



# **STUDENT HANDBOOK**

## **INTRODUCTION**

As you read this Student Handbook, you will become more aware of the opportunities afforded to you as a Dominican student. Most importantly, you will realize there are many ways for you to be involved in campus life: academic research and engaged learning, student government (ASDU), clubs and organizations (we will even help you start your own!), the honor societies, artistic endeavors, and athletics – just to name a few! This handbook includes information about some of the University's special traditions, such as Shield Day, the Thanksgiving Ecumenical Dinner, and Graduation Week. You will benefit knowing about the resources available to you on campus.

Please take time to read about the various procedures and policy statements that have a direct bearing on student life. Dominican has developed, with student input, policies on many important issues such as conduct, academic honesty, alcohol usage, drugs, sexual harassment, and grade changes. This handbook is an important tool for learning more about Dominican University of California. Remember that the policies and procedures contained in the handbook are updated online; please visit [www.dominican.edu](http://www.dominican.edu) to view updated policies and procedures.

**DOMINICAN UNIVERSITY OF CALIFORNIA RESERVES THE RIGHT TO UPDATE AND REVISE THE POLICIES AND PROCEDURES AND GENERAL INFORMATION DESCRIBED IN THIS STUDENT HANDBOOK AT ANY TIME AND WITHOUT PRIOR NOTIFICATION.**

**THE UNIVERSITY MAKES EVERY ATTEMPT TO ENSURE THAT THE INFORMATION CONTAINED WITHIN THIS HANDBOOK IS CORRECT; HOWEVER, IT CANNOT GUARANTEE ABSOLUTE ACCURACY.**

**STUDENTS MUST CHECK THEIR DOMINICAN EMAIL ACCOUNTS AND THE DOMINICAN WEBSITE FREQUENTLY FOR UPDATES TO POLICIES AND OTHER INFORMATION.**

# UNIVERSITY HISTORY & INFORMATION

## *The Dominican University of California Shield and Motto*



The Dominican University Shield portrays a dog with a flaming torch in its mouth. This symbol had its origin in a dream attributed to the mother of St. Dominic: that she would bear a child who would set the world on fire with the wonder of his preaching. The name of the Dominican order in Latin, *Dominicanes*, lends itself to the pun *Domini canes*—hounds of the Lord. Consequently, a dog with a firebrand in his mouth was long a symbol associated with the University. Inscribed across the bottom of the shield is the University motto – *Veritas fax ardens*: “Truth is a flaming torch.”

## **Our Dominican Roots**

Joseph Sadoc Alemany was consecrated Bishop of California in 1850. He left Rome and stopped in Paris to find helpers, especially women, to establish schools in the Dominican tradition of education. He inspired Sister Mary Goemaere, a novice of the Holy Cross Convent in Paris, who had been trained for two years in Dominican traditions of religious life and education, to accompany him. They and several other Sisters set sail from Liverpool for New York on the steamer “Columbus” in October 1850, and then from New York to Chagres, Panama. They crossed Panama by canoe and mule, and upon reaching Panama City on the Pacific coast, took ship for San Francisco – where they arrived on December 6, 1850.

Within a few days they left for Monterey where the bishop obtained a house that would serve as convent and school. From this school, Santa Catalina, with its European traditions of education, Dominican University of California ultimately developed. In 1854, Bishop Alemany became Archbishop and the population moved northward to Benicia, the new capital of California at the time. In 1887, Archbishop Riordan gave permission to the Dominican Sisters, headed by Mother Louis O’Donnell, to move the center of their administration from Benicia to San Rafael.

## **The Birth of the Institution**

The idea of a University had always been in the minds of the sisters, who had drawn up Articles of Incorporation for the University on August 7, 1890 and filed them with the Secretary of State on August 11, 1890. Eventually the encouragement of faculty of the University of California at Berkeley brought the matter to a decisive point. In 1915 a junior college was opened, and in 1917 a four-year college became a reality. To house the students, more land and buildings were needed; so in 1918, Meadowlands, the summer home of the Michael de Young family, was purchased. The first floor of the building was used for classrooms and the two upper stories for living quarters for students. It was a homey setting and an intellectual center as well.

From this small beginning has come the campus we know today. Within fifteen years Angelico Hall was built for a music conservatory, Meadowlands was expanded; Forest Meadows was purchased for athletics and outdoor dramatics; Fanjeaux was erected for a student residence and dining hall; Guzman Hall was built for academic and administrative purposes; and the property which separated Guzman from Fanjeaux, owned by Mr. and Mrs. John Buck, was purchased through the good offices of Joseph Tobin, sold to the school and named “Benincasa.”

All this material progress and financial outlay were taking place during the throes of World War I and the frightening years of the Great Depression that followed shortly thereafter. We should give thought to the courage of the sisters, who had to borrow money constantly for building and living expenses; who had no endowment of any sort, relying on God’s providence to send helpers and donors to carry on His work.

The college was fortunate in having a series of early presidents who were women of outstanding caliber: Mother Louis O’Donnell, who established the campus, and Mother Raymond O’Connor, noted for her administrative ability and her devotion to Dominican traditions. Later Sister Thomas Vaughan and Sister Patrick Harney continued and enhanced the ideal of the earlier presidents. Sister Samuel Conlan, who served as fifth president of the University from 1968 to 1980, during times of academic confusion and unrest, not only held on to the best of the traditions of the past but encouraged innovation and experimentation in administration, curriculum, and community

relations. Dr. Barbara Bundy was the first lay president selected to lead Dominican University. She had been a faculty member in the University's humanities programs since 1971. In 1987, Neil Webb was chosen the University's first male president. He served only half a year before he and his wife were killed in a tragic plane crash. His death deeply affected life on campus. In 1988, the Trustees selected Joseph R. Fink as president, where he served for 23 years. In 2011, Dr. Mary B. Marcy was selected by the trustees as the ninth president to lead Dominican in its 121-year history.

### ***The Growth to a University***

Throughout its years, the college achieved professional recognition. The State Board of Education in 1924 empowered the institution to recommend candidates for public school teaching credentials, thus enabling Dominican students to teach in California public schools. Two years later the college was placed on the approved list of the Association of American Universities. In 1931 Dominican was recognized by the American Association of University Women and in 1932, established the Marin County Chapter of that group. That same year the college became a member of the Northwestern Association of Universities. Dominican is now accredited by the Western Association of Schools and Colleges, and in 1990 its nursing program received accreditation from the National League for Nursing. It also holds accreditation from the State of California Commission on Teacher Credentialing, and has membership in numerous professional organizations.

In the early days, all the students were women except during the summer session. In 1950 Dominican opened its own yearly graduate program to men as well as women. This development led in 1971 to the expansion of coeducation into all areas of University life. The number of male students increased throughout the seventies, eighties, and nineties. The University also witnessed an increase in the number of re-entry or older students coming to campus. Many of them were seeking to start or to complete University educations that had been interrupted. Others wanted courses that would allow them to change careers.

The development of the curriculum, the addition of new fields of study, and the increase in the number and diversity of faculty and students necessitated campus expansion and renovation. The college acquired Bertrand Hall when the convent schools moved to their new campus in San Anselmo and erected three beautifully equipped buildings: Pennafort, a residence hall (1958); Caleruega, a dining hall and kitchen (1959); and Archbishop Alemany Library (1963). The name of the library shows the appreciation for our Dominican past, since Archbishop Alemany in 1850 brought the first Dominican sister to California. The Conlan Recreation Center, which opened in the spring of 2000, is a state of the art recreation facility. It features the gymnasium used for recreational activities and intercollegiate competition, a multipurpose room, and an outdoor pool.

In 2000, Dominican College of San Rafael became Dominican University of California and today it remains strong because it listens to the people it serves, it responds to people's needs, it attracts faculty members who are outstanding teachers, and it selects students who enhance the campus community in many significant ways. That it has always selected students with high academic potential, strong values, and commitment to "the Dominican way" is reflected in its alumni.

As the University grew and developed, the alumni became more conscious of University needs and of the obligation of past students to contribute as far as possible to meet those needs. The Alumni Association, through its loyalty and hard work, is one of Dominican University's most valuable assets. It has greatly contributed to our financial stability and to our enviable reputation. We look forward to your being part of that Alumni Association.

*Special thanks to the late Sister Martin Barry, O.P., and to the late Sister Justin Barry, O.P., who wrote **A Brief History of Dominican University of California**, so much of which is reprinted here.*

## **CAMPUS BUILDINGS**

***Albertus Magnus:*** located across from Bertrand Hall, this building is named after Albert the Great, a medieval Dominican scientist, Doctor of the Church, and teacher of St. Thomas Aquinas.

***Alemany Library:*** built in 1963, the library is named for Archbishop Joseph Alemany, a Dominican priest, who was the first Archbishop of San Francisco.

***Angelico Hall:*** is the home of the Music Department and the venue for various events on campus. Built in 1921, the building is based on the nickname of St. Thomas Aquinas, the Angelic Doctor.

**Anne Hathaway:** Located between Guzman and Albertus Magnus, this building is a replica of Shakespeare's wife's home in Stratford, England.

**Barowsky Hall:** Named in honor of Andrew Barowsky, a Dominican trustee, this is the large home adjacent to Fanjeaux Hall across from the Library and is the home of the University President.

**Bertrand Hall:** Named for Louis Bertrand, a Dominican missionary called the Apostle to the Indies. Bertrand is a multi-purpose building housing various offices and departments. The Administrative Services and Purchasing department, which includes Mail Services, is located in the basement.

**Brown House:** is the building between the Science Center and the Library. It used to be a tea house and was located at the back of Bertrand near the Dominican Sisters Center. It was moved to its present location in 1948 and is currently used as a studio for the Art department.

**Conlan Recreation Center:** the University's recreation is named for the late Sister Mary Samuel Conlan, O.P., who in addition to being quite the field hockey player, served as the Dean of Students, Professor of English, and President of Dominican University.

**Caleruega Hall:** Built in 1959, the building is named for the small village in Spain where St. Dominic was born, and is the dining hall for the campus. Caleruega houses the Creekside Room and Shield Room that are frequently used for special events on campus.

**Dominican Heritage and Alumni House (The Edgehill Mansion):** This mansion was once the home of the Babcock family; inside the building is the Legacy Hall where you can see pictures of the original home and the vineyard where Pennafort now stands. Restored in 2010, it is home to the Office of Student Life (2<sup>nd</sup> floor) and Alumni Relations and Career Services (3<sup>rd</sup> floor). There is a chapel and interfaith room available to students on the ground level.

**Edgehill Village:** This complex was named after the neighboring Edgehill Mansion. There are six buildings; each with eight units housing four students in two shared-room suites.

**Fanjeaux Residence Hall:** located across the street from the library and next to Pennafort. It has French Norman architecture, is gray and ivy covered, and was built in 1927. It is named after the French village where St. Dominic founded his Order of Sisters.

**Guzman Hall:** built in 1930 and named after St. Dominic's family, it houses classrooms and various administrative offices. Behind Guzman is the small Guzman Gazebo that was once part of Meadowlands and is now faculty offices.

