicides containing nonoxynol-9 greatly reduce the chance of transmission of HIV through sexual intercourse.
- The sharing of needles used in the injection of illegal drugs is a proven means of transmitting HIV. Needles used to inject steroids may transmit HIV as well. Persons with documented HIV infection and those with behavioral risk factors for HIV infection should not donate blood, plasma, sperm or other body organs or tissues.
- People with HIV infection pose no risk of transmitting the virus to others through ordinary, casual interpersonal contact.
- Certain interventions and therapies can possibly limit the consequences of HIV infection among people already infected. People who know they have been infected may thus benefit from regular medical follow-up and evaluation.
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Statement on Compliance with the Americans with Disabilities Act of 1990

It is University policy that reasonable accommodations must be made in all the academic and nonacademic programs and activities of the University and its associated agencies to permit equal opportunity for qualified students with disabilities, in compliance with Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act of 1990, and the Americans with

Disabilities Act Amendments of 2008. No otherwise qualified person with a disability will, on the basis of disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity conducted by or under the auspices of Our Lady of the Lake University. The Services to Students with Disabilities Office provides reasonable accommodations to ensure students with disabilities to participate in and benefit from all our campus, programs and activities.

Statement on Compliance with the Drug-Free Schools and Communities Act of 1989

Our Lady of the Lake University (OLLU) expresses its commitment to the complete educational development of the individual: intellectual, moral, social and spiritual. It attempts, moreover, to create a person-centered learning environment in which both academic and co-curricular programs and services provide creative alternatives responsive to the needs of individual students.

Flowing from its purpose, OLLU is committed to complying with the Drug-Free Schools and Communities Act of 1989, which requires OLLU to notify students and employees annually of certain information. This information must include: the standards of conduct prohibiting the unlawful possession, use, or distribution of illicit drugs and alcohol; a list of applicable sanctions under federal, state, or local laws for the unlawful possession or distribution of illicit drugs and alcohol; a description of the health risks associated with the abuse of alcohol or use of illicit drugs; a list of drug and alcohol programs (counseling, treatment, rehabilitation, and re-entry) that are available; clear statement that the University will impose disciplinary sanctions for violations of the standards of conduct and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution.

OLLU contends the abuse of substances can have devastating effects on an abuser's physical health and spiritual well-being. Even those substances which one might consider mild can derail an abuser's personal, academic and professional life. The following information is from the Drug Enforcement Agency publication regarding [Health Risks of Controlled Substances](#). Additionally, the following OLLU departments/programs provide educational awareness, resources, and referrals or assessments to treat such abuse of alcohol and other drugs:

[Counseling Services](#)

[Health Services](#)

[OLLU Cares](#)

OLLU promotes an environment to prevent the use of illegal drugs and the abuse of alcohol by students and employees. The OLLU Student Handbook provides policies clearly prohibiting the unlawful possession, use or distribution of illegal drugs and alcohol on OLLU property or as part of any University activities. Range of sanctions for initial incident: fines, community retribution, substance abuse assessment(s) and counseling, loss of on-campus housing privilege, University probation, co-curricular suspension, expulsion and referrals for prosecution. Final decisions about sanctions will depend on the nature of each individual incident.

Texas Law

- **Possession of Marijuana**
Minimum: Confinement in jail for a term not to exceed 180 days and a fine not to exceed \$2,000
Maximum: Confinement in jail for life or for a term of not more than 99 years or less than 5 years and a fine not to exceed \$50,000
- **Possession of Controlled Substances (drugs)**
Minimum: Confinement in jail for a term not to exceed 180 days and a fine not to exceed \$2,000

Maximum: Confinement in jail for life or for a term of not more than 99 years or less than 10 years and a fine not to exceed \$250,000

- **Delivery of Marijuana**

Minimum: Confinement in jail for a term not more than 180 days and a fine not to exceed \$2,000

Maximum: Confinement in jail for life or for a term of not more than 99 years or less than 10 years and a fine not to exceed \$100,000

- **Manufacture or delivery of controlled substance (drugs)**

Minimum: Confinement in jail for a term of not more than 2 yrs. or less than 180 days, and a fine not to exceed \$10,000

Maximum: Confinement in jail for life or for a term of not more than 99 years or less than 15 years, and a fine not to exceed \$250,000

- **Public Intoxication**

Minimum: Class C Misdemeanor: A fine not to exceed \$500, alcohol awareness class, 8 to 12 hours community service, 30 days suspension of driver's license

Maximum: Fine of \$250 to \$2,000, confinement in jail for up to 180 days, 180 days suspension of driver's license

- **Possession of alcohol in a motor vehicle (Open container)**

Minimum: Class C Misdemeanor: A fine not to exceed \$500

Maximum: 180 days of jail confinement and a \$2,000 fine if a DWI conviction is involved

- **Driving while intoxicated (includes intoxication from both alcohol and/or drugs)**

Minimum: Class B Misdemeanor: A fine not to exceed \$2,000, 3 days in jail, or both, 90 days suspension of driver's license

Maximum: A \$10,000 fine, two years in jail, two years suspension of drivers' license, required Ignition Interlock Device for personal vehicle

- [Texas alcohol related laws for minors](#)

Federal Law

- **Possession of drugs (including Marijuana)**

Minimum: Fine in an amount not to exceed \$1,000, up to one year in jail

Maximum: A jail term of not more than more 20 years or not less than five years, and a fine of not less than \$5,000 plus costs of investigation and prosecution.

- **Manufacture, distribution, dispensing drugs (includes Marijuana).**

Minimum: A jail term of up to five years and a fine of up to year and a fine of \$100,000 (for individual) or \$250,000 (if other than an individual)

Maximum: A jail term of life without release (no eligibility for parole) and a fine not to exceed \$20,000,000 (for individual) or \$75,000,000 (if other than an individual)

- **Operation of common carrier under the influence of alcohol or drugs**

Maximum: A jail term of up to 15 years and a fine not to exceed \$250,000

- [Federal Drug Penalties](#)

Statement on Compliance with the Family Educational Rights and Privacy Act of 1974 Release of Student Information

The Family Educational Rights and Privacy Act (FERPA) is a Federal Law (also known as the Buckley Amendment) which protects the privacy of a student's educational records. FERPA applies to all educational agencies or institutions that receive funds under any program administered by the Secretary of Education. FERPA entitles students to withhold release of directory information. Directory information is defined as "information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed" (1988 Final Regulations). Our Lady of the Lake University public or directory information includes: student's full name, address (local, permanent,

e-mail), telephone listings (local, permanent), email address, date and place of birth, major field of study, degrees and awards received, dates of attendance, most recent school attended, classification, photographs, weight and height of members of athletic teams and participation in officially recognized activities and sports. For more information please visit the [OLLU's Registrar's Office](#).

A Parent's Guide to Student Information and Confidentiality

Any student may withhold the release of directory information via the methods listed below. The request must include the student's name, social security number, date of birth, OLLU ID number (if known). The restriction will remain in place until student authorizes removal.

E-mail: Registrar@lake.ollusa.edu
Writing To: Registrar's Office, 411 S. W. 24th Street
San Antonio, Texas 78207-4689
Fax: (210) 436-2314

Statement on Compliance with the HEOA Peer-to-Peer File Sharing Requirements

The Higher Education Opportunity Act of 2008 (HEOA) is a reauthorization of the Higher Education Act of 1965. It includes provisions that are designed to reduce the illegal uploading and downloading of copyrighted works through peer-to-peer (P2P) file sharing. All current students, faculty and staff are notified annually about unauthorized distribution of copyrighted material, including unauthorized P2P file sharing, possible civil and criminal penalties for copyright infringement, a summary of those penalties for violating Federal copyright law, and OLLU policies related to unauthorized P2P file sharing, including disciplinary actions that are taken against students who engage in illegal downloading or unauthorized distribution of copyrighted materials using the institution's information technology system.

The OLLU [Technology Acceptable Use Policy](#) (AUP) acceptance notification is prominently displayed at the time of each login on all campus-owned Windows computers, the portal login, and the Blackboard LMS login. All students are required to acknowledge having read and understood the AUP annually. The OLLU [Guidelines for Compliance with the AUP](#) document provides additional guidance for how students, faculty and staff can avoid copyright violations. It also provides links to sites that allow legal downloading of copyrighted content.

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the U.S. Copyright Office Web site [FAQs](#).

OLLU maintains a vigorous program to accept and respond to Digital Millennium Copyright Act (DMCA) notices. Claims involving copyright infringement of music, video, software, or other digital materials will be investigated and issued sanctions consistent with the nature of each individual incident.

Statement on Political Speakers

Our Lady of the Lake University is a non-profit, tax-exempt educational institution. As such, it is legally prohibited from engaging in partisan or non-partisan political activities, lobbying or providing financial or other support to any political candidate or organization. The University shall not extend invitations to appear on campus to any individual engaged as a candidate in an active political campaign. However, a Recognized Student Organization may extend an invitation to office holders, candidates or representatives of candidates provided that all declared and eligible candidates for that particular office are invited. When candidates from independent organizations are running for specific offices, all office holders and candidates of other parties also must be invited. The prerogative to extend invitations for campus speaking engagements to individuals holding public office or to declared political candidates is ultimately retained by the President and the Board of Trustees. This prerogative should be exercised consistent with the University's Bylaws and in a manner consistent with the University's mission and goals.

Statement on Racial Harassment

Our Lady of the Lake University is committed to the individual rights and dignity of all members of its community of diverse students, faculty and staff members. As a community, we support the rights of all individuals to be free from intimidation, humiliation and harassment. The University finds intolerable any form of bigotry, threat, abuse or violence whether verbal or written, physical or psychological, explicit or implicit. Such behavior brings dishonor to the perpetrator, demoralizes the victim, and destroys the University's sense of Christian community. Through its various programs and services, the University seeks not to create an environment of mere tolerance, but one of mutual respect, hospitality and inclusion. It is the responsibility of all students, faculty and staff members to foster, nurture and protect such an environment. As actions to the contrary are inconsistent with the University's mission, goals and values, individuals and organizations who engage in such behavior have no place here.

Statement on Rights and Freedoms of Students

Officially adopted February 20, 1970

Our Lady of the Lake University exists for the purpose of promoting intellectual curiosity, educational and personal freedom, and moral involvement, both religious and humanistic in motivation. This community of students, administrators and faculty seeks collectively and experientially its own liberalization and self-realization in the quest for knowledge, both in curriculum and outside it, and in the performance of personal service to others. Freedom of inquiry, freedom of expression, freedom to teach and freedom to learn are prerequisites to the actualization of the mission. All members of the community of learners exercise their freedoms with responsibility in order to ensure the realization of its goals. The purpose of this statement is to identify the provisions essential to student freedom to learn as implemented by Our Lady of the Lake University.

1. *Freedom of Access to Higher Education*

Our Lady of the Lake University emphasizes the quality of intellectual curiosity over that of academic achievement as a criterion for admission. It believes that new knowledge comes only with the asking of new questions, and so it prizes among all members of its community--students, administrators and teachers--the open mind, the free spirit and the creative imagination above more ordinary marks of academic attainment. No qualifications in terms of religious persuasion are part of the admission policies. No student is barred from the University on the basis of race. The facilities and services of the University are open to all its enrolled students.

2. *Freedoms in the Classroom*

It is the belief of Our Lady of the Lake University that in order to accomplish its mission of promoting intellectual curiosity, educational creativity, personal freedom and moral involvement, the faculty in the community encourage free discussion, inquiry and expression. Student performance is evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.

- a. Protection of Freedom of Expression - Students are free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.

3. *Student Participation in Institutional Governance*

As members of the University community, students are free, individually and collectively, to express their views on issues of University policy and on matters of general interest to the student body. The student body has clearly defined means to participate in the formation and application of University policy affecting academic and student affairs. The roles and responsibilities of the Student Government Association are made explicit in the Association's Constitution and By-laws. In addition, students are participants on several University Councils and have representation on the Board of Trustees and its Student Life Council. The Board of Trustees and the Faculty Assembly will periodically review the appropriateness of student participation on other University boards, commissions, committees and bodies. The official by-laws of these bodies contain full details of student involvement.

4. *Freedom of Access to Student Records*

Student records are subject to the Family Educational Rights and Privacy Act of 1974, as amended. This Act provides for student access to official records directly related to them and for the opportunity to challenge such records if deemed inaccurate, misleading or otherwise inappropriate. A student's written consent must be obtained before the University can release personal, identifiable data from records other than those deemed as "directory information." Parents may access student records only with the student's written consent. Official permanent records maintained by the University are limited to those kept by the Registrar, the Student Business Office, and the Vice President for Student Affairs or designate. The records of other University officials are temporary, thus limited either to the time in which the student is connected with the University or to a time period required by law (e.g. student loan records required by federal regulation). Nonacademic disciplinary records are not part of the permanent academic records and are destroyed when a student ceases enrollment at the University.

5. *Student Life*

- a. ***Freedom of Association*** - Students bring to the University a variety of interests previously acquired and develop many new interests as members of the University community. They should be free to organize and join associations to promote their common interests according to the following guidelines:
 - i. The membership, policies and motions of a student organization will be determined by vote of only those persons who are both of the organization and enrolled students at the University.
 - ii. Affiliation with an extramural organization does not of itself disqualify a student organization from University recognition.
 - iii. Faculty or staff advisors are required for any student organization. Each organization will be free to choose its own advisor. University recognition will not be withdrawn solely due to a student organization's inability to secure an advisor. Advisors may

advise organizations in the exercise of responsibility, but do not have the authority to control the policies of such organizations.