**Joseph R. Fink Science and Technology Building:** Named in honor of Joseph R. Fink, who served as President of the University from 1988-2011, this building houses various science, skill, and research laboratories as well as classrooms and offices.

**Magnolia House:** purchased by the University in 2007, this mansion radiates East coast architecture. Located on over 1.3 level acres, the estate is now home to the Office of Admissions in the main house, and the Office of Human Resources in the Carriage House in the back.

**Meadowlands Residence Hall:** the former summer home of the deYoung family of San Francisco; Meadowlands was built in 1888 and purchased by the University in 1918 as a residence hall for students.

**Pennafort Residence Hall:** named for St. Raymond of Pennafort, a canon lawyer who started schools for teaching Eastern languages to missionaries. It was built in 1958 in conjunction with the Library and Caleruega Hall.

**Redwood Cottages:** located between Guzman and Angelico are Ralph Minor Hall which houses the nursing sim-lab and classroom, and Martin de Porres Hall containing the nursing skills lab.

**San Marco:** located next to Science Center, it takes its name from the monastery in Florence, Italy where Fra Angelico, a Dominican, lived and painted. The art studios are housed in this building.

## CAMPUS TRADITIONS

A respect for Dominican traditions is a common bond for students. Time-honored traditions, celebrated at various times of the school year, enhance the quality of campus life. All students are invited and encouraged to participate in them. Some traditions and special events are listed below.

### **Mass of the Holy Spirit**

Early in the academic year, the Dominican University community acknowledges its religious traditions with a special Catholic liturgy. All University students, faculty, and staff of all faiths are invited and encouraged to participate in this celebration.

### **Shield Day**

Shield Day is the ceremony when the senior class welcomes the first year class by presenting them a shield and motto designed by a committee of senior students. During Commencement activities, the shield of the graduating class is unveiled in its permanent carved wood form. The first class shields (1924-1957) were designed in stained glass and have been incorporated into the windows of the Meadowlands Assembly Hall. Beginning in 1958 shields were carved in wood and hung in the Shield Room of Caleruega Hall and in Guzman Lecture Hall since 1984.

### **Thanksgiving Ecumenical Celebration**

All Dominican students are invited to participate in an ecumenical celebration of thanks, just prior to the Thanksgiving holidays. Representatives of various faiths and cultures share their special meanings of the occasion.

### **Commencement Activities and Events**

The Graduate Commencement is held indoors, while Undergraduate Commencement is usually held outdoors at the Forest Meadows Amphitheater. Students participating in these events will be hooded by academic officials and receive their degrees from the President of the University.

**Baccalaureate Mass:** At the Baccalaureate Mass graduating students and their guests celebrate Commencement in a religious context. Catholics and non-Catholics join in giving thanks to their Creator for the blessings bestowed on them, especially during their time at Dominican.

**Outstanding Student Award:** the University presents this award during Commencement to a graduating senior in recognition of exceptional contributions to the University and community and for academic achievement. The winner is selected by a campus committee of faculty, staff and students from nominations made by the campus community.

**Veritas Cup:** The Veritas Cup is presented to a graduating senior who has been a “friend to the senior class,” and who gives evidence of service to the class and the University. The winner is selected by the graduating seniors.

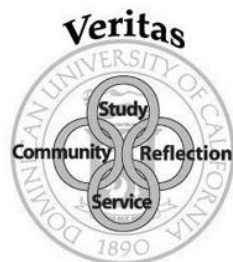
**Senior Class Speaker:** Graduating seniors nominate from their members a speaker to represent them at Commencement. A University committee chooses the speaker from the nominees.

**Senior Tribute Campaign:** In their final semester, it is tradition for students to make a small donation to the Annual Fund, which supports merit scholarships. In exchange for their gift, graduating students are given space in the commencement program to honor family, friends, or faculty members who have helped them successfully navigate college. A Senior Tribute form is available in the appendix of this handbook.

## **THE DOMINICAN IDEALS**

The Dominican heritage intertwines a dynamic interrelatedness of the four active ideals of *STUDY*, *REFLECTION*, *SERVICE*, and *COMMUNITY* and the overarching concept of the spirit of truth – “*VERITAS*.” These ideals developed as the Order of Preachers developed under Saint Dominic and his successors. Saint Dominic differed from founders of other religious orders of his time. He sent his followers to engage in the life of the emerging universities of the thirteenth century. As his followers studied and engaged themselves in their academic and university experiences, they realized that there must be a spirit of prayer, contemplation and reflection which would connect the world of ideas, the life of the mind, and the spirit of truth, to the reality of the goodness of the Creator. This reflection and prayer could not be done in a vacuum, but must be done in and through the sharing of communal life. Coming full circle, the Dominicans were commissioned to share their knowledge and love of God with the people of the world.

Thus the Order of Preachers continue to share the Good News of the Gospel through the service and ministry they perform. These Ideals are central in Dominican University of California’s quest for truth, beauty and the life of the mind.



## INFORMATION & RESOURCES

*This Student Handbook provides policies and procedures, as well as general information, pertaining to University life, student conduct, and student resources. For policies and procedures pertaining to academic standards, registration, course attendance and credit, grading, transcripts, fees, financial aid and the like, students should consult the current University Catalog.*

### ACADEMIC AFFAIRS OFFICE

Dominican University's academic programs are organized into four Schools; The School of Arts, Humanities, and Social Sciences, The School of Business and Leadership, The School of Education and Counseling Psychology, and The School of Health and Natural Sciences. The Chief Academic Officer works closely with the Deans of each of the four schools and has overall responsibility for the University's academic programs. For more information about academic programs and policies, please see the current University catalog.

### ACADEMIC ADVISING AND SUPPORT SERVICES

The Academic Advising and Support Center (AASC) is located on the first floor of Bertrand Hall, Rooms 109 and 110. The Center offers academic advising, tutoring, disability services, first-year programs, academic assessment, and skill development free of charge to Dominican students. The University provides these services to help students reach their full academic potential. The offices in Bertrand 109 are open Monday through Thursday 9-6, Friday 9-5, and by appointment. The Teaching and Learning Center (TLC) in Bertrand 110 is open Monday through Thursday 9-9 and Friday 9-5, and by appointment.

#### **Academic Advising**

Students may work with both staff and faculty advisors. Professional advisors in the Academic Advising and Support Center provide academic advisement, course scheduling, and degree planning to prospective and current students who have not yet declared a major, as well as to students in transition between majors. Students with declared majors are advised by the chair or other faculty member, or a professional advisor, within their major department.

#### **Academic Excellence Workshops**

Workshops are offered each semester on such topics as Math Mastery, Goal Setting, Time Management, Medical Terminology, Test-Taking Strategies, Writing Research Papers, Stress Management, and Reading for Results. Visit the TLC (below) for more information about workshops.

#### **First Year Programs**

First Year Programs are a resource for first-year students who have questions as they adapt to university life. Programs designed to support students in the first phases of their academic journey include First Year Experience; General Education courses designed to deepen understanding of the breadth and depth of human intellectual and creative expression; Vision Quest, designed for incoming first-year students who are exploring social, academic, and career options; and Educ 1000 Mastering College, strengthening study skills and becoming an expert in university culture.

#### **Testing**

To place students in the classes that will give them the best possible foundation as they begin their studies here at Dominican, the staff administers placement tests in Writing, Math, and Chemistry. All tests are administered in a computer-based format except for Chemistry. The University's CLEP testing center is also housed in AASC, Bertrand 110.

#### **The Teaching and Learning Center (TLC)**

The TLC, located in Bertrand 110, is an academic resource for all Dominican students. It houses computers, tutoring carrels, and conference areas for group tutoring. Many helpful resources are available in the TLC. Visit this resource center to: meet with a tutor; access online resources from a computer; take a placement test; meet with a study group; take a CLEP test; attend an academic excellence workshop; check out instructional books or videos; or obtain free math, writing, and reading handouts (and more).

## ***Tutoring Services***

Tutoring is available free of charge to all Dominican students. Every effort is made to provide tutoring in as many subjects as possible, such as algebra, anatomy and physiology, biology, calculus, chemistry, economics, nursing, Spanish, statistics, and writing. However, we cannot guarantee that tutoring will be available in any particular subject other than writing and math. Tutors are primarily students who have been referred to our center by faculty members. They have strong academic records and have demonstrated the skills to provide support and encouragement to students. A number of our tutors are professionals, hired on a part-time basis to assist students in several different subjects.

Students are allowed one hour of tutoring a week per subject, as available. Students may receive additional tutoring hours, requested on a case-by-case basis. Tutoring Services is located on the first floor of Bertrand Hall, Room 110. In general, tutoring is available by appointment only and is provided on a first-come/first-serve basis; however, drop-in tutoring is available in many subjects—just check the listings in the TLC. To sign up for a tutor, stop by the TLC to make an online request. After you submit an online tutor request, you will receive the name and number of an appropriate tutor to contact. You and the tutor will choose a time to meet that is convenient for you both. You are encouraged to meet in the Teaching and Learning Center (Bertrand 110), where you can access computers and other helpful resources.

## **ALUMNI RELATIONS OFFICE**

Dominican's Office of Alumni Relations is a branch of the External Relations Department and is advised by the Alumni Association Board of Directors. The Alumni Relations office is located on the third floor of the Dominican Heritage and Alumni House. With more than 10,000 members worldwide, the Dominican Alumni Relations' mission is to support the overall advancement of Dominican University of California. In support of this mission, the Alumni Relations Office strives to engage all alumni for life, build a culture of philanthropy among the Dominican family, and be a representative voice for all Dominican alumni. Dominican's Alumni Relations Office hosts annual on and off campus events and provides benefits and services to all alumni. All alumni and current students are encouraged to utilize the Dominican Alumni Online Community, "the Penguin Network", which can be accessed 24 hours a day, 365 days a year at <http://alumni.dominican.edu>.

## **ATHLETICS & RECREATION**

The Dominican University Athletics and Recreation program is comprised of intercollegiate and recreational sports. The University is a Division-II member of the Pacific West Conference of the National Collegiate Athletic Association (NCAA). The programs offered at Dominican include: men's and women's basketball, cross-country, golf, and soccer; women's softball and volleyball; and men's lacrosse. Visit [www.dominicanathletics.com](http://www.dominicanathletics.com) for more information about the Penguins.

### ***Our Mascot - The Penguin***

How did Dominican University end up becoming the Penguins? In the mid-1970's, students at the University wanted a new mascot for their athletics teams. The Dominican Sisters had a distinct presence on campus with their long white habit, black mantel and veil, resembling a penguin. With a good sense of humor intact, the student body voted in the nickname Penguins – making it official! Youngstown State in Ohio is the only other school to have the nickname Penguins.

### ***The Conlan Recreation Center***

The Conlan Recreation Center includes a gymnasium with basketball and volleyball courts, a 2500 sq. ft. fitness center containing free weights plus aerobic and cardio machines, a multipurpose room used for activity instructional classes, a six lane swimming pool, and outdoor tennis courts. Various recreation sports and activities are offered, as are intramural sports. All students have access to the recreation facilities at Dominican. A student ID card is required to gain entry.