- iv. Student organizations are required to submit a constitution stating the organization's purpose and organizational structure.
- v. Student organizations, including those affiliated with extramural organizations, must be open to all students without respect to race, creed, physical ability, gender, sexual orientation, political affiliation or national origin, except for religious qualifications which may be required by organizations whose aims are primarily sectarian.

b. *Freedom of Inquiry and Expression*

- i. Students and student organizations should be free to examine and to discuss all questions of interest to them as well as to express opinions publicly and privately. They should be free to support causes by orderly means that do not disrupt the regular and essential operation of the University. At the same time, students and student organizations must be implicit and explicit that their public expressions or demonstrations represent personal views and do not necessarily reflect the views of the University.
- ii. Student organizations should be allowed to invite and to hear any person of their own choosing provided that regular operations, University property and personal safety are not endangered thereby. The institutional control of campus facilities should not be used as a device of censorship. Sponsoring organizations should make clear to the University community that sponsorship of guest speakers does not necessarily imply approval or endorsement of their views by either the sponsoring group or the University. Routine procedures for scheduling speakers are outlined in the "University Policy Manual." (Refer to the "Statement on Political Speakers" section for additional information.)

c. *Student Publications*

Student publications are a valuable aid in establishing and maintaining an atmosphere of free and responsible discussion and of intellectual exploration. These publications are a means of bringing student concerns to the attention of the University's administration and of formulating student opinion on various campus and societal issues. Student publications are not independent corporations financially and legally separate from the University. Therefore, the University, as the publisher of student publications, may be required to bear the legal responsibility for the contents of these publications. In the delegation of editorial responsibility to students, the University does provide sufficient editorial freedom. However, such freedom entails corollary responsibilities governed by the canons of responsible journalism, such as the avoidance of libel, indecency, undocumented allegations, attacks on personal integrity and harassment. As safeguards for the editorial freedom of student publications, the following provisions apply:

- i. Student publications are free from censorship and advance approval of copy. Their editors, managers, advisors and instructors are free to develop their own editorial policies and news coverage, providing such policies and coverage are not libelous, defamatory or obscene.
- ii. Editors, managers, advisors and instructors of student publications are protected from arbitrary suspension and removal because of student, faculty, administrative or public disapproval of editorial policy or content. Only for libel, indecency, undocumented allegations, attacks on personal integrity and techniques of harassment and innuendo are editors, managers, advisors and instructors subject to removal and sanction. The office or department responsible for the appointment of editors, managers, advisors and instructors should be the office or department responsible for their removal.

- iii. All University student publications should explicitly state on their editorial pages that the opinions expressed therein are not necessarily those of the University or the student body.

6. Off-Campus Freedoms of Students

- a. **Exercise of Rights of Citizenship** Students are both citizens and members of the University community. As citizens, they should enjoy the same freedoms of speech, peaceful assembly and right of petition that other citizens enjoy. As members of the University community, they are subject to the obligations that apply by virtue of this membership. University policies and procedures should not be employed to inhibit such intellectual and personal development of students as is often promoted by their exercise of the rights of citizenship both on and off campus.
- b. **Institutional Authority and Civil Penalties** - Activities of students may upon occasion result in violation of the law. In such cases, University officials should be prepared to advise students of sources of legal counsel. As students who violate the law may incur civil penalties, the University's authority should never be used merely to duplicate the function of general laws. Only where the University's interests as a community are distinct and clearly involved should the special authority of the University be asserted. Students who incidentally violate University regulations in the course of their off-campus activities should be subject to no greater penalty than would normally be imposed, independent of community pressure.

Student Concerns Procedure

Students are encouraged to voice legitimate concerns to relevant University officials. Academic concerns should be addressed according to the Academic Grievance Procedure detailed in this handbook. Issues related to ADA Accommodations should follow the ADA Accommodations Grievance Procedure listed in this Handbook. Non-academic and administrative concerns should be expressed first to the individual, then to the director or supervisor of the department, then to the division Vice President or supervisor. If student is uncomfortable bringing student employee concerns to the person directly or their supervisor, student should bring concerns to the Student Employment Office. All other concerns should go to the Student Affairs Office. Concerns related to sexual harassment or sexual misconduct should be relayed to the Title IX Coordinator or a Title IX Deputy Coordinator or they can email titleix@ollusa.edu. For other potential violations of student rights, students should consult with the Student Affairs Office.

Student Right to Know and Campus Security Act (1990)

This act requires Our Lady of the Lake University to produce and make readily available the completion or graduation rates of certificate or degree-seeking full-time students. This information must be available to current students and to each prospective student upon request prior to those prospective students enrolling or entry into any financial obligation. The University must make this information available annually; the period of time covered by each report is the one-year period ending the previous June 30. There are additional provisions that would apply should Our Lady of the Lake University award athletically-related student aid. This act also requires the University annually to collect and report certain information on campus crime to current students and employees and upon request to applicants for enrollment or employment.

Students' Right to Know and Campus Security Policy: The University collects reports and makes available on an annual basis the required information on student completion and graduation rates.

On an annual basis the University prepares, reports, publishes and distributes to each employee, student and (upon request) applicants:

- a. A statement of current campus policies regarding procedures and facilities for students and others to report criminal actions or other emergencies occurring on campus and policies concerning the institution's response to such reports.
- b. A statement of current policies concerning security and access to campus facilities, including campus residences, and security considerations used in the maintenance of campus facilities.
- c. A statement of current policies concerning campus law enforcement including:
 - (1) the enforcement authority of security personnel, including their working relationships with state and local police agencies; and
 - (2) policies that encourage accurate and prompt reporting of all crimes to the campus police and the appropriate police agencies.
- d. A description of the type and frequency of programs designed to inform students and employees about campus security procedures and practices and to encourage students and employees to be responsible for their own security and the security of others.
- e. A description of programs designed to inform students and employees about the prevention of crimes.
- f. Statistics concerning the occurrence on campus during the most recent school year and during the two preceding school years for which data are available for the following criminal offenses reported to campus security authorities or local police agencies: murder, rape, robbery, aggravated assault, burglary and motor vehicle theft.
- g. A statement of policy concerning the monitoring and recording through local police agencies of criminal activity at off-campus student organizations whose participants are students of the institution. The off-campus student organizations are those recognized by the institution, including student organizations with off-campus housing facilities.
- h. Statistics concerning the number of arrests for the following crimes occurring on campus: liquor law violations, drug abuse violations and weapons possessions.
- i. A statement of policy regarding the possession, use and sale of alcoholic beverages and enforcement of state underage drinking laws; and a statement of policy regarding the possession, use and sale of illegal drugs and enforcement of federal and state drug laws; and a description of any drug or alcohol abuse education programs as required under Section 1213 of the Higher Education Act of 1965, as amended.

Statement on Technology (Acceptable) Use Policy

Our Lady of the Lake (OLLU) University's Information Technology Services (ITS) supports the educational mission and operational needs of the institution. Policies protect individual and institutional rights, and identify responsibilities associated with the privilege of access to institutional resources. These resources include such things as computers, phones, and any device that uses the wired or wireless network or contains university owned information. By accepting the privilege of using University resources, the individual accepts the responsibility for learning the legal and policy restrictions on that use and agrees to abide by those regulations. ITS is responsible for the integrity of computing systems and resources and for establishing guidelines for access and use of computing resources.

A user is responsible for all activity originating from his or her account and for ensuring that passwords or other security measures are not breached. A user who suspects that someone else has accessed his/her account must immediately contact the ITS Help Desk at extension 3908 or (800) 260-8130.

Users may not:

- share passwords,
- attempt to circumvent security measures,
- interfere with the ability of others to use the network,
- use University computing resources for harassing communication, and
- use computing or networking resources to operate a business unrelated to the mission of the University.

Users must:

- abide by all University policies, Copyright Law, OLLU's information for the Digital Millennium Copyright Act.
- comply with federal, Texas, and other applicable laws; applicable University rules and policies; and applicable contracts and licenses.

All employees are expected to use good judgment in determining the appropriate amount of time spent in accessing the Web and using other computer applications. Establishing and enforcing guidelines for at-work personal/recreational use of OLLU computing resources is the responsibility of each supervisor/dean, within the general provision that there be zero impact on the employee's work performance.

Users who violate this policy may be denied access to University computing resources and may be subject to other penalties and disciplinary action, both within and outside of the University.

Use of hardware/software

University owned or leased computer hardware, software, and software licenses are the property of OLLU. With the exception of intellectual property, data stored on University property is the property of OLLU.

Legitimate use of a computer or network system is based on the requirements of a user's position, not on the knowledge of the user or whatever is technically possible. Although some limitations are built into computer operating systems and networks, those limitations are not the sole restrictions on what is permissible.

The University owns licenses to a number of proprietary programs. Users may not redistribute or reverse engineer software outside of the license terms with the software suppliers. Copyright protection also applies to many resources found on the Internet, including but not limited to images, audio and video files, and electronic versions of print materials. The use and redistribution of any software or other copyrighted materials without permission is strictly prohibited.

Protection of confidential information

Once an individual is granted access to data, he or she is responsible as a custodian of that data. Data custodians are held accountable for maintaining the security and confidentiality of those records to which they are granted access. Additionally, all faculty, staff and students must comply with the Family Educational Rights and Privacy Act (FERPA) guidelines regarding the release of student information, the Health Insurance Portability and Accountability Act (HIPAA), and any federal, state and local laws.

Access to and use of data

Material that is damaging to the University, in violation of copyright laws, in violation of University contractual agreements, or otherwise contrary to University standards may not be downloaded or posted to University computers or transported across University networks. Violations include, but are not limited to:

- Accessing, or attempting to access, data or information without proper authorization regardless of the means by which this access is attempted or accomplished;
- Download copyrighted programs
- Giving another person access to data or information to which they are not authorized;
- Obtaining, possessing, using, or attempting to use passwords or other information about someone else's account;
- Forging, fraudulently altering, or willfully falsifying computer files/data identified as University records;
- Using electronic resources to hoard, damage, or otherwise interfere with administrative or academic resources accessible electronically;
- Using electronic resources to steal another individual's work or otherwise misrepresent one's own work;
- Interfering with the work of another user;
- Supplying or attempting to supply false or misleading information or identification in order to access another user's account,
- Deliberate, unauthorized attempts to access, use, or manipulate University computers, computer facilities, networks, systems, programs or data.
- Damage or destruction of equipment, software, or data belonging to the University or to other users, including adding, altering, or deleting files on University workstations and/or servers.
- Users may not change, copy, delete, read or otherwise modify University leased or purchased software except where permitted.

Right to Privacy

Though users can expect the University to respect their privacy, the privacy rights of individuals using University owned equipment have some limits. In particular, OLLU reserves the right to monitor volume of traffic, investigate potential policy abuses, and take steps necessary to suppress viruses and other damaging programs. ITS personnel will not access programs, files or data without permission from one of the following:

- The creator/ custodian of the materials,
- The Vice President for Student Affairs if the creator/custodian is a student or prospective student, or
- The appropriate Vice President, Dean, if the owner is a member of the faculty, staff, alumni, or parent.

Computer files are a form of property and the contents of a file will be treated as physical property. Users are expected to respect the privacy and restrictions placed upon information stored or transmitted across computers and network systems, even when that data or information is not adequately secured.

Users should also be aware that their privacy is also impacted by other federal legislation. More information on this can be found at: http://www.fincen.gov/pa_main.html.

Safeguarding of security passwords, user identity, and system access

Investigating or reading another user's files is considered the same as reading papers on someone's desk - a violation of the person's privacy. Reading protected files without authorization by the custodian of the file, by whatever mechanism, is prohibited. However, there may be situations when their supervisor or another employee may need to access the computer or files. Users should not expect information left on a University computer to be unconditionally private.

Students, faculty and staff should report violations of this policy, potential loopholes in computer systems security, and cooperate with the Chief Technology Officer in the investigation of suspected policy violations. These issues should be reported to the ITS Help Desk at extension 3908 or (800) 260-8130.

Users who have valid accounts may only use computer and network resources that they are specifically authorized to use. Users shall use accounts for authorized purposes and are responsible for safeguarding their computer account. Users should not allow other person(s) to use their account. Passwords should be changed often to ensure that private and secure files are kept secure. Computer accounts may not be transferred or used by other individuals including family and friends.

Users are to take precautions to prevent the unauthorized use of their passwords. In choosing passwords, users are to avoid the use of common words, proper names, readily associated nicknames or initials, and any other letter and/or number sequences that might be easily guessed. Users will be held accountable for all actions performed under their username and password, including those performed by individuals as a result of user negligence in protecting this information. If passwords become compromised, users are to change them immediately and contact the helpdesk.