## **BOOKSTORE**

In addition to textbooks for your courses, the Bookstore carries reference books, study guides, leisure reading, magazines, sundries, Dominican apparel and other memorabilia, school supplies, and

much more. Contact the Bookstore for information about hours of operation and with any questions about books for classes. The Bookstore is located on the ground floor of Fanjeaux Hall and managed by the Follett Corporation.

## **CAREER AND INTERNSHIP SERVICES**

Career and Internship Services assists students in developing effective career planning skills to achieve their career goals and promote lifelong career development. Career counselors offer counseling to assist students with choosing a major, self-assessment, exploring career options in their major, finding an internship, writing a professional resume, preparing for the interview, applying to graduate school, and strategizing the job search including utilizing social networking to connect students to prospective employers. Counselors also offer self-assessment exercises to students. The office is located in the Heritage and Alumni House on the third floor. Drop-ins and appointments are welcome. For more information, including resources and opportunities for students, please visit [www.dominican.edu/careerservices](http://www.dominican.edu/careerservices).

### ***Internship Program***

Career counselors assist students in locating and registering for internships related to their majors, provide the internship packet, and guide students throughout the internship experience. Students can receive academic credit.

### ***Career Workshops and Events***

Workshops, panels, and events are offered to help students with building resumes, interviewing and networking, professional etiquette, and connecting with employers.

### ***Job and Internship Listings***

Full and part-time jobs and internships are posted on the Career Services website. Students can also post resumes, be notified of specific jobs/internships, and apply for positions online.

### ***Career Resource Library***

Students may search for jobs and internships on the computer and binders. A variety of career-related books, guides, periodicals, and resources are available for students.

## **DISABILITY SERVICES**

Dominican University of California is committed to providing effective, reasonable accommodations to qualified students with disabilities in accordance with the Americans with Disabilities Act (ADA) and the Rehabilitation Act. Reasonable accommodations are provided to remove barriers that unfairly deny students with disabilities the opportunity to access the University's programs, services and activities. Through advising and support, the Academic Advising and Support Center (AASC) will provide guidance to assist students with disabilities in their academic pursuits.

It is the University's policy that no student is excluded from participating in any University program or is subjected to discrimination with regard to any University program. Once a student with a disability is admitted to the University, the student is responsible for notifying the Disability Services Office of her/his disability, requesting academic accommodations and providing any necessary evidence of a disability related need for the requested accommodations.

Some students with disabilities may not be able to satisfactorily complete requirements for a particular course essential to a specific major, program of instruction and/or discipline. It may be possible to substitute courses for some requirements in such cases. However, the University will not waive required courses, attendance policies, or test formats which are essential to the degree program in which the student is enrolled. Each situation will be evaluated on a case-by-case basis.

### ***Definition of Disability***

The Americans with Disabilities Act of 1990 and the Rehabilitation Act of 1973 define a person with a disability as one whom:

- Has a physical or mental impairment that substantially limits one or more major life activities, including functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning or working;
- Has a record of such a disability;
- Is regarded as having such a disability.



Students with temporary illnesses, injuries or conditions are not considered disabled under these laws. However, the Disability Services Office will work with such students to make appropriate adjustments to assist them within available resources of the AASC.

### ***Procedures for Seeking Accommodation***

Procedures for students to follow in seeking accommodation are listed in the University Catalog, including under the General Academic Policies and Procedures, Policies and Procedures for Students with Disabilities. The Disability Services Office is part of the AASC which is located in Bertrand Hall, Room 109.

## **ELS LANGUAGE CENTERS**

ELS Language Centers operates an intensive English language program on the Dominican campus. Student from all over the world come to the campus to study English and improve their communication skills. ELS provides an opportunity for Dominican students to develop friendships with these visiting students, and activities are sponsored to help facilitate this process.

## **FINANCIAL AID**

Financial aid staff is available to help answer questions about scholarships, grants, loans and work study. Walk-in hours are from 9-6 Monday through Thursday, and 10-5 on Fridays. The staff can also be reached by phoning (415) 257-1350 or by email at [finaid@dominican.edu](mailto:finaid@dominican.edu). Additional information about financial aid can be found at [www.dominican.edu/financialaid](http://www.dominican.edu/financialaid).

### ***Important Financial Aid Deadlines and Information***

Each year, students receiving financial aid (grants, loans and federal work study) must reapply by completing the Free Application for Federal Student Aid (FAFSA) by March 2<sup>nd</sup> for the upcoming academic year. Students who wish to apply for a Cal Grant, and do not currently have one, must also submit a Cal Grant GPA Verification Form by the March 2<sup>nd</sup> deadline. The Registrar's Office will submit this data for current students with more than 24 completed college units. Students with less than 24 units should contact their prior college or high school. Remember, continued eligibility for Dominican scholarships and grants requires full time enrollment (12 or more units for undergraduates, 9 or more units during the Fall and Spring semesters and 6 or more units in Summer for graduates) and completing satisfactory academic progress. Most other aid requires at least half time enrollment and satisfactory academic progress. For more specific information, refer to your *Guide to Financial Aid 2012-2013 For Day Undergraduates* or visit our website.

### ***Outside Scholarships***

Outside scholarships are awarded by private sources directly to the students. Many students qualify for specialized scholarships or grants from outside agencies. Some sources to explore are employers, unions, professional organizations, and community and special interest groups. Additionally, students can look for scholarships using search engines or searches based on major, ethnicity, area in which you live, and gender. For information about scholarships, visit the website. Please be advised that students should never have to pay for scholarships and if asked to do so, should discontinue the search the report it. It is the responsibility of the student to notify the Office of Financial Aid when it is known a scholarship has been awarded. In most circumstances, outside scholarships are added onto the existing financial aid award. In some circumstances as per federal guidelines, some existing aid will need to be reduced to stay under the student's financial need or cost of attendance. When existing aid is required to be reduced self help in the form of loans and work study will be reduced before any grants or scholarships.

### ***Selective Service***

The federal Military Selective Service Act (Act) requires most males residing in the United States to register with Selective Service within thirty days of their eighteenth birthday to be eligible for federal financial aid. Most males between the ages of 18 and 25 must be registered. Males born after December 31, 1959 may be required to submit a statement of compliance with the Act and regulations in order to receive any grant, loan, or work assistance under specified provisions of existing federal law. In California, students subject to the Act who fail to register are also ineligible to receive any need-based student grants funded by the state or a public postsecondary institution.

## **Student Employment**

Full-time students are not permitted to hold a regular full-time position at the University. Student employment opportunities become available at the start of the fall semester, and students can continue to find part time jobs on and off campus up to the end of the spring semester. There is a Student Employment Fair during the first week of the fall semester each year, afterwards job openings are posted outside the financial aid office and on the Dominican Career Network. Most student employment is through the Federal Work Study program, the amount of your award represents a job opportunity and the maximum amount you may earn over the course of a year. For students without a work study award, there are limited positions available.

### **Student Employment for International Students**

Work Study is available for undergraduate Day International students. There are limited on-campus positions offered within departments that will hire students without a Federal Work Study award. These limited positions are determined by the individual department's budget and job availability. International students, whether on F-1 (student) or J-1 (exchange) visas, are permitted to work on campus as long as the following conditions apply:

1. They maintain their legal status in the U.S. by maintaining full-time student status as defined under the immigration regulations;
2. They do not work more than 20 hours a week while they are actively pursuing their degrees and while school is in session;
3. They do not displace U.S. citizens or permanent residents, with an exception for students who have been awarded fellowships/assistantships that require them to work.
4. Students on J-1 visas who are not sponsored by Dominican University also require the permission of their sponsors.

International students often face different tax withholding requirements, and must meet with a tax professional at the University Payroll Office to determine appropriate tax withholding.

### **Grant Proration Policy**

If you are packaged with financial aid as a full-time student (12 or more units per semester) and your enrollment status is below full-time as of the last day to drop a class without receiving a "W", you will be repackaged and your federal and state grants will be prorated based on your enrollment status according to the chart below:

Award Type	9-11 units	6-8 units	1-6 units
Cal Grants (A, B, & Access	75%	50%	0%
Pell Grants	75%	50%	25%
Educational Grants (SEOG)	75%	50%	0%

There will be no further adjustments made to financial aid packages after the census date has passed, unless a student withdrawals from all classes.

### **Repeating Coursework**

If a course was taken and passed (receiving a grade of D or higher), federal financial aid will only pay for that course to be repeated one more time. Should you decide to enroll in a successfully passed course for a third time, federal financial aid will not cover the cost of that course. A student can continue to receive aid for a particular course until a passing grade has been achieved (something other than an F, UF, I or W) for that course. Once the passing grade is received, federal financial aid will only pay for one more repeat of that course. With that said, a student only has a limited amount of time to complete the degree requirements for a program. Additionally, a student needs to maintain Satisfactory Progress toward their degree to qualify for financial aid. Transfer classes do not count in determining repeated coursework. Only coursework taken at Dominican will be looked at under this policy.

### **Withdrawal Policy**

For Financial Aid purposes, Withdrawals and Leave of Absences are treated the same. Students planning to withdraw from the University are encouraged to make an appointment with their academic advisor prior to initiating withdrawal procedures. Dominican's "official Withdrawal office" is the Registrar's Office. The Registrar can be informed verbally or in writing of a student's request to withdraw. If a student tells the Registrar of a withdrawal, the date of the notification becomes the financial aid withdrawal date. The

Registrar will ask students to complete and submit a withdrawal form, and it may take a few days to process it. Nevertheless, the date the student tells the Registrar of their desire to withdraw becomes the financial aid withdrawal date, even if the student never returns the withdrawal form. Therefore, it is important that students are certain of their decision to withdraw from school before the Registrar's Office is informed.

Only the Registrar can establish the withdrawal date. If a student states a desire to withdraw to a faculty member, academic advisor or financial aid office, withdrawal does not occur. Students must notify the Registrar. Students who withdraw from the University may apply for readmission through the Registrar's Office if their absence has been one year or less (two semesters and one summer). Students who do not return within a year must meet the Catalog requirements for admission and graduation in effect at the time of re-enrollment and must reapply through the Admissions Office.

Federal law requires that students, who withdraw after the semester has already started and have attended at least one class session, will fall under Return of Title IV Funds. This means that financial aid eligibility will be calculated based on an earned versus unearned calculation. The calculation determines how much aid a student is eligible to keep based on the amount of time enrolled. Students who attend more than 60% of the semester will be eligible to keep their entire financial aid award. For example, a semester is 16 weeks or 112 days long. If a student were to withdraw at the end of the sixth week (42 days into the semester), the student would have missed 70 days of the semester. Dividing 70 days missed by 112 days in the semester equals 62.5 percent. The University would be required to return 62.5 percent of this student's financial aid to the government. The federal government has defined two types of withdrawal, an "official" withdrawal and an "unofficial" withdrawal. An "official" withdrawal is one in which the student notifies the Registrar of their desire to withdraw from Dominican. An "unofficial" withdrawal is one in which a student leaves without notifying the Registrar's Office. Students who do not officially withdraw and pass no units (receive grades of 'F' or 'UF') in a semester or summer session, are presumed to have unofficially withdrawn, unless the student provides the Financial Aid Office with documentation showing attendance through the end of the semester. Such documentation must be presented within 30 days of the end of the semester being evaluated. The return of aid for an unofficial withdrawal is calculated at the 50% point of the semester or summer session.