Communications, E-mail, and Web applications

- OLLU maintains electronic mail, web, and other systems to facilitate University business. Although e-mail correspondence can take on a more informal tone, all messages composed, sent, or received on the electronic mail system should be considered official University correspondence and could be subpoenaed by a court of law.
- The University expects e-mail messages to be treated as confidential by other employees and accessed only by the intended recipient. Employees should not attempt to gain access to another employee's messages without permission.
- Communications via e-mail are subject to all University standards and policies that govern other forms of communication.
- The University provides bulletin boards, chat rooms, and other forms of communication. As such, the University reserves the right to delete posted materials that violate standards of appropriate conduct.
- The University also provides the opportunity for students, faculty and staff to post individual web pages. The University does not monitor web pages but individual students or staff members should be aware that University policies regarding harassment or inappropriate conduct apply to web page materials.
- University email, web and other electronic services may not be used for commercial and/or private gain.

Vandalism

Any user's account, software, and hardware, is a possible target for vandalism. Attempted or detected alteration of user system software, data or other files, as well as equipment or resource disruption or destruction, is considered vandalism.

Violations

Any user of computing and networking resources can be denied full or partial access to computing and networking resources if he or she violates this policy. Generally, denial of service will be justified by well-documented violations of policy and warnings. ITS may terminate or restrict any person's access to its resources, without prior notice, if such action is necessary to maintain availability, security, and integrity of operations for other users of the resources, or in the case of serious policy violations.

ITS will notify the user and the appropriate Vice President or Dean/Supervisor when access has been restricted or terminated.

Appeals will be handled through existing processes. (Student violations will be referred through the student code of conduct as outlined in the Student Handbook. Faculty and staff violations will be referred through conduct processes outlined in the Faculty Handbook and the Staff Handbook.) Where directly

applicable the Student Handbook, Faculty Handbook and Staff Handbook take precedence over this policy.

- The student handbook can be found at: <http://www.ollusa.edu/stuhandbook>
- The Faculty Handbook can be found at: <http://www.ollusa.edu/fachandbooks>
- The Staff Handbook can be found at: <http://www.ollusa.edu/staffhandbook>

Any user of computing and networking resources is subject to disciplinary action up to and even including termination of employment or expulsion from the University for serious violations of this policy. Examples of serious violations include, but are not limited to, violations of the law (child pornography, FERPA), software piracy, and unauthorized access to and/or modification of data (academic records, financial, payroll, donor information). FERPA information may be found at www.ollusa.edu/ferpa. Should it become necessary to deny faculty, staff, or current students access to computing or networking resources, a notice will be sent to them within 24 hours by mail. Should it become necessary to deny any other individual access to computing or networking resources, a notice will be sent to them within 48 hours by mail.

Student Retaliation Statement

It is a violation of Our Lady of the Lake University statement to retaliate against an individual or group because the individual or group of individuals reported an allegation of real or perceived violations of the law regarding discrimination and/or harassment. OLLU recognizes that retaliation can take many forms and may be committed by a group or individual and that a respondent can also be the subject of retaliation by a complainant or third party. OLLU will take all steps necessary to respond to any report of retaliation and when appropriate take disciplinary action. Individuals reporting retaliation should be protected from any form of retaliation for a report that is made in good faith, even if the original report or underlying complaint was determined to be unfounded.

Allegations of retaliation by individuals or student organizations will be heard and adjudicated by the Judicial Affairs Officer (or designee). All cases of suspected retaliation under this policy should be reported by submitting a complaint using this [online reporting form](#).

Theft Policy

Disciplinary sanctions for theft shall first be reported to the University Police for investigation. If the findings prove to be substantiated, the following measures will be taken:

1. University Police Department reports findings to the Vice President for Administration and the Vice President for Student Affairs.
2. If a student is found guilty of theft or providing false testimony about any alleged incident, one or more of the following sanctions will apply. Such sanction shall appear on the student's official University transcript.
 - a. Restitution
 - b. Suspension
 - c. Expulsion
3. These sanctions shall not replace the possibility of future criminal prosecution nor do they preclude any financial obligations the student may owe the University.
4. The Vice President for Administration and the Vice President for Student Affairs shall provide oversight of all disciplinary sanctions imposed.

Title IX Policy and Procedures

Our Lady of the Lake University (OLLU) is a Catholic institution, sponsored by the Congregation of Divine Providence. The staff and faculty at Our Lady of the Lake University place a high commitment to

the core values of community, integrity, trust, and service, and it is our policy to provide an educational experience and workplace free of sexual harassment, sexual misconduct, dating and domestic violence, stalking or discrimination. These acts are not tolerated at our institution and are also prohibited by several federal laws including, but not limited to, Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act, The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act or Clery Act, The Violence Against Women Act of 1994 (VAWA) and the Campus SaVE Act (The Campus Sexual Violence Elimination Act of 2013).

For an updated copy of the OLLU *Title IX Policy and Procedures* with complete complaint procedures and reporting information, please go to www.ollusa.edu/titleix.

Vehicle Usage Policy

1. Only University employees aged 25 and older are permitted to reserve and drive University vehicles.
2. Transporting passengers in excess of vehicle seating capacities is prohibited.
3. University vehicles may be driven only within a 300-mile radius of San Antonio. University vehicles may not be driven or otherwise transported across state and national borders.
4. All passengers must complete "Field Trip/Retreat Release Forms" before being transported in University vehicles. Such completed forms should be retained during trips and filed afterwards as appropriate.
5. The use of alcohol and illegal drugs is prohibited while traveling in University vehicles. Failure to comply will result in loss of vehicle reservation privileges, in addition to prosecution in compliance with local, state and federal laws.
6. Vehicles must be returned in the same condition in which they were received. Penalty fees will be assessed for non-compliance.
7. Individuals and organizations are responsible for all vehicle damages resulting from anything other than routine wear and tear. Any negligence while using University vehicles will result in the immediate suspension of reservation privileges. Individuals and organizations whose negligent behavior damages University vehicles will be subject to sanction or will jeopardize their official recognition.
8. Individuals and organizations will be billed for all vehicle mileage charges.
9. Individuals and organizations failing to report departure and return mileage will be assessed charges.
10. Any accidents or injuries occurring while traveling must be reported immediately to the Director of Physical Plant. When filing accident reports with police or law enforcement officers, insurance information located in the glove compartment of University vehicles should be used.
11. Vehicle keys are available immediately prior to departure times. If individuals or organizations are departing outside of normal business hours (Monday through Friday, 8 a.m. to 5 p.m.), special arrangements must be made for key pick-up.
12. If individuals or organizations are returning to campus outside of normal business hours, vehicle keys must be submitted to University Police officers on duty.

Visitors in Classes

Visitors, including children, are not allowed to attend classes or other academic activities unless they are enrolled in the class. An exception is permitted when there is the expressed permission of an administrator or the instructor to visit or if the visitor is a scheduled part of the curriculum. Only registered students and authorized University staff/volunteers may participate in field trips, retreats, or other University authorized travel activities.

All visitors are subject to all other University policies regarding the presence of children/ minors and visitors on campus.

Weapons

A weapon is defined as any object that by use, design or definition may be utilized to inflict harm or injury upon another individual or animal. Examples of weapons include, but are not limited to, handguns, pistols, rifles, axes, and knives with blades in excess of five inches, mace, throwing stars and nightsticks or batons. **Possession, use, sale or transfer of weapons, whether licensed or not, is prohibited on university premises** and violators will be subject to disciplinary action. Such weapons, if confiscated, immediately become the property of the University.

Pursuant to the Texas Penal Code, Sections 30.06 (Trespass by License Holder with a Concealed Handgun) and 30.07 (Trespass by License Holder with an Openly Carried Handgun), a person licensed under subchapter H, Chapter 411, Government Code (Handgun Licensing Law), may not enter the Our Lady of the Lake property with a concealed handgun, or a with a handgun that is carried openly.

Please contact the OLLU Police Department if you know of anyone who has a weapon on campus.

VI. STUDENT CODE OF CONDUCT

Definitions

1. The term “University” means Our Lady of the Lake University.
2. The term “student” includes all persons taking courses at the University, both full-time and part-time, pursuing undergraduate, graduate or professional studies, and those who attend post-secondary educational institutions other than Our Lady of the Lake University and who reside in University residence halls. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the University are considered “students.”
3. The term “faculty member” means any person hired by the University to conduct classroom activities.
4. The term “University official” includes any person employed by the University, performing assigned administrative or professional responsibilities.
5. The term “member of the University community” includes any person who is a student, faculty member, University official or any other person employed by the University. A person’s status in a particular situation shall be determined by the Director of Residence Life.
6. The term “University premises” includes all land, buildings, facilities and other property in the possession of, or owned, used or controlled by the University, including adjacent streets and sidewalks.
7. The term “organization” means any number of persons who have complied with the formal requirements for University recognition.
8. The Vice President of Academic Affairs and Dean of the appropriate school is the person designated by the University President to be responsible for the administration of the academic components of the Student Code of Conduct.
9. The term “conduct officer” means a University official authorized on a case-by-case basis by the Vice President of Student Affairs, or designee, to impose sanctions upon students found to have violated the Student Code of Conduct.

10. The term “shall” is used in the mandatory sense.
11. The term “may” is used in the permissive sense.
12. The term “regulation” is defined as the rules concerning student conduct including, but not limited to, the following publications of the University: The Student Code of Conduct, the Student Handbook, the Faculty Handbook, the Undergraduate and Graduate Bulletins, the Residence Life Handbook and the Worden School of Social Service Code of Ethics.
13. The term “cheating” means an act or attempted act of deception by which a student seeks to misrepresent information. Please refer to Article VIII, Academic Dishonesty Policy for detailed information.
14. The term “plagiarism” means the inclusion of someone else’s words, ideas or data as one’s own work. Please refer to Article VIII, Academic Dishonesty Policy for more detail.
15. The term “academic misconduct” means the intentional violation of University policies, tampering with grades, or taking part in obtaining and/or distributing any part of an un-administered test. Some examples of academic misconduct include, but are not limited to, the following:
 - a. Stealing, buying or obtaining all or part of an un-administered test, including answers.
 - b. Selling or giving away all or part of an un-administered test, including answers.
 - c. Bribing another person to obtain an un-administered test, including answers.
 - d. Entering a building or office for the purpose of changing a grade.
 - e. Changing, altering or supporting another student in the changing or altering of grades or other academic records.
 - f. Forging signatures or changing information on class authorization forms.
 - g. Continuing to work on a test or project after the time allowed has elapsed.

Explanation of Judicial Authority

The authority to enact and enforce regulations of the University is vested in the University’s President by the Board of Trustees. The responsibility for enforcing those policies may be delegated to any University official the President designates.

The Vice President for Academic Affairs is the principal officer designated for the administration of academic discipline and the Vice President for Student Affairs is the principal officer designated for the administration of non-academic discipline.

Persons may be designated by these individuals to implement disciplinary policies. Generally, discipline is utilized as a means of regulating conduct that occurs on University premises or any action or behavior that brings serious disrepute to the University, its community, and/or the pursuit of its objectives. The Director of Residence Life shall act as the primary judicial conduct officer for non-academic violations and shall develop policies for the administration of the judicial program and procedures for the conduct of meetings that are consistent with the provisions of the Student Code of Conduct. Decisions made by the Director of Residence Life shall be final unless a timely request for review is filed in accordance with Student Code of Conduct. The University reserves the right to notify parents of dependent students regarding conduct situations as necessary.

Violation of Law and University Discipline

1. The University disciplinary proceedings may be instituted against a student charged with violation of a law that is also a violation of the Student Code of Conduct, depending on the situation, without regard to the tendency of civil litigation or criminal investigation and prosecution. Proceedings under

this Student Code of Conduct may be carried out prior to, simultaneously with, or following civil or criminal proceedings.

2. If a student is charged with an off-campus violation of federal, state or local laws, but not with any other violation of the Student Code of Conduct, disciplinary action may be taken and sanctions imposed for grave misconduct demonstrating flagrant disregard for the University community.
3. When a student is charged with a violation of the law by federal, state, or local authorities, the University shall not request or agree to special considerations for that individual because of his or her status as a student. If the alleged offense is also the subject of a proceeding under the Student Code of Conduct, the University may advise off-campus authorities of the existence of the Student Code of Conduct and of how such matters shall be handled internally within the University community. The University shall cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and the conditions imposed by criminal courts for the rehabilitation of student violators. Students, faculty members and staff members, acting in their personal capacities, remain free to interact with governmental representatives, as they deem appropriate.

Article I: Disciplinary Conduct

- A. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other University activities, including public-service functions on or off campus, or other authorized non-University activities, when the activities occur on University premises.

Any student found to have committed the following misconduct is subject to disciplinary sanctions:

- B. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, assault (including sexual), stalking, hate speech and/or any other conduct that threatens or endangers the health or safety of any person or if based on race, creed, color, gender, national origin, religion, physical ability, sexual orientation or illness.
- C. Attempted or actual theft of and/or damage to University property or property of a member of the University community.
- D. Forgery of signatures or information or fabrication of University-related documents
- E. Hazing is defined as an act that endangers the mental or physical health or safety of a student, or that destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization; any act that is in conflict with the Texas Education Code (Title II, Subtitle G, Chapter 37, Subchapter F, §§ 37.151 through §§ 37.157).
- F. Failure to comply with directions of University officials or law enforcement officers acting in performance of their duties; failure to properly identify oneself to these persons when requested to do so; furnishing false information.
- G. Unauthorized possession, duplication or use of keys or access cards to any University premises; unauthorized entry to or use of University premises.
- H. Unauthorized possession, duplication or use of University ID cards or failure to present ID cards when requested by University officials acting in performance of their duties; possession of an altered or “fake” ID card on University premises.
- I. Violation of published or posted University policies, rules or regulations.