Once the return is calculated and aid is sent back to the Department of Education, in some cases students may still owe money to the school. In the first instance mentioned above, the student withdrew after the deadline for receiving any type of tuition or fee refund. Therefore, the student would be charged for the entire amount of tuition, but 62.5 percent of the student's financial aid would be returned to the government, making the student personally accountable for paying at least 62.5 percent of the tuition charges to the University. It is the responsibility of the student to make payment arrangement with the Business Services Office to pay any balance.

The order in which aid is returned is as follows:

- Unsubsidized Stafford
- Subsidized Stafford
- Perkins Loan
- PLUS Loan
- Pell Grant
- Supplemental Educational Opportunity Grant (SEOG)
- Other Title IV Assistance

Student loan borrowers are responsible for loan funds that did not get returned to the lender as a part of the Return of Title IV Funds, your repayment begins according to the terms and conditions of the promissory note.

### ***Refund Schedule***

Dominican's tuition refund schedule can be found within the academic calendar on the Registrar's web page at [www.dominican.edu/academics/resources/registrar/calendars.html](http://www.dominican.edu/academics/resources/registrar/calendars.html)

### ***Financial Aid & Family Education Right to Privacy Act (FERPA)***

The Financial Aid Office may not release a student's financial information to another individual unless authorized by the student. Please complete a FERPA form for anyone to whom you authorize the release of information and their relationship to you: [www.dominican.edu/finaid/forms](http://www.dominican.edu/finaid/forms).

## FOOD SERVICE

The Caleruega Dining Hall is the dining facility of the University; in addition to the main dining hall, there is also a small café where students can relax between classes. Bon Appétit Management Company, a model organization in terms of sustainable food service, operates the dining facilities on campus and provides different options for students.

### **Caleruega Dining Hall**

There are a variety of dining options, from a choice of sustainable local farm fresh foods, gluten-free offerings, and vegan and vegetarian options. Hours of operation are typically as follows, but may change due to campus holidays or special events:

	<i>Sun</i>	<i>Mon</i>	<i>Tues</i>	<i>Wed</i>	<i>Thurs</i>	<i>Fri</i>	<i>Sat</i>
<b>BREAKFAST</b>	Brunch	7:30-9:30	7:30-9:30	7:30-9:30	7:30-9:30	7:30-9:30	Brunch
<b>LUNCH</b>	10:30-12:30	11:30-1:30	11:30-1:30	11:30-1:30	11:30-1:30	11:30-1:30	10:30-12:30
<b>DINNER</b>	5:00-6:30	5:00-7:30	5:00-7:30	5:00-7:30	5:00-7:30	5:00-6:30	5:00-6:30

Three meal plans are available to resident students; 10, 14, or 19 meals per week. The meal plan schedule is Monday breakfast through Sunday Dinner (total of 19 meals per week); any combination of meals may be used, but unused meals do not rollover to the following week.

### **Chilly's Café**

The chefs prepare a daily variety of pre-made sandwiches, salads, and hot entrée items. Also available are chips, pastries, cereals, and cookies. The café offers a full selection of coffee drinks, smoothies, and is a great place to relax, meet friends, or just escape the pressure of college.

### **Flex Dollars**

The Flex plan is similar to a debit system; you can deposit money into your flex plan (part of your Penguin Pass) and then use it in either the main dining hall or Chilly's Café. Non-resident students can use this plan to pay for meals as needed, and resident students can use Flex dollars if they have exceeded the meal plan limit.

## HEALTH SERVICES FOR STUDENTS

Please go to the *STUDENT LIFE* section of this handbook for more information, or visit [dominican.edu/about/current/studentlife](http://dominican.edu/about/current/studentlife).

## IDENTIFICATION (STUDENT ID – PENGUIN PASS)

All Dominican University of California students are expected to obtain a Student ID Card (Penguin Pass) from the Information Technology Department. Students must carry their card with them at all times when on campus, and, when asked, should provide it to any University employee or agent (including Campus Security). In addition to identifying you as a student of the University, your Penguin Pass also allows access to facilities and events on campus. Please see "Penguin Pass" in the Information Technology section below.

## INFORMATION TECHNOLOGY

The Information Technology department (located on the ground floor of the Library) is responsible for designing, implementing and supporting the entire computer and phone related services at Dominican University of California. The following sections provide a brief overview of the various resources and systems that may be utilized while at Dominican. As technology systems change faster than we can print catalogs and handbooks, we have provided URLs so that you can access more detailed and more current information online. Please note that the misuse of any University technology (harassing messages, obscene emails or images, prank calls, etc) is a federal offense as well as a violation of the Student Code of Conduct. Information on all of the University's technology and its use policies can be found by visiting [www.dominican.edu/academics/resources/technology.html](http://www.dominican.edu/academics/resources/technology.html).

## **Penguin Pass**

The Penguin Pass is the unified identification, communication and purchasing system at Dominican. The Penguin Pass provides each student with a photo ID card, a user ID/password and an email address. Students are expected to carry their Penguin Pass with them at all times when on campus, as this card allows you access to facilities and identifies you as a student. With their Penguin Pass students can access the following services:

- Door access to various facilities on campus.
- Send and receive email with your @students.dominican.edu email address.
- Utilize campus computers and use wireless network.
- Check out books from the Library and use the online research database.
- Dorm students will use as Meal Plan card and pay for Laundry services
- Access online Moodle Courses.
- Print in the University's computer labs or make photo copies
- Use as a debit card in the café or at the Bookstore

## **How to Get Information and Help**

There are a number of resources available for technology assistance. The IT Home page for students is accessible at [www.dominican.edu/about/current/](http://www.dominican.edu/about/current/). Go to the Information for Students section. From here you can find most everything that you may need. If you need IT support you can email them at [helpdesk@dominican.edu](mailto:helpdesk@dominican.edu) or call x0123 (415) 257-0123.

## **E-Mail**

Email is an exceptional mechanism for communication within the University and used to a great extent by faculty and administration. Each student is provided a Dominican email address (@Students.Dominican.edu) with their Penguin Pass, and the University expects that students will read messages sent to this address. Google is our email service provider. With this service students are responsible for reading their email, or configuring forwarding to an existing account. For complete information on how to use the Dominican provided email services, please visit the following site: [www.dominican.edu/academics/resources/technology/policies/email.html](http://www.dominican.edu/academics/resources/technology/policies/email.html).

## **On-Campus Student Internet Access**

On-Campus students have internet access from their dorm rooms. If your Internet access is not working, please call the IT Help Desk at x0123 and provide your name, number and dorm room number so that we can assist. If you connect your personal PC to the student network we require that your computer is secure and virus free. This will assist in keeping the student network from being heavily infected with viruses, worms and other malicious software. For information and helpful tips on how to secure your PC from virus's, worms and Trojan horses please go to [www.dominican.edu/academics/resources/technology/secure.htm](http://www.dominican.edu/academics/resources/technology/secure.htm). Dominican has seen P2P (peer to peer) software significantly degrade network performance on campus, and as a result, P2P software use is restricted to the hours of 7 PM to 7:00 AM each weekday. Please visit [www.dominican.edu/academics/resources/technology/policies/dormnetwork.htm](http://www.dominican.edu/academics/resources/technology/policies/dormnetwork.htm) for more information about on-campus student Internet access. If it is determined that an individual PC is using an inordinate amount of network bandwidth, we will attempt to broadcast a warning to the computer and, if the problem persists, we will then restrict bandwidth speeds on that computer.

## **Student Computer Support Policy**

Dominican does not take responsibility for any student computer failures or problems unless they relate to problems with the Dominican provided services. There may be instances where students' computers are not working due to viruses, software configuration problems or hardware failures completely unrelated to any Dominican provided network services. As time permits the Dominican IT Department is willing to help students diagnose, and repair when possible, problems with student computers. Due to the nature of "other emergencies," students who need such assistance will have to coordinate with the IT department to set a time to stop by for help. Please visit the IT Department to set a date and time for computer help. Dominican is not responsible for any data loss or other problems resulting from computer assistance from the IT Department.

## INSURANCE

The University requires ALL students registered for 6 or more units to be covered under a medical insurance plan. Each student will automatically be enrolled in the University sponsored plan and will be charged in July for fall semester and in December for the spring semester. Students who provide proof of medical insurance and complete the waiver form on or before the date specified by the Business Services Office will have the charges reversed. **Charges are NOT REFUNDABLE after the specified dates.** In addition, the University strongly encourages resident students to look into a renter's insurance policy (either an individual policy or through a parent's homeowners policy) as Dominican is not responsible for lost, stolen, or damaged personal items.

## INTERNATIONALIZATION & GLOBAL EDUCATION/STUDY ABROAD

The Office of Internationalization and Global Education (OIGE) supports international students directly and indirectly through its support of an international ethos for the University. The staff provide information and counseling on a wide range of topics, including visas (work permits, travel), financial questions, social and cultural differences, study abroad, and personal concerns. The OIGE provides orientation and programming to help international students and their families adjust to life in the United States.

### **Study Abroad**

As part of the University's mission of fostering an appreciation of cultural diversity and global interdependence, students are encouraged to consider study abroad opportunities while attending Dominican. Students can arrange to study in virtually any country where there exists an accredited study abroad program. Opportunities are available for every major on campus and for periods of study from one week to one year. Please visit the OIGE for more information.

**Why study abroad:** Developing an understanding of a different cultural perspective is a fundamental part of a Dominican education. There is no better way to do this than to spend time living, learning and even working in another country. The most important reason, however, is simply practical - there is a growing demand in the United States, regardless of industry and geographical location, for professionals who are multilingual and multicultural.

**Requirements:** Every student who intends to study abroad must first meet with the study abroad advisor and work closely with his or her academic advisor. Students will be counseled on the host school requirements that must be completed well in advance of their program's starting date and help ensure that academic credit will transfer. The student's academic advisor must approve transferable courses that apply toward the student's specific major course of study. Dominican will accept units for non-Dominican programs only after a student has obtained pre-departure approval for the program of study from the study abroad advisor and an approved authorization to take courses off-campus from the registrar. Individual program requirements may vary, but there are options for every academic major. Some programs may require a specific level of language proficiency, and all require a minimum grade point average. Students should investigate their options as early in their academic career as possible to ensure eligibility and maximum range of options.

**Financial responsibility:** The costs for study abroad programs can vary depending upon the program selected. Federal and state financial aid programs may be available to help fund study abroad programs that are approved for credit by Dominican. Students must file a FAFSA (free application for federal student aid) application in order to apply. Students should contact Dominican's financial aid office for more information.