- J. Violation of federal, state or local laws on University premises or at University-sponsored or supervised activities.
- K. Use, possession or distribution of narcotic and/or other controlled substances or paraphernalia, except as permitted by law.
- L. Use, possession or distribution of alcoholic beverages, except as expressly permitted by law and University regulations, including public intoxication and driving while intoxicated. The University alcohol policy is as follows: The University does not permit the sale, purchase, possession or consumption of alcohol to or by persons less than 21 years of age. The use of alcohol in Lake View Apartments and/or designated areas is permitted when done in a responsible, moderate and legal manner. Kegs, party balls and wine boxes are prohibited in all of the residence halls.
- M. Possession of firearms, including handguns and concealed weapons allowed by permit, explosives, fireworks, other weapons and/or dangerous chemicals or substances as determined by a University official on the University premises.
- N. Participation in a campus demonstration that disrupts the normal University operations and infringes on the rights of other members of the University community; leading or inciting others to disrupt scheduled and/or normal activities on University premises;
- O. Intentional obstruction that interferes with freedom of movement, whether pedestrian or vehicular at supervised University sponsored functions.
- P. Conduct that is disorderly, lewd or indecent, or is in any way inconsistent with the Christian goals and values that are an integral part of the University community.
- Q. Breach of peace and/or aiding, abetting or procuring another person to breach the peace on University premises or at any function sponsored by or participated in by the University.
- R. Theft or other abuse of computer time, including, but not limited to, the following:
 1. Unauthorized entry into a file to use, read or change the contents or for any other purpose.
 2. Unauthorized transfer of a file.
 3. Unauthorized use of another individual's identification password.
 4. Use of computing facilities to interfere with the work of another student or University official.
 5. Violation of software copyright laws.
 6. Use of computing facilities to interfere with normal University operations.
 7. Use of computer facilities to harass, coerce, or in any way intimidate persons.
 8. Acceptance or distribution of pornographic material via University computer lines.
- S. Abuse of the University's judicial process, including, but not limited to, the following:
 1. Failure to obey the summons of a judicial body or University official.
 2. Falsification of information.
 3. Disruption or interference of the orderly conduct of a judicial proceeding.
 4. Initiation of a judicial proceeding knowingly without cause.
 5. Attempting to discourage an individual's proper participation in or use of the judicial system.
 6. Attempting to influence the impartiality of a member of a judicial body or a witness prior to and/or during the course of the judicial proceeding.
 7. Harassment (verbal or physical) and/or intimidation of a member of a judicial body or a witness prior to, during and/or after a judicial proceeding.
 8. Failure to comply with the sanction(s) imposed under the Student Code of Conduct.
 9. Influencing or attempting to influence another person to commit an abuse of the judicial process.

10. Discussing a judicial proceeding following the proceeding without the expressed written consent of the accused, the accuser and the conduct officer.
- T. Awareness of and/or providing assistance to another individual to violate University policy.
- U. Possession of animals, with the exception of animals that provide ADA assistance (e.g. seeing-eye dogs) and authorized pets, in the residence halls.
- V. Unauthorized presence in and/or use of any University building or designated area which is officially closed according to hours posted or which is restricted for designated purposes or to designated individuals.
- W. Acting as an agent of the University unless authorized to do so.
- X. Use of skateboards, in-line skates, roller skates, bicycles, scooters and motorized vehicles inside University buildings including residence halls.

Article II: Judicial Procedures

The Judicial Procedures have been established to ensure fundamental fairness to all individuals and organizations involved. The evidentiary standard that guides this process is the preponderance of the evidence and provides the standard of proof required to determine if a student and/ or student organization violated the Code of Student Conduct. The standard is met when the evidence brought forth through the student conduct process proves the allegations to be more likely true than not true.

Any member of the campus community, including visitors or guests, can file a complaint against a student for a violation of the Student Code of Conduct by submitting this [online reporting form](#). Complaints will be reviewed by the Vice President for Student Affairs (or designee) and accepted, rejected, or routed to another appropriate department for review. A violation of the policy by a student constitutes a violation of the [Student Code of Conduct](#) and may also violate one or more other substantive code provisions.

Residential Life Conduct. If a student is identified for an alleged violation within the Residential Life policies (e.g., noise complaint, roommate concerns), these reported incidents will follow the Residential Life judicial process. The Assistant Director of Residential Life (or designee) will coordinate alleged Residential Life policy violations for all University Residential buildings.

Student Conduct Officers

A Student Conduct Officer (SCO) will begin an investigation of the incident. The SCOs are appointed by the Vice President for Student Affairs (or designee) to adjudicate all student incident cases and is designated as the primary point of contact throughout the conduct investigation.

Restorative Justice Resolution Process

Restorative Justice process means the incident will be completed without a formal resolution, usually by agreement between the student and the SCO. It may also be a result of unilateral disciplinary action if a student fails to participate in the disciplinary process or when a sanction is imposed as specified in a prior deferred sanction agreement. The matter can be moved from the Restorative Justice process to the Standard Resolution process by the Vice President for Student Affairs (or designee) at any time.

The Process. This is an alternative approach (i.e. restorative method) that promotes individual responsibility and community restoration. This process is designed to reach mutually beneficial solutions that foster repair, reconciliation, and the rebuilding of relationships. This process involves helping students to understand the harm they may have caused others and facilitates the development of empathy for those harmed by the behavior. During this process, the assigned SCO will schedule a meeting with the student. The purpose of the meeting, which may occur over a period of several meetings, is to:

- a. Allow the SCO to discuss the alleged violation(s) with the student;
- b. Make recommended sanctions, taking as true all facts in the incident report;
- c. Provide the student with opportunity to accept responsibility for violating the Student Code of Conduct and accept the recommended Sanction(s).

Once a Restorative Justice resolution has been concluded, the process is complete.

Standard Resolution Process:

A Standard Resolution investigation proceeding is to determine if a violation of the Student Code of Conduct has occurred, and if so, to determine appropriate sanctions. The entirety of the process, including the investigation and appeal hearing, will be conducted fairly, impartially, and with the purpose of discovering the truth. However, formal rules of procedure and evidence used in courts of law will not apply.

A Student Code of Conduct violation will be evaluated using the preponderance of evidence standard. This is the same standard of proof used in most civil legal cases and requires that the determination as to what occurred is more probable or likely than not. This entails some sense of weighing the evidence based on the relative importance of the various pieces of evidence presented. The investigation shall determine the facts of the incident through interviews, reports, and other forms of evidence.

Thus, the following procedures apply in adjudicating allegations of student misconduct:

1. The assigned SCO will review the complaint, supporting documentation, and begin the investigation. The SCO will contact the student (via e-mail, phone, and/or letter sent to current address on file). The notice will include, but not limited to the following:
 - Request to schedule a **preliminary conference** with the SCO.
 - Advise the student on the alleged violation(s), the investigation, and procedures.
 - Offer the student the opportunity to respond to the allegation(s) and evidence gathered. The student will have seven (7) working days¹ to provide a written response to the complaint.
2. The student may identify a support person of their choosing during the entire complaint process, also referred to as a support person. This support person is available to help students retain their composure and think more clearly. Because this is an educational process, students must always speak for themselves. While a support person may offer advice and encouragement, the support person may not represent or speak for the student. The University reserves the right to remove or dismiss disruptive support person(s) or those who do not abide by restrictions on participation. Additionally, the University is not required to reschedule a meeting or hearing if the support person cannot attend a meeting or hearing. An individual named by either party as a witness or potential witness should not serve in the role of support person to either party.
3. The student may elect to not participate in the investigation. If the student elects not to participate in or fails to attend the investigation, the SCO may decide the matter in the student's absence. Failure to cooperate or appear will not delay the outcome of the matter. A student's failure to participate in the investigation will not prevent an investigation from taking place or a decision from being made.

¹ A working day is defined as a day when the University is in full operation.

4. If the student elects to participate in the investigation, the SCO will explain the student conduct process, provide a copy of this procedures, and review the alleged violation(s) with the student during the scheduled primary conference. The student will be provided a reasonable opportunity to share his or her perspective, provide information to the SCO, and respond to the information presented.
5. The SCO will review the evidence to determine if any violation of the Code of Conduct occurred and propose the appropriate disciplinary sanction(s). The investigation will be completed by the SCO usually within 30 days of the complaint if not sooner. If extenuating circumstances warrant an investigation taking longer than 30 calendar days until resolution, this will be communicated with both parties.
6. The SCO will make a written determination regarding the allegations and send determination letters to both parties along with information regarding the process to appeal the decision. If a timely appeal is not filed, the sanctions and any other outcomes designed to remedy the effects of the conduct and prevent further occurrences will take place will be final.

Additional Investigation

- The SCO will seek meetings with other parties and witnesses involved in the case.
- If a police report was made to the Our Lady of the Lake University Police Department or other law enforcement agency, the SCO will request a copy of the report.
- For incidents that took place on campus, the SCO will review available video footage (if available).
- If provided, the SCO will review available text messages, emails, and social media information. At the end of the investigation, the SCO must decide whether to close the case or issue sanctions.
- Both parties can provide the names of any witnesses that they believe will assist the SCO in making a determination. Reasonable efforts will be made to keep the parties informed of the progress of the investigation.
- The Complainant and the Respondent will be made aware of any interim measures or accommodations that have been put into place that directly affect them, such as a no contact order, academic, and/ or housing accommodations.

Formal Appeal Hearing:

The parties have ten (7) working days to appeal the decision in writing using the [appeal form](#) provided. The appeal should be submitted in writing to the Vice President for Student Affairs (or designee) via email at studentaffairs@ollusa.edu, hand delivered at Providence Hall, Room 104, or U.S. mail at 411 SW 24th Street, San Antonio Texas 78207- post marked by the required deadline.

Special Note: Except for the appeal deadline, all other timelines may be extended upon determination that good cause for such extension exists. If either party requests an extension to the timeline (outside the appeal deadline) they must make their request in writing to the Judicial Officer (or their designee) prior to the expiration of the existing deadline.

If an appeal is filed by either party, the Vice President for Student Affairs (or designee) will review the complaint and all documentation and will gather a panel of three (3) members from the sitting OLLU University Grievance Committee (UGC). The Vice President for Student Affairs (or designee) will select a UGC panel member to serve as chair and will prepare the appeal materials for the panel that will include:

- the complaint, response,

- any investigation materials including documents,
- transcripts (if any) from interviews,
- investigator notes,
- recommendation (if any),
- decision, and
- appeal.

The appeal hearing will be scheduled to be held within seven (7) University business days, and the names of the selected UGC members will be disclosed to both parties. The entirety of the process, including the investigation and appeal hearing, will be conducted fairly and impartially. This is not a legal process and formal rules of procedure and evidence used in courts of law will not apply. Each party may bring a support person of choice with him or her to the appeal hearing.

A policy violation will be evaluated using the preponderance of evidence standard. This is the same standard of proof used in Title IX Cases and most civil legal cases and requires that the determination as to what occurred is more probable or likely than not. This entails some sense of weighing the evidence based on the relative importance of the various pieces of evidence presented.

Timely notice for all meetings will be given to both parties as well as to when an appeal hearing will take place. Attendance at an appeal hearing is not required and failure to attend by either party will not affect the decision of the UGC.

The appeal hearing is considered private and is closed to the public. Accordingly, the University will exert its best efforts to protect the privacy of the parties to the complaint. The hearing is limited to the complainant (if the complainant is on behalf of the University then a University designee will be present), respondent, their support person of choice and the selected panel members of the UGC. In some instances, a note taker may be designated to be present and take notes for the UGC members.

The appeal hearing will consist of a summary of the complaint, investigation and decision by the SCO that completed the investigation, a brief presentation by each party, if desired; informal questioning of either party by the UGC panel, if desired; and private deliberations by the UGC. A majority vote of the UGC panel will determine whether the underlying decision made by the SCO should be upheld, overturned, or upheld in part or overturned in part. The appeal decision will be written by the UGC chair and presented to both parties, Vice President for Student Affairs (or designee) within seven (7) working days after the hearing. The UGC's decision is final.

Disciplinary Records

If disciplinary action is taken against a student under the procedures outlined above and a sanction imposed, a record of the action will be kept by Division of Student Affairs in accordance with the College record retention schedule. Texas law requires higher education institutions to include a notation on the transcript of any student ineligible to reenroll in the institution for a reason other than an academic or financial reason. In addition, if a student withdraws from a school while there are pending disciplinary charges that may result in the student becoming ineligible to reenroll in the institution for a reason other than an academic or financial reason, the school is prohibited from ending the disciplinary process until it makes a final determination of responsibility.

Article III: Sanctions

A. Personal and General Conduct Sanctions

The following non-academic sanctions may be imposed upon any student found to have violated the Student Code of Conduct:

1. Warning - A written notice to the student that the student is violating or has violated the Student Code of Conduct. The notice may specify that more severe disciplinary action shall occur should the student be involved in further violations during the written notice period.
2. Probation - A written notice to the student that the student is violating or has violated the Student Code of Conduct and is placed on probation for a designated period of time. This notice may specify that more severe disciplinary action shall occur should the student be involved in further violations during the period of the probation.
 - a. Numbers Probation: Restrictions of specified privileges for a specified length of time, usually no less than one academic year, imposed when membership numbers are below the minimum of 10 members for RSOs. If membership does not reach a minimum of 10 after the probation period, the RSO will lose its official recognition. CSOs do not have a specific numbers requirement.
3. Loss of Privileges - Denial of specified privileges for a designated period of time.
 - a. Withdrawal of Privileges: Privileges that may be withdrawn include facility usage, advertising and posting, financial transactions, fundraising, participation in University events, usage of the University's phone and email systems, and usage of other support services.
4. Fines
 - a. alcohol-related activity: increments of \$50, up to \$300;
 - b. damages to University property and equipment: actual cost of repair, including labor and materials;
 - c. failure to return reserved space to proper condition: labor costs and other expenses;
 - d. false alarms: \$200;
 - e. non-compliance with community retribution or other discretionary sanctions:
 1. \$5 per hour of unperformed service;
 - f. possession or use of narcotics or controlled substances: \$50;
 - g. unauthorized residence hall room change: \$35;
 - h. pets in residence hall: \$50 plus any related charges/deodorizing treatment, as determined by the Director of Residence Life.
5. Restitution - Compensation for loss, damage or injury. This sanction may take the form of appropriate service and/or monetary or material replacement.
6. Behavioral Requirement - Participation in required activities such as academic and/or personal counseling, conducting specific projects with administrative offices, and writing letters of apology, among others.
7. Discretionary Sanctions - Work assignments, community retribution and university service, among others.
8. Residence Hall Probation - Placement on official notice that if further violations of the Student Code of Conduct occur during the probationary period, the student may immediately be removed from the residence hall.

9. Residence Hall Reassignment - Relocation to another residence hall if, in the opinion of the or Director of Residence Life, other resident students and/or the University community would benefit from such a move.
10. Residence Hall Suspension - Separation from the residence halls for a designated period of time, after which the student shall be eligible to return; conditions for readmission may be specified.
11. Residence Hall Expulsion - Permanent separation from the residence halls.
12. Administrative Suspension - Restriction of the student's right to conduct official business with the University because of the student's outstanding obligations. This suspension shall be lifted when obligations are met.
13. Co-curricular Suspension - Exclusion from all University facilities, services and functions, except the attendance of classes. Use of any other facilities, including residence halls, must be approved by the Director of Residence Life.
14. Suspension - Separation from the University for a designated period of time, after which the student is eligible to petition for return. During the period of suspension, the student shall be banned from the University's premises.
15. Student Organization Suspension - Suspension of all privileges for a specified length of time, usually no less than the remainder of the semester. Additional conditions may be imposed before the suspension is lifted at the discretion of the Vice President of Student Affairs, or designee.
16. Dismissal - Removal from the University. The student is ineligible to enroll in classes for a minimum of one year, but may petition for reconsideration or readmission at the conclusion of the dismissal period. During the period of dismissal, the student shall be banned from the University's premises.
17. Expulsion - Permanent separation from all University facilities, services and functions. The student shall be permanently banned from the University's premises.
18. Withdrawal of Student Organization Recognition - Complete revocation of recognition and all privileges thereof.

B. Minimal Sanctions for Offenses

The following are the minimal sanctions for violations of the Student Code of Conduct. These sanctions apply only to first time offenses. Repeat offenders may receive more serious sanctions, up to and including any combination of the aforementioned sanctions:

1. Alcohol-related activity: Probation, Fine (\$50 minimum), Evaluation and/or Personal Counseling and/or referral, Community Retribution (25 hours minimum);
2. Damage to University property or equipment: Probation, Restitution, Community Retribution (20 hours minimum);
3. Failure to comply with directions: Probation;
4. Failure to return reserved space to proper condition: Probation, Loss of Privilege(s), Restitution;
5. False Alarms: Fine (\$200 minimum), Suspension, Dismissal, Expulsion;
6. False testimony: Suspension;
7. Forgery of signatures or fabrication of documents: Suspension;
8. Hazing: Probation, Community Retribution (15 hours minimum);
9. Lewd conduct: Probation, Behavioral Requirement, Evaluation and/or Personal Counseling and/or referral, Community;
10. Misuse of computer resources and/or e-mail accounts: Probation, Loss of Privilege(s), Restitution, Suspension;

11. Misuse of ID card: Warning;
12. Misuse of telephone or long-distance service: Probation, Restitution;
13. Non-compliance with community retribution or other discretionary sanctions:
Fine (\$5 minimum per hour of unperformed service);
14. Physical abuse, verbal abuse, harassment or sexual assault: Suspension
15. Possession or use of firearms or other weapons: Probation, Confiscation of Weapon(s),
Community Retribution (15 hours minimum);
16. Possession or use of incense, fireworks, candles or other open flamed devices in residence halls:
Confiscation and Disposal of Items, Community Retribution (10 hours minimum);
17. Possession or use of narcotics or controlled substances: Probation, Fine (\$50 minimum), Drug
Assessment, Evaluation and/or Personal Counseling and/or referral, Community Service, hours
will be determined;
18. Smoking indoors and in designated smoke-free areas: Probation, Community Retribution (10
hours);
19. Theft of property: Restitution, Suspension;
20. Unauthorized residence hall room change: Fine (\$35 minimum);
21. Violation of overnight guest policy in residence halls: Probation, Loss of Privilege(s);
22. Violation of quiet hours in residence halls: Warning, Probation;

Violation of visitation policy in residence halls: Warning, Loss of Privilege(s).

Article IV: Sanctioning Procedures

A. Determining and Imposing Sanctions

1. Any combination of the aforementioned sanctions may be imposed for any single violation.
2. Other than expulsion, disciplinary sanctions shall not be made part of the student's permanent academic record, but shall become part of the student's confidential record. Upon graduation, the student's confidential record may be expunged of disciplinary actions other than residence hall expulsion, suspension or expulsion, upon application to the Director of Residence Life. The Director of Residence Life may consider whether the student has complied with the sanctions imposed by the conduct officer in making this determination.
3. In each case in which it is determined that a student has violated the Student Code of Conduct, sanction(s) shall be determined and imposed by the conduct officer. Following the hearing, the conduct officer shall advise the accused in writing of its determination and of the sanction(s) imposed, if any. At the discretion of the conduct officer, the accuser may be notified of the determination.

B. Involuntary Administrative Withdrawal

1. The criteria for Involuntary Administrative Withdrawal from the University and/or University residence halls includes, but is not limited to, one or more of the following:
 - a. The student engages in or threatens to engage in behavior which poses a danger or causes physical harm to self or others.
 - b. The student engages in or threatens to engage in behavior which would cause significant property damage and/or directly and substantially impede normal University operations.
 - c. The student does not respond to pending disciplinary charges resulting from such behavior.

- d. The student did not comprehend the nature or wrongfulness of such behavior at the time of the offense.
2. The Vice President for Student Affairs may refer a student for evaluation by independent licensed psychiatrists or psychologists chosen by the University if the Vice President reasonably believes that the student may meet the aforementioned criteria or if a student subject to disciplinary charges wishes to introduce relevant evidence of any mental disorder.
 - a. The student referred for evaluation shall be so informed in writing, either by personal delivery or by certified mail, and shall be given a copy of this policy. The evaluation must be completed within a reasonable time frame as indicated in writing by the Vice President for Student Affairs. The student shall sign a release permitting the evaluating psychologists or psychiatrists to submit a report of the findings to the Vice President for Student Affairs.
 - b. At the discretion of the Vice President for Student Affairs any pending disciplinary action may be withheld until the evaluation is completed.
 - c. A student who fails to complete the evaluation may be administratively withdrawn on an interim basis, referred for disciplinary action or both.
3. A student subject to interim administrative withdrawal shall be notified, either by personal delivery or by certified mail, and shall be given a copy of these standards and procedures. The student shall be given an opportunity to appear before the Vice President for Student Affairs, or a designate, within two business days from the effective date of the interim administrative withdrawal, in order to review the following issues only:
 - a. The reliability of the information concerning the student's behavior;
 - b. Whether the student suffers from a mental disorder;
 - c. Whether the student has completed an evaluation, in accordance with these standards and procedures.
4. A student subject to interim administrative withdrawal may be assisted in the proceeding by an advocate (family members and licensed psychologists or psychiatrists). Furthermore, the student may be accompanied by legal counsel, although the role of counsel shall be limited to providing legal advice to the student. Students shall be expected to speak for themselves whenever possible.
5. An informal hearing shall be held within a reasonable time frame after the student has been evaluated by the appropriate mental health professional. Such evaluation should be undertaken within a reasonable time frame after the student submits proper requests for an appointment. The student shall remain withdrawn on an interim basis pending completion of the informal hearing, but shall be allowed to enter upon University premises to attend the hearing, or for other necessary purposes, as authorized in writing by the Vice President for Student Affairs.
6. Students subject to an involuntary withdrawal shall be accorded an informal hearing before the Vice President for Student Affairs or a designee. The following guidelines apply:
 - a. The student shall be informed of the time, date and location of the informal hearing, in writing, by personal delivery, email or certified mail, within a reasonable time frame.
 - b. The entire case file, including an evaluation and the names of prospective witnesses, shall be available for inspection by the student in the Student Affairs Office during normal business hours. The file, which shall be available a minimum of two business days before the informal hearing, need not include the personal and confidential notes of any University official or participant in the evaluation process.

- c. The informal hearing shall be conversational and non-adversarial. Formal rules of evidence shall not apply. The Vice President for Student Affairs, or a designee, shall direct the proceedings. Any individual who disrupts the hearing may be required to leave the hearing.
 - d. The student may choose to be assisted by an advocate.
 - e. Those assisting the student, except for legal counsel, shall be given reasonable time to ask relevant questions of any individual appearing at the informal hearing, as well as to present relevant evidence.
 - f. Whenever possible, the student shall be expected to respond to questions asked by the Vice President for Student Affairs, or a designee.
 - g. The informal hearing may be conducted if a student fails to appear after proper notice.
 - h. The mental health professional who prepared the evaluation may be expected to appear at the informal hearing and to respond to relevant questions, upon request of any party, if the Vice President for Student Affairs, or a designee, determines that such participation is essential to the resolution of a dispositive issue in the case.
 - i. The Vice President for Student Affairs, or a designee, may permit a University official and the mental health professional who prepared the evaluation to appear at the informal hearing and to present evidence in support of any withdrawal recommendations. Such evidence shall not be presented by legal counsel for the University.
 - j. The informal hearing may be tape recorded. The tape(s) shall be kept with the pertinent case file for as long as the case file shall be maintained by the University.
 - k. A written decision shall be rendered by the Vice President for Student Affairs, or a designee, within a reasonable time after the completion of the informal hearing. The written decision, which shall be mailed or personally delivered to the student, shall contain a statement of reasons for any determination leading to involuntary withdrawal. The student shall also be advised as to when a petition for reinstatement would be considered, along with any conditions for reinstatement.
 - l. The decision of the Vice President for Student Affairs, or a designee, shall be final and conclusive and not subject to appeal.
- 7. Reasonable deviations from these procedures shall not alter or invalidate a proceeding.
 - 8. All parties involved shall be informed of the student's right to confidentiality and their obligation to comply.
 - 9. These standards do not preclude removal from the University nor do they provide exemptions to the University Residence Hall Agreement or other University regulations.

C. Interim Suspension

In certain circumstances, the Vice President for Student Affairs and/or the Director of Residence Life/ Student Judicial Affairs, in consultation with appropriate University officials, may impose University or residence hall suspension prior to the judicial hearing.

- 1. Interim suspension may be imposed only to accomplish the following:
 - a. To ensure the safety and well-being of members of the University community and preservation of the University facilities;
 - b. To ensure the student's own physical or emotional safety and well-being;
 - c. To prohibit the student from posing a definite threat of disruption or interference with normal University operations.
- 2. During the period of interim suspension, students shall be denied access to University premises, including attending classes and/or the residence halls.

D. No-Contact Agreements

Upon request of a student and after investigation by the Director of Residence Life/Vice President for Student Affairs, or a designee, a No-Contact Agreement may be enforced between two or more students. These agreements shall be for a minimum of six weeks and may be reviewed at the end of the period for extension

Article V: Appeals Procedures (non-academic)

If an appeal is filed by the student, the Vice President for Student Affairs (or designee) will review the complaint and all documentation and will gather a panel of three (3) members from the sitting OLLU University Grievance Committee (UGC). The Vice President for Student Affairs (or designee) will select a UGC panel member to serve as chair and will prepare the appeal materials for the panel that will include:

- the complaint and response,
- any investigation materials including documents,
- transcripts (if any) from interviews,
- investigator notes,
- recommendation (if any),
- decision, and
- appeal.

The appeal hearing will be scheduled to be held within five (5) University business days or as soon thereafter as possible, and the names of the selected UGC members will be disclosed to the student prior to the hearing. The student should disclose in advance any potential conflicts of interest that may exist with a particular selected UGC member.

The entirety of the process, including the investigation and appeal hearing, will be conducted fairly and impartially. This is not a legal process and formal rules of procedure and evidence used in courts of law will not apply.

A policy violation will be evaluated using the preponderance of evidence standard. This is the same standard of proof used in Title IX cases and most civil legal cases and requires that the determination as to what occurred is more probable or more likely than not. This entails some sense of weighing the evidence based on the relative importance of the various pieces of evidence presented.