## LIBRARY SERVICES

The Alemany Library has a large collection of books, periodicals, reference materials, online databases, and course reserves that supplement student learning. In addition, there are multiple computer workstations and study areas available for students. Librarians are available at the Reference Desk or by appointment to provide reference assistance, bibliographic instruction, and to help with databases and other electronic information resources. For additional information about library services and reference materials, please visit [www.dominican.edu/academics/resources/library](http://www.dominican.edu/academics/resources/library) or go to the circulation desk in the library.

## LOST AND FOUND

Students with lost or found items should check with Campus Security at the front desk in Bertrand Hall, or contact them at (415) 269-6070 to report a lost or found item.

## PARKING

Parking can be challenging on campus, and we advise students to plan accordingly. It is always a good idea to speak with classmates and peers to try and arrange carpools to and from campus. Please remember that the University is located in a residential neighborhood of San Rafael, and as such, students are responsible for obeying speed limits, following directions on traffic and parking signs, and for parking in designated parking spaces only. Students may not park in front of neighborhood homes on Palm and Olive Avenues and under no circumstance should they block access to a neighbor's driveway or home.

### **PLEASE READ ALL SIGNS POSTED ON THE STREETS AND AT THE ENTRANCES TO ALL OF THE PARKING LOTS.**

The proper signage is posted at designated areas on University property for parking guidelines. It is the responsibility of the person parking their vehicle to read and follow the instructions of the signage posted. Please note that parking is strictly enforced by the University and the San Rafael Police Department. Vehicles parked out of compliance will be tagged with a violation sticker AND/OR TOWED at the vehicle owner's expense. *There is no warning prior to a vehicle being towed.* The average cost of towing is in excess of \$300, plus vehicle storage charges.

#### **General Parking**

The main parking lot is located in the Conlan Recreation Center parking lot (Grand Avenue at Acacia Avenue). Parking in this lot is not restricted and is free of charge, and there is no permit required to park in this lot. The lot is lighted for nighttime use, and Campus Security patrols the lot at regular intervals. Personal escorts from campus buildings to vehicles are available by calling Campus Security at 415-269-6070. Escorts can also be arranged in advance.

#### **Parking is NOT PERMITTED in the following areas:**

- At a red curb
- At a loading zone or yellow curb
- In a time restricted zone for longer than the posted time
- In handicapped parking spaces without displaying proper license or placard
- In any area where a designated permit is required (includes Acacia Avenue)
- In a numbered residence hall space
- In a driveway, fire lane, or in front of a fire hydrant
- In a pedestrian walkway or path
- On a lawn or on any landscaped area
- On any other no parking designated area

Please work with the University to provide a safe and secure campus by respecting parking restrictions on campus.

#### **Residence Hall Parking Lots**

Residence hall parking spaces (those with numbers painted in the stall) are assigned to resident students. Vehicles parked in any of these spaces will have specialized resident parking decals visibly posted at all times. Resident students with assigned spaces parked elsewhere on campus are essentially taking up two spaces and will be cited if not parked in their designated numbered space. Vehicles illegally parked in any residence hall space will be towed at the owner's expense.

## STUDENT LIFE

The members of the Student Life staff are professionals who are able and ready to assist all students at Dominican. The staff works collaboratively in addressing student needs and concerns, and works closely with students to improve their experience at the University. Students are encouraged to visit the offices below, or to stop by the Student Life Office for further information. You can also access more information by visiting [www.dominican.edu/about/current/studentlife](http://www.dominican.edu/about/current/studentlife).

### ***Campus Ministry***

Campus Ministry serves the religious and spiritual needs of a diverse student body. While anchored in the Catholic tradition, the Campus Ministry Office employs an ecumenical approach in responding to concerns of all students striving toward enhanced spiritual maturity. Campus Ministry provides many opportunities for students of any age or religious tradition to participate in liturgies, retreats, Bible studies, community service projects, social celebrations, spiritual direction, immersion trips, and informal counseling. The Offices for Campus Ministry and the Chapel are located in the Heritage and Alumni House. Dominican University celebrates a Sunday liturgy on Sunday evenings at 7:30 PM and daily liturgies as well as other religious services during the week.

### ***Counseling Services***

Counseling interns, under the supervision of the Director of University Counseling Services, offer free, confidential personal counseling. Students wishing to resolve problems and enhance their lives through individual, group, family, or marriage counseling should make an appointment with a counselor by calling the University Counseling Services at (415) 485-3258 or by dropping by that office on the second floor in Bertrand Hall, Room 21.

### ***Residence Life (Campus Housing)***

The Director of Residence Life has an office in Pennafort Hall. The University provides on-campus housing for undergraduate students only. Please refer to the Residence Life Addendum in this handbook for additional information about living on campus and the policies and procedures that govern residence life.

### ***Student Health Center***

The Student Health Center at Dominican University of California is committed to quality care and the promotion of optimal health. We encourage disease prevention and health awareness in our student clients. The Health Center is staffed by a nurse practitioner who has advanced education in primary health care and an emergency medical technician / coordinator. They work in collaboration with a physician consultant. Services at the Health Center are available to all students enrolled at Dominican University of California. For more information about the Health Center and the services provided, please visit [www.dominican.edu/about/current/studentlife](http://www.dominican.edu/about/current/studentlife).

### ***Student Health Center – Campus Lactation Room***

The primary location for a campus lactation room is the Bertrand first-floor counseling room (near the Student Health Center) or, when this space is unavailable, the Student Health Center exam room may be considered. Access to these rooms is available by contacting the Student Health Center Staff or Campus Security. If you know that you will need use of the lactation room, please consider making arrangements ahead of time with the Student Health Center.

## **STUDENT ORGANIZATIONS, CLUBS, AND EVENTS**

Through elected and appointed representatives to various Dominican University of California committees and governing groups, students may voice their opinions on institutional matters. Student ideas are helpful as the University reviews and considers policies, procedures, and major issues that may influence the quality of the student experience. In addition, students are encouraged to plan and promote different co-curricular or extra-curricular activities and events on campus. We strongly encourage students to plan activities and events that promote the celebration of various cultures and traditions. Students seeking information about programming and activities, or those wishing to establish a club or hold an event on campus, should speak to a member of the Student Life Staff or to bring their ideas to ASDU to seek additional resources.

### ***Associated Students of Dominican University (ASDU)***

ASDU is the primary group that helps students plan and provide campus activities, distribute activity funds, initiate changes in policy, and represent themselves to the University's administration and the broader community. These elected student representatives of the undergraduate population serve both as the student activities association and the student government board. Opportunities exist for involvement in many activities on and off campus. ASDU is committed to helping student clubs and organizations through funding and publicity. In addition, students who perceive a need for a new and different organization on campus are invited to discuss their ideas with ASDU. All ASDU meetings are open to the public and to any student wishing to attend.



# DOMINICAN UNIVERSITY POLICIES

*The University has developed and adopted the following policies and procedures to govern students at Dominican University generally and, under the Residence Life Handbook included herein, living at the Residence Halls. In some instances, the University has adopted broad policies reflecting a universal concern (e.g., prevention of illegal discrimination or harassment), that govern all members of the University community. In such instances, employees shall be held either to the standard enunciated in this Student Handbook or that in their Employee Handbook, whichever standard is higher.*

## ACADEMIC HONOR

All member of the Dominican University of California academic community are expected to abide by ethical standards both in their conduct and in their exercise of responsibilities toward other members of the community. Students, faculty members, administrators, and staff are expected to adopt standards of behavior that place a high value on respecting the ideas of others. All intellectual accomplishments - examinations, papers, lectures, experiments, and other projects - should adhere to the highest standards of academic integrity and ethics.

The faculty, administration, and staff recognize their obligation to provide continuing guidance as to what constitutes academic honesty and to promote procedures and circumstances that will reinforce the principle of academic honor. Fundamental to the principle of independent learning is the requirement of honesty and integrity in the performance of academic assignments, both in the classroom and outside. Students should avoid academic dishonesty in all of its forms, including plagiarism, cheating, and other forms of academic misconduct. The University reserves the right to determine in any given instance what action constitutes a violation of academic honesty and integrity. Please visit [www.dominican.edu/academics](http://www.dominican.edu/academics) for complete and detailed academic information, including academic policies and procedures.

### **Academic Honor Code**

Dominican University of California is rooted in the Dominican ideals of love of truth, beauty and the life of the mind, combined with a deep respect for the dignity and worth of the individual. In the spirit of this philosophy, all members of the University community have the responsibility to protect and maintain an academic climate in which the fundamental freedom to learn and grow can be enjoyed by all its members. Faculty, administration, staff, and students are expected to demonstrate standards of conduct, personal honor, regard for the rights of others, and respect for order, which are essential for good citizenship and appropriate to the pursuit of academic goals. In becoming a member of this academic community, one accepts the right and responsibility to abide by standards of intellectual integrity and standards for conduct. The Honor Code depends upon the willingness of members of the campus community, individually and collectively, to maintain and perpetuate standards of the Academic Honor Code. When one becomes aware of a violation of this principle, he/she is bound by honor to take some action. He/she may report the violation, speak personally to the individual involved, or do whatever is appropriate under the circumstances. If one stands by and does nothing, both the spirit and the operation of the principle of honor are threatened.

### **Plagiarism**

Plagiarism is an act of academic dishonesty and is a serious ethical and scholarly violation unless the words, phrases, or sentences are in quotation marks and the sources are given in full. Broadly defined plagiarism is presenting the work of another person as one's own. It is unacceptable to copy text or ideas, either verbatim or in using wording or sentences from a source, without citing the author and source. These sources might be written, such as textbooks, library books, journal articles, encyclopedia articles, or they may be electronic, such as computer files, the World Wide Web or Internet, or they may be audio disks, musical scores, or film and video materials. The format of the information you use is irrelevant; any material written by another that you incorporate into your papers must be properly acknowledged using the style manual appropriate to the discipline or required by the instructor. Similar care must be taken in the preparation of oral presentation.

There are two main forms of plagiarism:

1. Direct copying of any source without proper acknowledgment.
2. Integrating ideas or concepts from one or various sources without citations.

The presentation of material without acknowledging its sources misleads the reader about the source of the ideas, language, or data. Required practices include written citations acknowledging the ideas or work of others that contributes directly to your work. When using the exact language of another, the text must be put in quotation marks and the source acknowledged. When using combined sources for a paper that closely express the views of other authors, even though the wording may be changed, each of the works must be cited. Students should consult with their instructor if there is any question regarding good practices of citation.

Plagiarism is a very serious matter. Plagiarism, like cheating on an assignment or exam, is a violation of the University Honor Code.

### **Cheating**

While plagiarism is, perhaps, the most common form of academic cheating, other violations of scholarly integrity also undermine the learning process and compromise personal honor. Any effort to flout the general standards of academic conduct or to circumvent the stated course expectations of individual instructors constitutes "cheating" and violates the University Honor Code. Such dishonorable behavior includes:

- Using information from another student's research or paper.
- Copying information from another student's test or using unauthorized materials during an examination, whether an in-class or take-home exam.
- Buying, selling, or stealing test questions, answers, or term papers.
- Doing work or taking tests on behalf of another student or submitting work done by another person.
- Falsifying data or laboratory results.
- Submitting the same work for more than one course.