The student may bring a support person of his or her choice with him or her to meetings or the appeal hearing. However, the support person will be recognized as being present to provide support to the individual directly and will not be afforded the opportunity to speak or present information. The university reserves the right to remove or dismiss a disruptive support person or one who does not abide by restrictions on participation. Additionally, the university is not required to reschedule a meeting or hearing if a support person cannot attend a meeting or hearing.

Timely notice for all meetings will be given as well as to when an appeal hearing will take place. Attendance at an appeal hearing is not required and failure to attend will not affect the decision of the UGC.

The appeal hearing is considered private and is closed to the public. Accordingly, the university will exert its best efforts to protect the privacy of any student. The hearing is limited to the student respondent, their

support person of choice, and the selected panel members of the UGC. In some instances, a note taker may be designated to be present and take notes for the UGC members.

The appeal hearing will consist of a summary of the complaint, investigation and decision by the person doing the investigation, a brief presentation by the student respondent, if desired; informal questioning by the UGC panel, if desired by the UGC panel; and private deliberations by the UGC. A majority vote of the UGC panel will determine whether the underlying decision made by the Judicial Affairs Officer (or designee) should be upheld, overturned, or upheld in part or overturned in part. The appeal decision will be written by the UGC chair and presented to the student, Vice President for Student Affairs (or designee), and the Judicial Affairs Officer (or designee) within seven (7) working days after the hearing. The UGC's decision is final.

University Grievance Committee: The University Grievance Committee (UGC) consists of fourteen (14) committee members selected from throughout the university who will serve two-year terms. Six members are faculty from the various university schools/colleges and eight are staff members employed by the university. The dean of each school nominates faculty members (of any rank). Staff members are nominated by the vice presidents of their unit. The deans and vice presidents will make their recommendations to the president. The president makes all final decisions regarding appointments. Vacant positions can be filled as necessary.

Sanctions and Results from Formal Appeal Hearing: The UGC may impose any one or more sanctions as appropriate in the circumstances. In imposing sanctions, UGC will consider the nature, frequency, and severity of the offending conduct, the resulting harm to persons or to the campus community, the respondent's past disciplinary record at the university, and the likelihood of future harm to other persons or to the campus community. Sanctions for corrective action may also be imposed.

Student sanctions will be communicated to the Vice President for Student Affairs or designee, who will administer the sanctions. Student sanctions include, but are not limited to: reprimands, probation, loss of privileges, suspension, expulsion, or any other sanction deemed appropriate or available in the student handbook.

NOTE: Investigation and adjudication of a formal complaint process pursuant to this procedure will continue regardless of whether a respondent withdraws or otherwise leaves school prior to the conclusion of the process.

Article VI: Student Organization Conduct

Whether on or off campus, student organization members are representatives of the University and held to the Student Code of Conduct. As such, individual members, advisors, or organizations as a whole may be subject to sanctions by Judicial Affairs for inappropriate behavior. Additionally, any damages caused by an organization or its members will be charged to the organization and the members' own pockets, as applicable.

Temporary Suspension of Recognition:

The Vice President of Student Affairs may temporarily suspend recognition of a student organization pending formal disciplinary procedures. Such action may occur when the continued presence of the organization on campus poses a threat to the physical or emotional wellbeing of an individual student, a group of students, or members of the faculty and staff, or when the presence of the organization would seriously disrupt the University's normal operations.

Article VII: Sanctions for Student Organizations

Student Organizations must comply with all local, state, and federal laws, as well as all University policies and procedures. Officers and advisors of student organizations are held responsible for the

student organization activities in the event that the organization violates University policies and civil laws. Any student, faculty or staff member, or other student organization may file a [Conduct Report](#) against a student organization or any of its members. The following sanctions may be imposed upon student organizations by the Vice President of Student Affairs, or designee, for failure to comply with applicable policies, procedures, and guidelines. These sanctions apply to administrative policies only. For discipline violations, similar sanctions may be imposed through the [Student Code of Conduct](#).

Article VIII: Academic Dishonesty Policy

Academic Dishonesty refers to student conduct in academic assignments or situations which violates the norms of the academic community of students and scholars. In practice, it usually refers to academic cheating or plagiarism. Our Lady of the Lake University distinguishes between Academic Dishonesty, which is handled through the Academic Affairs Division, and other violations of the Student Code of Conduct, which are dealt with by the Office of Student Affairs.

Penalties for academic dishonesty may include expulsion or suspension from the University, failure or grade reduction in the affected course or assignment, or a lesser penalty as appropriate.

Academic Cheating means an act or attempted act of deception by which a student seeks to misrepresent information. Examples include, but are not limited to, the following:

- a) copying from another student's test paper;
- b) allowing another student to copy from one's test paper;
- c) using textbooks, notes, and other unauthorized materials during a test;
- d) collaborating with others during a test or on a project where collaboration is not permitted;
- e) theft, purchase, or other acquisition of all or part of an un-administered test;
- f) soliciting or giving away all or part of an un-administered test;
- g) bribing another person to obtain all or part of an un-administered test;
- h) substituting for another student or permitting any other person to substitute for oneself to take a test;
- i) submitting as one's own, in fulfillment of academic requirements, a theme, report, term paper, essay, other written work, painting, drawing, sculpture, other art work, computer program, media production, or other academic assignment prepared totally or in part by another;
- j) selling, giving, or otherwise supplying to another student for use in fulfilling academic requirements, any theme, report, other written work, art work, computer program, media production, or other academic assignment.

Plagiarism means the inclusion of someone else's words, ideas, or data as one's own work. Examples of plagiarism include, but are not limited to, the following:

- a) quoting another person's work, complete sentences or paragraphs, or whole works without acknowledgement of the source;
- b) using another person's ideas, opinions or theories without acknowledgement of the source;
- c) borrowing facts, statistics or other illustrating material without acknowledgement of the source;
- d) copying another person's essay test answer;
- e) copying or allowing another person to copy computer files that contain another student's assignments and submitting them either in part or in full as one's own work;

working together on an assignment or sharing computer files and submitting that assignment as one's individual work.

Article IX: Student Behavior Intervention Team

The Our Lady of the Lake University Student Behavior Intervention Team's (SBIT's) mission is to work collaboratively to protect, as much as possible, the health, safety and welfare of our students and the members of the University community. The purpose of the SBIT is to receive and review the information regarding behavioral incidents and to ensure a thoughtful, well-coordinated University response to them. Specifically, the charge for this team is to:

1. Assess situations involving students who pose a potential risk of harm to persons or property in the University community or are of substantial disruption to University activities in accordance with policies stated in the Student Code of Conduct;
2. Consult with faculty, staff and other students affected by the behaviors of concern;
3. Coordinate the University response to violent, threatening, or potentially dangerous students;
4. Develop a specific strategy to manage the threatening or potentially dangerous behavior and to minimize the potential threat to the University community; and
5. Make recommendations to responsible University officials on appropriate action consistent with University policy, procedures as well as state and federal law.

The SBIT is chaired by the Vice President for Administration. The SBIT core team members include the following OLLU employees:

- Assistant Vice President for Student Affairs
- University Chief of Police
- Director of Residence Life
- Director of Counseling Services
- University Police Sergeant
- Director of Services to Students with Disabilities
- Director of Health Services
- Faculty Representative(s)
- Compliance Officer (ex-officio)

The core team is porous. University officials who are involved in a case may be invited to attend and participate in SBIT meetings. The SBIT depends on community members to help keep the community safe. Staff, faculty and students are asked to bring concerns to the attention of the team. Faculty, staff and students can alert us of concerns by submitting a "Behavioral Concerns Form" online or by emailing, calling, or visiting a team member. Reports can be submitted anonymously. All cases will be treated professionally, confidentially and with the utmost care and respect. Concerns regarding the behavior of a faculty or staff member should be directed to the Human Resources Office at 210-431-3970

Article X: Interpretation and Revision

- A. Any questions of interpretation regarding the Student Code of Conduct shall be referred to the Director of Residence Life and the Vice President for Student Affairs for final determination. The Student Code of Conduct shall be reviewed every year under the direction of the Vice President for Student Affairs.
- B. Director of Residence Life. The Student Code of Conduct may be modified by the Director of Residence Life or the Vice President for Student Affairs. Any modification of the Student Code of Conduct shall be made in writing, shall be available in the Student Affairs Office, and shall become effective upon publication.

VII. HEALTH AND SAFETY

Community Counseling Service (Off-campus location)

Community Counseling Service is the University's primary training site for graduate and doctoral counseling psychology students. Community Counseling Service is primarily concerned with addressing the underserved counseling needs of the Westside San Antonio community. Services offered by psychologists, marriage and family therapists, professional counselors and doctoral and master's level graduate students include confidential individual, couple, marital and family counseling, as well as psychological testing and biofeedback services. Community Counseling Service is a component of the School of Professional Studies and is located at the Holy Cross Family Practice Clinic (590 N. General McMullen). The phone number is 210-434-1054 and appointments are scheduled Monday through Friday.

Counseling Services

Counseling Services is one of the ten departments of Student Affairs Division and falls under the supervision of the Vice President for Student Affairs. The Student Counseling Services Department at OLLU offers free and confidential services for enrolled students who attend the San Antonio Campus. The professional staff is comprised of two full-time Licensed Professional Counselors and the Program Director who is a Licensed Psychologist. The mission of the Student Counseling Department is to provide high quality counseling services to students in a culturally sensitive manner that promotes a healthy psychological, spiritual, personal and professional development so that students can reach their full potential. The Student Counseling Department adheres to the ethical and legal standards of the counseling profession and is committed to maintaining confidentiality within certain ethical and legal limits.

The Student Counseling Department offers a wide range of counseling services which include: screenings, intakes, consultations, individual counseling, psychoeducational groups, support and process groups, referral services, presentations and dissemination of mental health information. If the students' needs are beyond the scope of the specialty of the clinical staff and the resources of the department, students are referred for counseling services to community agencies as well as private providers.

Students who are interested in seeking services are encouraged to call 210-431-4053 to make an appointment. An appointment is not necessary to request services. Students can request services in person without prior appointment. The Student Counseling Department is located in Providence 101. Services are provided Monday through Friday from 9A.M. to 4 P.M.

During an emergency if you are unable to come to the Student Counseling Department, please contact Campus Police at (210) 433-0911. Commuter students experiencing emergencies after hours and off campus, please call 911 or go to the nearest emergency room. Please take note of the following emergency numbers:

The National Suicide Prevention Lifeline:	1-800-273-8255
Crises Care Center - Assessment over the phone:	210-225-5481
The Center for Health Care Services Crises Line:	210-223-7233 or 1-800-316-9241
Emergency Room at the University Hospital	210-358-2078
The United Way Help Line	210-227-4357

Below is a list of the nearest emergency rooms:

Center for Health Care Services
527 N. Leona Street
(inside University Health Center
Downtown Office Building, on 2nd Floor)
San Antonio, Texas 78207
Main Number (210) 223-7233 or 1-800-316-9241
Crises Care Center (Assessment over the phone (210) 225-5481)
<http://familymed.uthscsa.edu/admin08/resources/directionsuhc-dt.asp>

Metropolitan Methodist Hospital
1310 McCullough Ave.
San Antonio, TX 78212
Main Number (210) 757-2200
Emergency Department (210) 757-2280
<http://sahealth.com/location/metropolitan-methodist-hospital>

University Hospital — Psych ER
4502 Medical Drive
San Antonio, Texas 78229
(210) 358-8881
<https://www.universityhealthsystem.com/services/behavioral-health>

San Antonio Behavioral Healthcare Hospital
8550 Huebner Road
San Antonio, Texas 78240
(210) 541-5300
<http://www.sanantoniobehavioral.com/>

Disabilities Services

The Services to Students with Disabilities office provides accessibility to students requiring accommodations through the provision of a wide variety of services tailored to each student's documented needs. To qualify for services, students must provide appropriate documentation of a disability at the time services and/or accommodations are requested. Upon completion of the verification process, staff will forward a letter that lists the services and accommodations that are deemed reasonable. The letter is distributed to the student, relevant campus offices that provide services, the dean who oversees the school/ college in which courses are taken, and the professors who teach the class.

Emergency Procedures for Students

The most important thing to remember in any emergency is to remain calm. Confusion and fear will do nothing to alleviate personal discomfort or the discomfort of others. Irrational behavior may put lives in serious jeopardy. The following basic steps can apply in any emergency situation:

1. Assess the scene.
2. Call University Police at their emergency number: 433-0911.
3. Off-campus, call 911.
4. When calling in an emergency, be calm and give the best description as possible as to the location, number of participants involved and remain at the scene until the University Police arrives.

5. Care for any victims within your capabilities as long as doing so will not endanger lives.

** The University Policy non-emergency number is (210) 431-4022. They are available 24 hours a day, 365 days a year.*

Emergency Response Management Plan

Our Lady of the Lake University of San Antonio is an institution of higher learning that may be subject to minor or major disruptions due to occurrences beyond the control of the institution. The particular disruption or emergency will be responded to as the situation necessitates. The institution will provide service, as practical, during periods of emergencies and disruptions. The institution will communicate with the University community as listed in the procedures that address the specific emergency description. The President or designee shall make the determination to close the entire institution, suspend or postpone classes, curtail activities, or make the University available for community support.

Each department and office shall be responsible for the distribution of emergency information and the development of emergency procedure consistent with the responsibilities in its areas.

Authority

1. Authority to completely close the University rests with the President or designee. In the absence of the President and the Provost/Vice President for Academic Affairs in conjunction with the Vice President for Administration and the Vice President for Student Affairs will make that decision
2. In those cases where an emergency may be of such magnitude that it requires a timely decision and the President, and Vice Presidents are not available, those administrators or staff immediately faced with the problem should take the action necessary to preserve life and property in conjunction with Campus Police until such time as an officer of the University can be contacted.

Notification of Health Insurance Requirement

All OLLU students enrolled in seven or more credit hours will be required to maintain health insurance. The policy must be a hospitalization, illness and accident policy. Once students register for classes, they will automatically be enrolled in OLLU's student health insurance plan. The policy fee will be reflected on the student's bill. Students who currently have health insurance, or are on their parent's health insurance, will have the opportunity to submit a waiver to have the fee removed after registration.

Note: This policy does not apply to students taking 100 percent online classes.

International Students: All international students are required to maintain the OLLU health insurance. Per Our Lady of the Lake University policy, international students are not allowed to waive coverage. As such, the health insurance policy fee cannot be removed from an international student's bill.

Students will be asked to provide current insurance information to ensure it meets the minimum requirements for health insurance coverage. If the waiver is approved, the fee will be removed from the student's bill.

Note: Please allow five to seven business days from notification of the waiver approval for the health insurance fee to be removed from the bill.

Health Services

The mission of the Office of Health Services is to assist in the maintenance of health and promotion of wellness by serving the entire community of Our Lady of the Lake University. Health Services is a department within the Division of Student Affairs, and is committed to the care of students, faculty, and staff. It is located in the UWAC, Room 112 and is available to any current student, faculty or staff member, regardless of insurance type. A Nurse Practitioner is available by appointment. Health promotion and disease prevention are emphasized. Campus injuries and emergencies are evaluated by the Nurse Practitioner. All visits are confidential.

Services include but are not limited to the following:

- Physical exams
- First aid for minor injuries
- Treatment for acute illness and monitoring of stable chronic illness
- Blood pressure monitoring /diabetes screening
- Lab work/immunizations
- Referral services
- Nebulizer treatments for acute asthmatic illness
- Prescriptions when determined necessary by the Nurse Practitioner
- Self-help medications
- Health promotion/disease prevention information
- Health counseling/nutrition and diet counseling
- Referrals to outside providers when necessary

Immunization

ALL (undergraduate, graduate, Ph. D, online students and weekend college) students currently enrolled or enrolling in OLLU, regardless of age, must submit the Meningitis Verification/Education Form to the Health Services Office. Entire medical history is not required. The Bacterial Meningitis vaccination is the only State mandated vaccine for individuals under the age of 22. Certain degree programs may require additional immunizations. Check with your specific college and plan.

Meningitis Vaccination Policy

ALL (undergraduate, graduate, Ph. D, online students and weekend college) students currently enrolled or enrolling in OLLU, regardless of age, must submit the Meningitis Verification/Education Form to the Health Services Office. The form can be downloaded from www.ollusa.edu/healthservices under Immunization Policy. The information may be mailed or delivered to Our Lady of the Lake University, Office of Health Services, 411 S.W. 24th Street, UWAC #112, San Antonio, TX 78207. Feel free to contact the office with any questions: 210-431-3919.

Students under 22 years of age who have been vaccinated must provide proof that the vaccination was administered 10 days prior to the first day of the semester. Vaccinations must be current. Current is defined as having received the vaccination within the past 5 years.

Students over 22 years of age may provide current proof of vaccination or they may waive out on their own conscience. The waiver form can be found at www.ollusa.edu/meningitis.

Pet/Service/Comfort Animal Policy

The purpose of this policy is to provide for the health and safety of Our Lady of the Lake University (OLLU) students, faculty, staff, and visitors and for the protection of the University's property/assets. This policy is intended to allow pets/service/comfort animals on campus in a way that provides for the

restraint of these animals and also provides for some protection for those on campus from breeds that have a history of dangerous behavior.

This policy applies to all on-campus, University-controlled properties and all athletic facilities. Pets/service/comfort animals on campus can pose a significant risk to OLLU and its community. This policy standardizes the University's position on the management of animals on OLLU property.

Definitions

- University-controlled property - Property that is owned, operated, and/or maintained by the University.
- Service Animal - A guide dog, signal dog, or other animal individually trained to do work or perform tasks for the benefit of an individual with a disability. Police K-9s are also considered a service animal as well as other animals that work for emergency personnel.
- Research and Teaching Animals - Approved animals used directly in support of OLLU University's mission of teaching, research, and or clinical programs as used in accordance with guidelines established by the Office of the Vice President of Academic Affairs.
- Pets at Large - An animal that is either unattended and/or unrestrained by its owner.
- Comfort Animals - The student has a disability, meaning that she or he has had a physical or mental impairment which substantially limits one or more of major life activities; has a record of having such an impairment, or is regarded as having such an impairment; the animal is necessary to afford the person with the disability an equal opportunity to use and enjoy a dwelling; and there is an identifiable relationship or nexus between the disability and the assistance the animal provides.

Health & Safety Concerns

Animals can pose various health and safety concerns to the campus community such as allergic reactions to animal dander, excessive noise, animal bites, and disease transmission (i.e., fleas, ticks, parasites, viruses, bacteria, etc.). Individuals with a disability who require the use of a service animal are at particular risk. For example, a dog running at-large poses a hazard to an individual using a service dog, should there be a confrontation between the two animals.

Inside/Outside Facility Guidelines

It is prohibited to bring dogs, cats, or other pets inside any University-controlled buildings, except for the animals listed in the exemption section of this policy. While on University-controlled properties, pets must be maintained on a leash of six feet or shorter, on a restraining harness, or in a caged enclosure. With the exception of the animals listed in the exemption section, pets are not allowed in or on any athletic facilities (inside or outside). Animals will not be allowed (leashed or unleashed) at any special events or University functions with the exception of any specific event that has been approved by the Vice President for Student Affairs. Pet owners are responsible for cleaning up any messes made by their pet. Anyone who brings a pet on University-controlled property assumes all financial responsibility for any damages to property or injury to individuals caused by the animal. Pets may not be tethered to University buildings, structures, motor vehicles, trees, railings, light poles, benches, posts, or other structures.

Prohibited Animals

Animals such as poisonous reptiles, constricting snakes (e.g., Boas, Pythons, and Anacondas) and other potentially dangerous or aggressive animals are prohibited from all University-controlled property (inside and outside) at all times, except those used in accepted academic or experimental purposes.

The following breeds of dogs on this non-exhaustive list are also prohibited from all University-owned property:

- Pit bull
- Rottweiler
- German shepherd
- Doberman pinscher
- Any hybrids that are mixed with the breeds mentioned above
- Non-domesticated animals
- Pets with a history of aggressive behavior

Failure to Comply

a. Prohibited Animals on University-controlled Property

Any prohibited animals on a University-controlled property must be removed immediately. If a prohibited animal is observed on a University-controlled property, the owner may face disciplinary measures by appropriate authorities which may include Student Affairs, Residential Life, or the University's Human Resource Department. OLLU Police Department will enforce this policy.

b. Unattended or Unrestrained Animals

If an unrestrained/unattended animal is observed, a reasonable attempt will be made to locate the animal's owner. If the owner is located, he/she may face disciplinary measures by appropriate authorities. OLLU Police Department will enforce this policy. If attempts to find the animal's owner are unsuccessful, the San Antonio Animal Control Office will be contacted; resulting in the removal of the animal from University property.

c. Property Damage

The University will seek restitution for any animal-related damage to University-controlled property, facilities, or grounds. The repair or replacement cost of damaged property is the sole responsibility of the owner of the animal that caused the damage.

Exempted Pets and Other Animals

The animals listed below are permitted inside University-controlled property:

- Service animals
- Research and testing animals
- Fish in containers of ten gallons or less
- On-duty police K-9s or rescue dogs
- Faculty/Staff -in-Residence apartments excluding those breeds mentioned in the Prohibited Animals section above and as listed in the Residence Hall Agreement.
- Comfort animals
- Official University mascots

Although these animals are permitted within the buildings and facilities, said animals must remain under the control of the owner at all times. The care or supervision of exempted animals is solely the responsibility of their owners. OLLU University reserves the right to exclude an exempt animal whose behavior poses a threat to the health or safety of others.

References

The prohibited breeds of dogs list mentioned in the Prohibited Animals section of this policy is based on in-depth research conducted by the Center for Disease Control, the Human Society of the United States, and the American Veterinary Medical Association.

Police Department

University Police provide for the safety of University community members, guests and physical property. Services include law enforcement, the maintenance of order, 24-hour emergency response, building key control, patrols of campus facilities, and regulation of campus traffic and parking. All University community members are advised to protect themselves by being observant, reporting all suspicious acts, locking doors, windows and vehicles, and exercising sensible judgment.

Parking Regulations

The University's parking regulations are intended to ensure safe and orderly movement of vehicular and pedestrian traffic and to reduce the potential for accidents, injuries and property damage.

Permits

All persons operating a vehicle on campus must comply with all posted parking and traffic signs set forth by OLLU administration in compliance with the State of Texas Traffic Laws. Motor vehicles operated on university property by faculty, staff, and students must be registered with the OLLU Police Department. Students should register their vehicle at the time of class registration. Enrolled students (current and new) must register their vehicle every fall semester. All outstanding fines must be paid prior to issuing a parking permit.

Parking Permit Display and Fees

All decal permits must be displayed on the rear-view mirror when on campus. Students will not be charged for the initial decal; however, a \$5 fee will be charged for each additional or replacement permits. Additional permits for faculty and staff are available at no charge.

Temporary Parking Permit

Faculty, staff and students who temporarily operate a vehicle other than the one registered must obtain either a one-day or one-week temporary parking permit from the OLLU Police Department in the Walters Building (G04). Residence Hall visitors (including parents) that frequently visit the campus can obtain a temporary parking permit from our department. If it is after business hours or on a weekend, please call (210) 431-4022.

Handicapped Parking

Handicapped parking spaces are restricted to those vehicles displaying a current handicapped license plate or hanging placard issued by the state. Disabled veteran plates do not require a handicapped placard issued from the state, but they do require a valid OLLU parking permit in order to occupy any of these parking spaces. Parking by University community members is prohibited in the designated visitor parking spaces in Lot A. Parking for resident students is located north of the University Wellness and Activities Center (UWAC) in Parking Lot B and east of Centennial and Flores Halls in Parking Lot G and H. Fees for annual, additional and replacement parking decals are payable to University Police.

Citations

Maximum Speed Limit on University Campus:

10 mph in Parking Lots /Roadways

15 mph where posted

Symbols striping and painted curbs comply with the Texas Department of Highways specifications as follows:

- Light Blue: Designates handicap parking.
- Red: Designates NO PARKING ANYTIME.
- White: Designates crosswalks, parking spaces and stop lines.
- Yellow: Designates warning, no parking, traffic lanes and no passing zones.

Parking and Traffic Fines

Parking and traffic violations are classified as either "minor" or "major" violations. Minor violations are assessed a \$20 fine, while major violations are assessed a \$40 fine. If fines are not paid within 14 days, a \$10 penalty fee will be added. Students with outstanding parking citation fees will have a hold put on their Student Account, which will make them ineligible for the following:

Validation for the upcoming semester

Clearance for graduation (for balance of \$25.00 or more)

Obtaining a transcript (for balance of \$25.00 or more)

You are responsible for all parking or traffic citations received while on campus.

Payments can be made by mail to:

Our Lady of the Lake University
C/O Campus Police Department
411 SW 24th Street, San Antonio, Texas 78207

Minor Parking and Traffic Violations

- Parking in the Convent
- Exceeding time limit / Visitor or Loading Zone
- No valid permit displayed
- Impeding traffic
- Improper parking
- Equipment violation
- Other violations deemed by officer

Major Parking and Traffic Violations

- Handicapped parking violation
- Failure to stop at a stop sign
- Parking in fire lane
- Speeding / reckless driving
- Parking in designated reserve parking

Appeal Process

Appeal forms can be picked up at the campus police office from 8 a.m. to 4:30 p.m. Monday-Friday. After hours, forms can be obtained through any officer on duty by calling 210-431-4022, on line, or picked up outside the campus police office. Appeal forms must be completely filled out and returned to our office where administration will review them in a timely manner. Appellants are allowed to submit a written appeal by fax or mail: the fax number is 210-431-4067; or mail to the address listed above. The individual submitting the appeal form is responsible for checking its status by contacting our office at 210-431-4022, Monday through Friday 8 a.m. - 4:30 p.m., within 2-3 business days after submitting the appeal. Appeals will not be accepted after the 14-day grace period beginning from the day the citation was issued.

Security and Emergency Services Policy

University community members and guests are required to cooperate with and follow the directions of University Police at all times.

Security Services

University Police are required at all large group assemblies, all functions where circumstances may call for Police/security intervention, and all functions where alcoholic beverages are served. Only University Police can be contracted for providing security for on-campus events. As needed, the Chief of Police reserves the right to subcontract security duties to an outside law enforcement agency.

Emergency Services

University Police are the University's first-response team in emergency and crisis situations. University Police should be contacted to coordinate emergency services whenever such situations occur.