### **Penalty for Student Acts of Plagiarism or Cheating**

Should an incident of plagiarism or cheating occur, the faculty member is expected to take swift action. If, after investigating the incident and consulting with the chair of the department within which the course is offered, the faculty member determines a violation did occur, the faculty member will fill out an Academic Misconduct report form and submit a copy to the Dean of the appropriate school with originals going to the Associate Vice-President of Academic Affairs (AVPAA). The report should include copies of the evidence of the plagiarism or cheating.

The penalties for acts of plagiarism or cheating may include failing an assignment/exam, failing a course, and/or dismissal from the University. The faculty member may determine the penalty to be applied as indicated in the following process:

*Upon detecting an act of plagiarism/cheating the instructor is authorized to fail the student for that assignment/exam. The instructor must immediately file an Academic Misconduct Form with accompanying evidence with the AVPAA. The AVPAA will determine if this incident is the first or a repeated act of academic misconduct and notify the instructor. If, at the end of a semester, a student has committed an act of plagiarism/cheating in a course, received an (F) for the assignment, and still has a passing grade, an incomplete grade (I) for the course will be assigned until the AVPAA has had time to review the allegation and determine if it is a first, second, or third offense. The AVPAA will inform the faculty member of the appropriate action to be taken. If it is determined to be the second offence, the AVPAA will direct the instructor to assign a grade of F for the course. If it is the third offense, the University reserves the right to dismiss the student. Decisions of dismissal must be made by the AVPAA in consultation with the Provost. Dismissal is not within the purview of the faculty.*

In all cases the University reserves the right to determine the final administrative, disciplinary, or legal action including dismissal from the University for any offense. The AVPAA will communicate with the student by letter with copies to the chair of the department within which the course is being

offered, the chair of the department in which the student is majoring, the instructor of the course, and the Dean. The original documents will remain in a confidential file in the Office of the AVPAA. The confidential file will be destroyed upon graduation of the student.

### ***Procedures for Students Who Witness an Act of Plagiarism or Cheating***

The University expects anyone who witnesses or has knowledge of plagiarism or cheating to report it using the following procedure:

- Report the incident to the faculty member whose course is involved;
- If not satisfied with the results, discuss the incident with the Department Chair;
- If still not satisfied, see the Dean of the appropriate School.

University employees are responsible to maintain confidentiality. Cases should not be discussed beyond official channels; breaking of confidentiality by a faculty member is considered to be unprofessional conduct and is a violation of the Family Educational Rights & Privacy Act of 1974.

### ***Student Rights***

A student who believes s/he has been falsely accused of plagiarism or cheating, or that the instructor's resolution of the alleged incident is unjust, may appeal, in writing, directly to the Department Chair and the Dean of the appropriate School. This appeal should follow the grievance procedure process, which can be found in this handbook.

## **AIDS POLICY**

Dominican University trustees have approved the adoption of the American University Health Association (ACHA) revised guidelines in responding to AIDS. The ACHA guidelines are derived from the best currently available information about HIV infection and AIDS, and apply to all students, faculty, and staff infected with the HIV virus. The ACHA's General Statement on Institutional Response to AIDS is available in the Student Health Center.

## **ANIMAL/PET POLICY**

The University does not permit students to bring animals of any kind into campus buildings or to outdoor events unless the animal is designated as a "service animal," such as a guide dog for the blind. Documentation for student use of a service animal on campus must be submitted to and approved by the Office of Disability Services or the University. The documentation must establish (1) that a student is considered to be a person with a disability as defined by the Americans with Disabilities Act (ADA) and the Rehabilitation Act, and (2) that the animal is considered a "service animal" as defined by the ADA.

## **ALCOHOL & DRUG POLICY**

The University Alcohol and Drug Policy exists to allow the responsible use of alcohol by those of legal drinking age, and to prohibit the use of drugs. Dominican is committed to fostering the intellectual, spiritual, ethical, and social development of its students. Consistent with these goals, Dominican expects the members of the campus community, including students, to respond responsibly regarding the use of alcohol and other drugs. This University's alcohol/drug policy focuses on these priorities:

1. Federal laws and laws of the State of California.
2. Dominican promotes the concept of wellness to its community. The abuse of alcohol or other drugs is inconsistent with that goal.
3. Students over the age of 21 who choose to drink, either off campus or at campus locations where alcohol is permitted, will do so in moderation and with mindfulness of the welfare of the entire campus community. In addition, these students shall not provide alcohol to, and will discourage the use of alcohol by, those under the age of 21.
4. Many students at Dominican University of California choose to abstain from alcohol and other drugs. They should be free from pressure from other students to engage in activities that are not in harmony with their principles.

5. The University seeks to educate and support its students and the broader community about alcohol and other drugs.
6. The University and in special situations the local authorities will take punitive action against students who violate alcohol and drug abuse policies.

The following policies and procedures are based on the above priorities and with the understanding that students are adults who are expected to take personal responsibility for their own conduct, to support those students in the community who choose not to drink, and to maintain standards of safety on campus.

### **Wellness**

Dominican's Wellness Coalition, a group of faculty, staff, and students seeks to promote and sponsor programs which serve to cultivate the whole person spiritually, emotionally, intellectually, and physically in making choices affecting their lives and the lives of those in their community. Consistent with that goal, the University seeks to promote an attitude of "wellness," or encouraging students to be mindful of the promoting and engaging in activities that support the well being of students and others in the campus community.

### **Education and Support – Alcohol and Drugs**

Dominican University of California has a number of services available to students, staff, and faculty with alcohol or drug-related problems or concerns. Confidential individual counseling is available from the University Counseling Centers. Appointments can be made for confidential sessions, free to students, by calling (415) 485-3258. The Student Health Center is a resource for students seeking information about alcohol and drug concerns. The Center provides brief evaluations regarding alcohol and drug use and referrals to community services if any additional assessment/treatment is advisable. The phone number of the Health Center is (415) 485-3208. Dominican sponsors education programs about alcohol and drug usage. The Health Center and the Student Life Office has information about these programs.

Dominican values the importance of early intervention to assist members of the community who are being negatively affected by alcohol or any other substance abuse. While respecting individual freedom the University has the right and responsibility to confront individuals regarding behavior, including that related to the abuse of alcohol or other substances that adversely affects the individual or other members of the campus community. The University will respect the need for confidentiality in dealing with those who demonstrate problems with alcohol and other substances.

### **Health Risks**

Substance abuse can cause extremely serious health and behavioral problems, including short- and long-term effects upon the body and mind. The physiological and psychological responses differ according to the chemical ingested, and although chronic health problems are associated with long-term substance abuse, acute and traumatic reactions can occur from one-time and moderate use. The health risks associated with each of five major classifications of controlled/illegal substances are summarized below. In general, however, alcohol and drugs are toxic to the body's systems. In addition, contaminant poisonings often occur with illegal drug use, and mixing drugs, or using "counterfeit" substances, can also be lethal. Human immunodeficiency Virus (HIV or AIDS), other sexually transmitted infections, rape, unwanted pregnancies, injuries, accidents, and violence can result from alcohol abuse or drug use. In addition, substance abuse impairs learning ability and performance.

Acute health problems may include heart attack, stroke, and sudden death, which, in the case of drugs such as cocaine, can be triggered by first-time use. Long lasting health effects of drugs and alcohol may include disruption of normal heart rhythm, high blood pressure, blood vessel leaks in the brain, destruction of brain cells and permanent memory loss, infertility, impotence, immune system impairment, kidney failure, cirrhosis of the liver, and pulmonary (lung) damage. Drug use during pregnancy may result in miscarriage, fetal damage and birth defects causing hyperactivity, neurological abnormalities, developmental difficulties, and infant death.

Long-term abuse of alcohol results in ulcers, gastritis, pancreatitis, liver disease, hepatitis, and cirrhosis and is associated with cancers of the digestive tract. Chronic heavy consumption can lead to stroke, heart disease, hypertension, anemia, susceptibility to tuberculosis, gastrointestinal bleeding, impotence and fertility loss. Episodic binge drinking can cause toxic reactions leading to death when large amounts are

consumed or when alcohol is combined with other drugs. The most common negative health consequences from occasional drinking are trauma-related (accidents and violence), and involve both the drinker and non-drinking victims.

There are many documented risks associated with drug abuse (including the abuse of prescription drugs), affecting not only individuals, but also their families and friends. Drug abuse can lead to serious health and social problems, including short and long-term effects on the body and mind. In addition, drug use can affect academic, athletic, work performance, and can lead to violent or destructive behaviors. There is also a strong relationship between alcohol and other drug abuse and risk of inappropriate sexual behaviors. The following are examples of the effects of drugs:

- Narcotics: excessive use may cause drowsiness, respiratory depression, constricted pupils, and nausea. Abuse of narcotics may lead to more significant reactions such as shallow breathing, convulsions, seizures, coma, and possible death.
- Depressants: slow down one's physical and psychological responses. The most serious risk is toxic reaction or overdose, which causes death when respiratory, cardiac, and circulatory systems slow down and cease to function. Sedatives and anti-anxiety drugs can cause temporary psychosis, hallucinations, paranoid delusions, interference with short-term memory, impaired judgment and motor performance.
- Stimulants: exceedingly dangerous to both physical and mental health. Physical complications include heart attack, stroke, permanent brain damage, fatal heart rhythm abnormalities, convulsions, and physical exhaustion. Psychological complications include psychosis, paranoia anxiety, violent behavior, and depression that may lead to suicide. Injection of these drugs may lead to serious infections, including AIDS.
- Hallucinogens: involve health risks such as panic reactions, flashbacks, toxic reactions (overdose), hallucinations, and death. Psychological states induced can include paranoia and Psychosis. Misidentification of mushrooms can lead to serious or fatal illness. Some hallucinogens cause users to become violent and oblivious to pain, leading to serious injuries to themselves and others.
- Cannabis: simultaneously creates physical symptoms akin to both depressants (relaxation, sleepiness) and stimulants (increased respiratory and heart rates). Chronic marijuana smoking results in respiratory difficulties, bronchitis, and probably both emphysema and lung cancer. Episodic use can cause panic reactions, flashbacks, and depression. Psychosis may occur in susceptible individuals, and severe toxic reactions may result from ingestion of large quantities.



Under federal law, distribution or possession with intent to distribute a controlled substance on University property requires a sentence enhancement of up to twice the prescribed sentence for the original offense, and at least twice the prescribed amount of parole time. In addition, a mandatory prison sentence of at least one year is imposed for any offense except possession of less than five grams of marijuana. Persons convicted of possession or distribution of controlled substances can be barred from receiving benefits from any and all federal programs (except certain long-term drug treatment programs), including contracts, professional and commercial licenses and student grants and loans. Health care providers are barred from receiving federal insurance program payments upon conviction of a criminal offense involving distributing or dispensing controlled substances. Property, including vehicles, vessels, aircraft, money, securities, or other items of value which are used in, intended for use in, or traceable to transactions that involve controlled substances in violation of federal law are subject to forfeiture to the government. Finally, aliens convicted of violating any state, federal, or foreign law or regulation is subject to deportation and exclusion from entry into the United States.