Speech-Language and Hearing Services

The Harry Jersig Center (HJC) is the University's primary training site for graduates in the Communication Disorders Department. HJC is primarily focused on the evaluation and treatment of individuals with speech-language-hearing-voice-swallowing disorders. Graduate students provide the services supervised by certified Speech-Language Pathologists. Everyone at HJC is concerned with meeting the needs of individuals with communication-hearing-swallowing disorders. Any individual exhibiting speech and/or language difficulties may schedule an evaluation concerning the suspected disorder. Confidential services are provided and fees may be assessed. For appointments call 210.431.3938 Monday through Friday.

VIII. ATHLETICS

Our Lady of the Lake University participates in the National Intercollegiate Athletic Association, is a Red River Athletic Conference member and competes against schools from Texas, Oklahoma, Louisiana and New Mexico. The purpose of intercollegiate athletics is to provide an opportunity for each student-athlete to develop his/her potential as a skilled performer in a highly competitive yet, educational setting. Educational opportunities provide experiences in which student-athletes encounter a progression in self-discovery, growing emotionally, socially, and intellectually, in conjunction with the intercollegiate athletics program. Please contact the Athletic Department for more information about the sport programs offered. The Athletic Director is located in the UWAC Athletics Office. ***Refer to the "Student Athlete Handbook" for additional information.***

VIII. RESIDENCE LIFE

The Office of Residence Life provides an atmosphere conducive to the development of resident students' personalities and abilities. This living and learning experience allows students to grow as individuals through the development of new friendships, the exploration of new ideas, and involvement in new activities. The residence hall atmosphere encourages growth through academic, cultural, social and physical programs and activities. Living in the University's residence halls is optional and not required as a condition for enrollment. ***Refer to the "Resident Student Policies and Procedures" handbook for additional information.***

IX. STUDENT ORGANIZATION POLICIES AND PROCEDURES

Introduction

All student organizations must be officially recognized by the University in accordance with the "Policy for Recognition of Student Organizations." Official recognition, however, does not commit the University to the proposed programs of any student organization. The University asserts that certain responsibilities accompany the rights associated with official recognition. The members, officers, and advisors of all

RSOs and CSOs must know, understand, and comply with the following guidelines. Failure to do so may result in immediate loss of recognition or other sanction as deemed appropriate by the Director of Student Leadership & Development and the Assistant Vice President for Student Affairs.

Types of Student Organizations

Chartered Student Organizations

Chartered Student Organizations (CSOs) are groups sponsored under the umbrella of a University department and are directly funded by University funds. The mission statement, purpose statement or constitution of a CSO should be in accordance with both the departmental and University mission statement. Advisement and leadership development of CSOs is the responsibility of the departmental staff. Departmental CSOs provide activities and programs that benefit the department through awareness, recruitment, retention, and leadership development. All CSOs are held to the same policies and procedures outlined by the University for Student Organizations.

Recognized Student Organizations

Recognized Student Organizations (RSOs) are groups operating on a voluntary and self-governing basis. These groups are funded through membership dues, fundraising projects, and budget allocations from the Student Leadership & Development Office. The University's RSO's offer students the opportunity to develop and explore special interests while working collaboratively with others. The University recognizes academic groups, honor societies, and special interest groups, including service based Greek Organizations. Through participation in the Student Government Association and initiatives such as the Student Organization Handbook, the Advisor/Officer Workshops, Club Rush, Leadership Summit and various speakers on leadership, the Student Leadership & Development Office works to increase the leadership development of RSO officers and members. For a complete listing of RSOs, contact the Student Leadership & Development Office.

Emerging Student Organizations

Emerging Student Organizations (ESOs) are groups that are actively pursuing official University recognition through the Student Leadership & Development Office. Groups are classified as emerging upon submission of completed "Emerging Student Organization Interest Form" to the Student Leadership & Development Office. The ESO must then complete an Intent to Organize Packet and submit the electronic copy to the Student Leadership & Development Office. Deadline for packet submission is once a semester due before the fall or spring breaks (specific date and time subject to calendar). The ESO constitution is reviewed by the Student Government Association's Constitution Review Committee. The ESO packet is reviewed by the Director of Student Leadership & Development and the Assistant Vice President for Student Affairs. Once approved by the Assistant Vice President for Student Affairs the ESO is granted official University recognition. If the packet information is deemed insufficient or incorrect the ESO is contacted for revision changes. While in the ESO process the student organization is allowed to hold informational meetings only. ESOs are not allowed to publicize materials as an OLLU recognized organization or coordinate activities and programs, such behavior will jeopardize the official University recognition process.

Unrecognized Student Organizations

Unrecognized Student Organizations are groups that (1) do not seek official University recognition or (2) seek such recognition, but are denied and still operate on the University's campus in violation of the "Policy for Recognition of Student Organizations." Unrecognized Student Organizations are not allowed to take advantage of University services such as, posting policies, budget allocations, University distribution emails, organization fundraising, University facility reservations, Student Leadership & Development Office services, organization credit through the Center for Service-Learning and Volunteerism and various student organization functions. Additionally, members of unrecognized groups

may not promote the goals, purposes, identity, or activities of those groups. Anyone with knowledge of Unrecognized Student Organization activity at OLLU violating student organization policy should report the behavior to the Student Leadership & Development Office. Unrecognized Student Organizations and its members may be subject to University disciplinary action.

Policy for Recognition of Student Organizations

All members of the University community must be free to associate with any organization of their choosing, whether on campus or in the community. However, Our Lady of the Lake University will consider for official recognition only those organizations that support the mission and tradition of the University, are not a duplication of a current organization goals and whose practices are consistent with University goals, values, and policies.

A student organization shall be defined as “a group of 4 or more Our Lady of the Lake students joined together in the pursuit of a common purpose.” A student organization seeking official University recognition should have a goal, purpose, and identity that is both unique and singular. Any group whose purpose duplicates that of an existing organization will not be recognized. The limited number of potential members, dictated by the University’s enrollment, will not support an infinite number of student organizations.

University recognition is offered to organizations as a privilege, with the expectation that organizations will demand, and their members will maintain, the highest standards of conduct. Recognition of a student organization may be withdrawn or suspended at any time, and any organization and its members may be subject to University disciplinary action.

Groups that either do not seek University recognition or that seek recognition and are denied, present a unique challenge to the University community. Their members individually maintain those rights extended to all University students, although collectively as an organization, those rights are denied. Such unrecognized organizations are extended none of the privileges extended to recognized groups, which include advertising and posting, using University facilities and services, fundraising and solicitation, seeking University funding, and participating in any manner at on- or off-campus University-related events. Unrecognized organizations cannot wear and/or display organization attire nor can they officially recruit members into the organization. Other rights of recognized organizations are outlined in the University’s “Student Handbook.” Additionally, members of unrecognized groups may not promote the goals, purposes, identity, or activities of those groups.

Student Organization representatives appointed by the Student Government Association will review all applications from groups seeking recognition and will forward recommendations to the Director of Student Leadership & Development and to the Assistant Vice President for Student Affairs. As a group composed of representatives from Recognized Student Organizations and Chartered Student Organizations, the Student Government Association promises to work closely with those who are members of the Student Congress to keep the organizations informed and aware of all current University news. SGA is the voice of the student body.

Service Organizations

The Director of the Center for Service-Learning and Volunteerism will assist Recognized Student Organizations (RSOs) through monitoring the activities of these organizations. To facilitate this relationship and to ensure that service organizations are addressing community needs, service organizations are required to work directly with the Center for Service-Learning and Volunteerism. You will also be given a copy of the most recent “Organizing Volunteers with the OLLU Center for Service-Learning and Volunteerism” handbook.

Service Based RSO Requirements:

1. RSO Meetings: The organization's president and service chair will schedule and keep three appointments per semester with the Associate Director of the Center for Service-Learning and Volunteerism (CSLV). The RSO must turn in the Information Form to the CSLV along with a list of active members.
2. Service Records: The organization's service chair, or equivalent position, will maintain records of service work completed by each active member of the organization. These records will be submitted monthly to the Center for Service-Learning and Volunteerism.
3. Hours: Regardless of national or international chapter requirements, the University requires that each of the organization's active members participate in a minimum of 30 service hours to the community each semester. This requirement must be met or exceeded by 80% of the organization's members. The organization's active members will complete at least 12 of these service hours in a long-term service commitment (one year minimum). This requirement must be met or exceeded by 80% of the organization's members.
4. Projects: The organization will organize for its active members three group service projects per semester. These projects can be just for active members or open to other OLLU volunteers.
5. Charitable Donations: The CSLV will grant service hours for fundraising activities resulting in cash or in-kind donations in support of non-profit or public agencies. For the current academic year, one service hour will be granted for every \$20.25 donated to an agency. Hours will not be given unless a Donation Form is submitted. This form requires a signature and contact information from an agency representative who receives the donation. Organizations will not receive credit for hours spent working on a fundraiser, only the donation equivalent.

The amount of \$20.25 has been determined from figures taken from a report released by the Independent Sector estimating that an hour of volunteer time is worth \$20.25. The Independent Sector states that, "the hourly value, updated yearly, is based on the average hourly earnings of all nonagricultural workers as determined by the U.S. Bureau of Labor Statistics. Independent Sector takes this figure and increases it by 12 percent to estimate for fringe benefits" (http://www.independentsector.org/programs/research/volunteer_time.html).

6. Service Chair: The organization will identify an active member to serve in a leadership position on the vOLLUnteer Unity Council (we suggest appointing a Service Chair). This person must attend at least 75% of the VUC general meetings each semester. Service Chairs are expected to present information about their organization and its activities at each meeting and may be asked to lead some meetings. This person must also attend an orientation at the beginning of the year to orient both new and returning RSO chairs on policies, expectations, and services of the CSLV. Advisors may attend.
7. Chairing: The organization will chair at least one VUC service project per semester or serve as a site leader for two VUC service projects per semester. Chairing an event includes working with other members of the VUC to plan a service project according to the PARE method, including promotion, recruitment, orientation, reflection, and evaluation.
8. vOLLUnteer IMPACT: The organization will organize a team of active members to participate in vOLLUnteer IMPACT or Days of Caring, which occurs once each semester during the national service holidays: Make a Difference Day and National Youth Service Day.

General Guidelines:

Service Project Approval: All RSOs must register their community service projects with the Center for Service-Learning and Volunteerism (CSLV); all CSOs are encouraged to register their community service projects using the Request for Service Project Approval Form. It is recommended that this form is turned in at least two weeks before the project date. Forms will be considered on a case-by-case basis after this time; however, Approval Forms must be turned in within two weeks of the project or they will not be considered. All service projects should partner with a non-profit or public agency. CSLV strongly encourage relationships with agencies serving San Antonio's West Side.

It is important for organizations to obtain service project approval from the CSLV. The Student Leadership & Development Office only accepts hours approved through the CSLV to apply towards their organization's 30-hour requirement.

To be eligible for service awards, RSO's and CSO's service projects must be approved by the CSLV. Service Project Sign-in Sheet: The CSLV maintains records of service activities for all active members of each student organization as well as all active volunteers on campus. The Service Project Timesheet is to be used to document group and individual projects. This form requires contact information and a signature from an agency representative. If no agency representative is present (for organization-planned events or hours for planning) the organization's advisor must sign this sheet. When used for one-time projects, this form must be submitted to the CSLV within two weeks of the project date. Forms for long-term service hours must be submitted according to deadlines set at the beginning of each academic year.

Philanthropy: All student organizations must register their on-campus collection and fundraising activities with the Student Leadership and Development Office. In addition, if the fundraising or collection is charitable, a Request for Service Project Approval Form must be completed and turned into the Center for Service-Learning and Volunteerism (CSLV) at least two weeks before the first collection date. All collections should benefit a non-profit or public agency. We strongly encourage relationships with agencies serving San Antonio's Westside.

Project planning hours: RSOs and CSOs planning unique service projects independent of an agency can receive service hours for the planning required. The project must be approved by the CSLV at least one month before the project (or before planning hours begin). A timesheet must be filled out documenting the planning hours and what activities took place. The sheet must be signed by the organization's advisor before submission. There is a limit of 5 planning hours per project, per member. Any exceptions to this must be submitted in writing to the Director of the CSLV and will be considered on a case-by-case basis.

Winter and Summer Break Extension Policy: The 30 hours per semester requirement for Service-Based Recognized Student Organizations must be completed during their respective semesters. *Exceptions:* With written application for an extension, students may plan out a course of action to finish service hours during the winter or summer break. Exceptions will be looked at on a case-by-case basis. Please apply for extensions by the Mid Semester Deadline announced at the beginning of the academic year.

Note: The Center for Service-Learning and Volunteerism encourages individuals to volunteer over the summer. Remember to record and submit summer hours to the CSLV. These records will document volunteer hours for possible scholarships and awards that use volunteer hours as criteria.

Risk Assessment Forms: Any volunteer new to working with the CSLV and volunteering through the University must fill out a Risk Assessment Form for the CSLV records. Service Chairs should copy the form and have each member fill it out and sign it by the set deadline.

Service-Learning hours: Hours required for service-learning courses through OLLU can count towards RSO member's one-time project hours. However, only up to 8 hours per semester can come from service-learning. Documentation of the hours must be submitted by the end-of-semester deadline.