**Figure 1: Federal Trafficking Penalties**

DRUG/SCHEDULE	QUANTITY	PENALTIES	QUANTITY	PENALTIES	
Cocaine (Schedule II)	500 - 4999 gms mixture	<b>First Offense:</b> Not less than 5 yrs, and not more than 40 yrs. If death or serious injury, not less than 20 or more than life. Fine of not more than \$5 million if an individual, \$25 million if not an individual	5 kgs or more mixture	<b>First Offense:</b> Not less than 10 yrs, and not more than life. If death or serious injury, not less than 20 or more than life. Fine of not more than \$10 million if an individual, \$50 million if not an individual.	
Cocaine Base (Schedule II)	28-279 gms mixture		280 gms or more mixture		
Fentanyl (Schedule II)	40 - 399 gms mixture		400 gms or more mixture		
Fentanyl Analogue (Schedule I)	10 - 99 gms mixture	<b>Second Offense:</b> Not less than 10 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$8 million if an individual, \$50 million if not an individual	100 gms or more mixture	<b>Second Offense:</b> Not less than 20 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.	
Heroin (Schedule I)	100 - 999 gms mixture		1 kg or more mixture		
LSD (Schedule I)	1 - 9 gms mixture		10 gms or more mixture		<b>2 or More Prior Offenses:</b> Life imprisonment
Methamphetamine (Schedule II)	5 - 49 gms pure or 50 - 499 gms mixture		50 gms or more pure or 500 gms or more mixture		
PCP (Schedule II)	10 - 99 gms pure or 100 - 999 gms mixture		100 gm or more pure or 1 kg or more mixture		
<b>PENALTIES</b>					
Other Schedule I & II drugs (and any drug product containing Gamma Hydroxybutyric Acid)	Any amount	<b>First Offense:</b> Not more than 20 yrs. If death or serious injury, not less than 20 yrs, or more than Life. Fine \$1 million if an individual, \$5 million if not an individual.  <b>Second Offense:</b> Not more than 30 yrs. If death or serious injury, not more than 15 yrs. Fine \$2 million if an individual, \$10 million if not an individual			
Other Schedule III drugs	Any amount	<b>First Offense:</b> Not more than 10 years. If death or serious injury, not more than 15 yrs. Fine not more than \$500,000 if an individual, \$2.5 million if not an individual.  <b>Second Offense:</b> Not more than 20 yrs. If death or serious injury, not more than 30 yrs. Fine not more than \$1.5 million if an individual, \$5 million if not an individual			

**Figure 2: Federal Trafficking Penalties - Marijuana**

DRUG	QUANTITY	1 <sup>st</sup> OFFENSE	2 <sup>nd</sup> OFFENSE *
Marijuana (Schedule I)	1,000 kg or more mixture; or 1,000 or more plants	Not less than 10 years, not more than life  If death or serious injury, not less than 20 years, not more than life  Fine not more than \$4 million if an individual, \$10 million if other than an individual	Not less than 20 years, not more than life  If death or serious injury, mandatory life  Fine not more than \$8 million if an individual, \$20 million if other than an individual
Marijuana (Schedule I)	100 kg to 999 kg mixture; or 100 to 999 plants	Not less than 5 years, not more than 40 years  If death or serious injury, not less than 20 years, not more than life  Fine not more than \$2 million if an individual, \$5 million if other than an individual	Not less than 10 years, not more than life  If death or serious injury, mandatory life  Fine not more than \$4 million if an individual, \$10 million if other than an individual
Marijuana (Schedule I)	more than 10 kgs hashish; 50 to 99 kg mixture	Not more than 20 years  If death or serious injury, not less than 20 years, not more than life	Not more than 30 years  If death or serious injury, mandatory life

For complete and detailed information Federal Laws and Federal Trafficking Penalties, please visit [www.justice.gov/dea/pubs/abuse/doa-p.pdf](http://www.justice.gov/dea/pubs/abuse/doa-p.pdf).

### **California Laws- Drugs**

Under California law, first offenses involving the sale and possession for sale of amphetamines, barbiturates, codeine, cocaine, Demerol, heroin, LSD, mescaline, methadone, met amphetamine, morphine, PCP, peyote, Quaalude, Psilocybin, and marijuana are felonies carrying prison terms of seven years or more. Manufacture of illegal drugs may result in prison terms of twenty years or more. Penalties are more severe for offenses involving manufacture or distribution of illegal drugs by convicted felons and for distribution within 1,000 feet of a school or university, within 100 feet of a recreational facility, to anyone in prison or jail, to anyone under eighteen by anyone over eighteen, or to a pregnant woman. Personal property may be seized if it contains drugs or was used in a drug transaction. The illegal possession of most of these drugs is also a felony (some may be felonies or misdemeanors depending upon amounts involved), carrying maximum prison sentences of up to seven years.

The University has the responsibility to uphold Federal and California laws on campus grounds and at University-sponsored events held off-campus. The University may take action against students who are involved in the illegal use of alcohol and/or drugs off campus.

### **California Laws- Alcohol**



No person may sell, furnish, or give, or cause to be sold, furnished or given away, any alcoholic beverage to a person under age 21 or to any obviously intoxicated person. No person under age 21 may purchase alcoholic beverages or possess alcoholic beverages on any street or highway or in any place open to public view. It is illegal to sell alcohol without a valid liquor license or permit. It is unlawful for any person to drink while driving, to have an open container of alcohol in a moving vehicle, or to drive under the influence of alcohol (intoxication is presumed at blood alcohol levels of .08%, or higher, and may be found with blood alcohol levels from .05% to .08%). It is also illegal to operate a bicycle, water vessel, and water ski or aquaplane while intoxicated. Penalties for a drunk-driving offense include attending an alcohol/ drug program, monetary fines, imprisonment, and driver's license suspension.

### ***Abstaining From Alcohol***

The number of students (nationally and on campus) choosing not to drink is high. Many students, including those at Dominican University of California, never or rarely consume alcoholic beverages and prefer to attend parties where alcohol is not served. The number of such students has grown in recent years. Students who abstain from drinking should not be pressured by their student colleagues to engage in drinking activities. Please remember that deciding to drink or to not drink is an individual decision that individuals should make after becoming informed about alcohol usage and its effects.

### ***Responsible Drinking***

Dominican University of California encourages each individual member of the campus community to consider the impact of alcohol usage on his/her own life and on the broader community. The University encourages anyone who chooses to drink to do so responsibly. Students and other members of the campus community should know their limits of alcohol intake. Some people cannot "handle" even one drink before becoming intoxicated. Students should know their limits and take precautions to stay within them. In recent years, designating a driver who refrains from drinking has become a popular way to make sure that at least one person in a group does not drink and drive. Having a "designated driver" is an act of responsibility. A student whose drinking impacts the campus community, disrupts the living/learning environment in the residence halls, or impacts the neighborhood, is not acting responsibly. Resident students are referred to the residence hall policies section of this handbook for additional information about the alcohol policy.

## **ALCOHOL & DRUG POLICY – VIOLATIONS AND RESPONSES**

Students who are in violation of the Dominican University of California alcohol policy will be subject to disciplinary action. Alcohol infractions are typically referred to the Dean of Students or Director of Residence Life (for resident students). Those persons have the discretion to refer cases to the Student Conduct Board. The case of each student violator will be responded to in an individual manner. Factors that will be considered in determining the University's response include the influence of the action on the student community, the impact of the violation on the safety and security of the campus community and neighborhood, and the number and severity of the current and/or previous violations.

The students, faculty, and staff who helped to develop this alcohol policy, recognized that violations demand responses on the part of the University that reflect the severity of the offense. Below are examples of the various violations and the typical University response. Students wishing to appeal sanctions should follow the "Appeal Procedure" in the Grievance Policy found in this handbook.

### **Level One Violation**

A Level One violation is disruptive to the student community, but usually is not serious enough to warrant action by civil authorities. An example of a level one violation is the drinking and/or possession of alcoholic beverages (on their person or in their room) by a student under the age of 21. Responses to a Level One Violation include:

- First Offense: \$100 fine (fine amounts may increase when the violation is a result of the underage student hosting a party);
- Second Offense: \$200 fine, probationary behavioral contract, parental notification;
- Third Offense: alcohol assessment, residence hall expulsion, parental notification, continued probationary behavioral contract.

### **Level Two Violation**

A Level Two violation suggests a significant disruption to the student community and may warrant action by civil authorities. Level two violations may include the destruction of property; rude, offensive, or abusive behavior; and influencing other persons to drink against their will. Providing alcohol to a minor is also classified as a level two offense. Responses to a Level Two Violation include:

- First Offense: \$200 fine, alcohol assessment program, probationary behavioral contract, parental notification;
- Second Offense: academic suspension, residence hall expulsion, parental notification, probationary behavioral contract upon reinstatement;
- Third Offense: University expulsion and parental notification.

### **Level Three Violation**

Level three violations are the most serious violations and often constitute illegal actions. If pursued by civil authorities they may result in civil action being taken against the student. Examples of level three violations include engaging in sexual activity with someone under the influence of alcohol, and actions requiring the presence of police on the campus or a police investigation that finds the students guilty of breaking civil laws. Responses to a Level Three Violation include:

- First Offense: academic suspension, residence hall expulsion, parental notification, probationary behavioral contract upon reinstatement;
- Second Offense: University expulsion and parental notification.

### **Additional Examples Of Alcohol Policy Violations**

This list, like the examples of violations printed in the previous paragraphs, is not exhaustive. These are additional examples of the kinds of violations against the alcohol policy that will result in action being taken against the student.

- Students over the age of 21 found to be drinking alcoholic beverages in their rooms and have present anyone who is under the age of 21 (this includes roommates);
- The possession or consumption of alcoholic beverages in any public or common area on University property, including but not limited to hallways, lounges, lobbies, parking lots, lawns, etc.;
- Students and other persons who bring or are responsible for the bringing of kegs or other forms of "common source" alcohol onto campus;
- Students or others who host events that feature or advertise "all the beer (or other alcoholic beverage) you can drink" or events that promote binge drinking;
- The coercing of another person to drink alcohol or other substances of abuse;
- The serving of alcohol to anyone who is intoxicated;
- The carrying/transporting of all open and/or un-bagged containers of alcoholic beverages through campus building and sidewalks;
- Consistent and persistent noise violations resulting from parties at which alcohol has been served or at which intoxicated students are present;
- Attending class, athletic events, and University-sponsored activities under the influence of alcohol and behaving in a disorderly, disruptive, or abusive manner;
- Empty alcohol containers in a residence hall room suggests that alcohol has been consumed. Collections of alcohol containers are not allowed in any residence hall room.

### ***Responding To Violations of the Drug Policy***

The University considers violations of the Drug Policy to be significant and a direct challenge to the health and safety of the campus community. Students in violation will be referred to the Office of The Dean of Students and/or to the Student Conduct Board, and civil authorities may be contacted if warranted. The case of each student violator will be responded to in an individual manner. Factors that will be considered in determining the University's response include the nature of the violation, the influence of the action on the student community, the impact of the violation on the safety and security of the campus community and neighborhood, and the number and severity of the current and/or previous violations of University policy.

### **Category One Violation:**

Possession of drug paraphernalia or objects/materials that could be used as drug paraphernalia; being present in a location where a controlled substance and/or illegal drugs are present. Responses to a Category One violation include:

- First Offense: \$100 fine, warning;
- Second Offense: \$200 fine, probationary behavioral contract, residence hall suspension or dismissal, parental notification, drug assessment and education program;
- Third Offense: academic suspension, residence hall expulsion, parental notification.

### **Category Two Violation:**

Possession and/or use of any controlled substance or illegal drug (regardless of quantity), including seeds and/or residue; illegal use of prescription or other legal drugs. Responses to a Category Two violation include:

- First Offense: \$200 fine, probationary behavioral contract, residence hall suspension or dismissal, parental notification, drug assessment and education program;
- Second Offense: academic suspension, residence hall expulsion, parental notification;
- Third Offense: University expulsion and parental notification.

### **Category Three Violation:**

Possession of large quantity and/or the actual or attempted sale; distribution, cultivation, or manufacture of any controlled substance, illegal drug and/or drug paraphernalia. Responses to a Category Three violation include:

- First Offense: University expulsion, parental notification, notification of civil authorities.

## **CELL PHONE POLICY**

The disruptions caused by cell phones (including text messages) and pagers are annoying and have a negative impact on the learning environment. For this reason Dominican University of California asks that students turn them off before the start of a class. It is a mark of courtesy to your student colleagues and instructors to keep the classroom cell phone free. Faculty may require a student to leave the classroom or study space he or she is occupying if this policy is abused.

## **CHILDREN IN CLASSROOMS**

Children are not permitted in classrooms while class is in session. Attendance in class is limited to officially enrolled students and authorized visitors or guests only. In addition, students shall not allow children to be left unattended or unsupervised anywhere on campus.

## **COMMITMENT TO DIVERSITY**

To prepare students for the diversity in today's world, Dominican University will continue building a culturally inclusive and culturally sensitive community of students, faculty and staff whose backgrounds reflect a diversity of race, color, creed, sex, sexual orientation, marital status, age, national origin, disability, medical condition and economic condition. The University's commitment to diversity is reflected in its hiring policies, curriculum development, admissions practices, and in other ways, all in the attempt to make the campus more reflective of the richness of our global diversity.

## **DISCRIMINATION, HARASSMENT, & SEXUAL ASSAULT POLICY**

### ***Statement of Policy***

Dominican University is firmly committed to being a community in which students, faculty, and staff are consistently treated with both consideration and respect, and are protected from unlawful discrimination or harassment, including sexual harassment or assault. All students are expected to conduct themselves in a manner that upholds the Student Code of Conduct and does not infringe upon the rights of others. The University will not tolerate any form of discrimination, harassment, or sexual assault or misconduct. This policy is intended to provide information and education about discrimination, harassment, and assault, as well as to define student expectations and to provide information for

responding to any such incidents.

The most current form of the Discrimination, Harassment, and Sexual Assault Policy can be found online at [www.dominican.edu/about/current/studentlife/sexualharass\\_policy.pdf](http://www.dominican.edu/about/current/studentlife/sexualharass_policy.pdf).

### **Education and Awareness Programs**

The University is committed to ensuring that all students participate in education programs to promote the awareness of sexual harassment, rape, acquaintance rape (“date rape”), and non-forcible sex-offenses. Newly entering Dominican University of California students participate in an education program as part of New Student Orientation. Resident Assistants participate in programs which enable them to recognize and appropriately respond to issues of sexual harassment/assault among the resident student population. Furthermore, faculty, staff, and supervisors are all required to participate in a mandatory sexual harassment & sexual assault workshop every two years.

### **Applicable Standards**

In accordance with federal and state law, University policy prohibits discrimination or harassment based on race, color, national origin, ancestry, gender, gender identity, sexual orientation, marital status, pregnancy, childbirth, medical condition related to pregnancy or childbirth, religion, religious creed, age, veteran’s status, physical or mental disability, medical condition, or any other basis that is protected by law. Applicable laws governing these prohibitions include Titles VI and VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the California Fair Employment and Housing Act.

Dominican’s policy prohibiting discrimination and harassment applies to all individuals involved in University operations, including students, faculty and staff, applicants for admission or employment; and any persons doing business with or for the University.

### **Sexual Harassment**

Sexual harassment may be viewed as gender-based discrimination. Prohibited forms of sexual harassment include but are not limited to the following kinds of behavior:

- Verbal conduct, such as sexual epithets, derogatory jokes or comments, slurs, or unwanted sexual advances;
- Visual conduct, such as derogatory or sexually-oriented posters, photography, cartoons, drawings, or gestures;
- Physical conduct, such as assault, unwanted touching, or blocking/interfering with an individual’s ordinary movement or activities;
- Misuse of property, such as using University computers, e-mail, or web services as a mode of communicating prohibited verbal or visual messages;
- Abuse of authority, such as making submission to sexual advances a term or condition of an individual’s academic advancement or employment;
- Unprofessional conduct, such as creating an academic or employment environment that could reasonably be perceived as intimidating, hostile, or abusive.

The fact that someone did not intend to sexually harass an individual is no defense to a complaint of sexual harassment. Regardless of intent, it is the effect and characteristics of the behavior that determine whether the behavior constitutes sexual harassment.

### **Sexual Relationships Between Faculty/Staff and Students**

Romantic and/or sexual relationships between faculty or staff and a member of the University community for whom they have teaching, evaluative, advising or supervisory responsibilities are unprofessional, unacceptable and subject to disciplinary procedures, regardless of whether the parties involved view such a relationship as fully consensual. Even in those instances where no teaching, evaluative, advising or supervisory responsibilities are directly implicated, the inherent imbalance of power or authority between faculty or staff and a student necessarily creates a presumption that such a relationship is not truly consensual and hence prohibited. In such instances, any faculty or staff engaged in such a relationship *must* immediately notify the University’s Director of Human Resources, who shall have the responsibility for determining whether there is any abuse of authority or unprofessional conduct, and for initiating any necessary corrective action. Failure so to notify the Director is grounds for commencement of disciplinary procedures.

### **Reporting Discrimination or Harassment**

The University's Director of Human Resources serves as Dominican's Title IX Compliance Officer. In this role, the Director is the campus's primary resource on issues relating to perceived discrimination or harassment. Any student who would like informal advice or assistance in dealing with any instance of perceived discrimination or harassment should contact the Director of Human Resources at (415) 257-1365, or visit the Human Resources Office on campus.

Depending upon the status of the alleged violator, a formal report by a student may be made to any of the following individuals:

1. *If the accused is a student*, the incident should be reported to the Dean of Students.
2. *If the accused is an employee of the University*, the incident should be reported to the Director of Human Resources. This includes faculty and staff.
3. *If the accused has a business relationship with the University*, the incident should be reported to the Director of Human Resources. This includes vendors, contractors and other third parties.
4. *In other cases*, if the accused is not a student or an employee of the University, and has no business relationship with the University, and the violation did not take place in a University-related setting, Dominican has no authority to take disciplinary action.

### **Sexual Assault**

Sexual assault is a widespread problem on college campuses across the country, with as many as one in five female students being victimized during their undergraduate careers according to government statistics. Because less than 5 percent of these students report their assault to the police, the response of colleges to this problem is extremely important. Students are encouraged to review information posted at [www.dominican.edu/about/current/studentlife/sexualharass\\_policy.pdf](http://www.dominican.edu/about/current/studentlife/sexualharass_policy.pdf) for more complete information about this policy, how to respond to incidents of sexual assault, as well as community resources available for students who may be victims of a sexual assault.

#### Definition of Sexual Assault:

Sexual assault may be defined as the imposition of non-consensual sexual conduct, including but not limited to sexual intercourse, oral copulation, penetration by a foreign object, or touching of the intimate parts of another. Sexual assault is absolutely prohibited, and any member of the University community found guilty of its commission may be subject to the sanctions hereinafter described. In addition, criminal and civil penalties may be imposed by state or federal authorities.

In order for individuals to engage in any form of sexual contact or activity with one another, both participants must express consent prior to and during any sexual activity. Consent generally means positive cooperation; the person must act freely and voluntarily and have knowledge of the nature of the act involved. A current or previous dating or marital relationship is not sufficient to constitute consent.

The use of drugs, alcohol or any other intoxicant may prevent a person from giving consent. Acquaintance rape, or date rape, is sexual intercourse undertaken by a friend or acquaintance without the consent of the other. Acquaintance rape is punishable in the same manner and to the same degree as similar conduct between strangers. Similarly, other acts of sexual assault are not affected by any acquaintanceship between the parties involved.

### **Sexual Assault Awareness and Prevention**

Students are encouraged to consider carefully their actions and decisions and the potential influence on their academic and student experience. In regard to engaging in intimate contact and sexual relationships with others, the following suggestions may help you in not putting yourself in a dangerous situation and may reduce the risk of experiencing unwanted sexual contact:

- Do not engage in any sort of sexual contact if either you or your partner are under the influence of alcohol or drugs;
- Clearly articulate your limits with your partner prior to, and during, sexual activity;
- ALWAYS respect your partner's limits and boundaries and DO NOT coerce others into doing more than that with which they are comfortable;
- If uncomfortable with the situation, tell the person "NO" in a clear and firm voice;
- Do not interpret mixed-signals/messages as opportunity – when in doubt, ask your partner;
- Do what you can to remove yourself from the situation and get to a safe location (resident students are always encouraged to find an RA if needed);
- If necessary, call for help during the incident and/or seek help as soon as possible;

- Do your part to take care of friends and ask that they also care for you – it is always acceptable to challenge your peers and to ask them if they are sure about the decisions they are about to make.

### ***What to Do If You Are Sexually Assaulted***

The following are actions you can take after a rape or other sexual assault:

- Get to a safe place immediately.
- Leave the scene of the crime as is. Do not drink, eat, shower, douche, wash your hands, comb your hair, brush your teeth, or change your clothes. Such activities destroy physical evidence that could be used in the possible prosecution of the perpetrator.
- Contact a friend who can help you and support you.
- Contact the campus or community resources listed below for treatment and counseling.
- Get medical attention right away. Even if you do not want to report the event to the police, you may have injuries, sexually transmitted diseases, or a pregnancy that requires medical care. Take a change of clothes to the hospital because those worn during the assault may be collected as evidence. Hospitals can also provide you with emergency contraception upon request.
- Consider contacting Community Violence Solutions (800/670-7273) to advocate on your behalf at the hospital. If you wish, the police may also meet you at the hospital.
- When you get a quiet moment, record everything that you remember happening in detail.

This may help you through your own healing process as well as with any legal action you may decide to take. The importance of seeking immediate medical attention cannot be overstated. While the University Student Health and Counseling Services will support and act as a resource for any student, the most comprehensive, complete medical care is available at a local hospital emergency room.

#### ***HOSPITAL EMERGENCY NUMBERS***

***Marin General Hospital: 415-925-7200***

***Novato Community Hospital: 415-209-1350***

***Kaiser Hospital, San Rafael: 415-444-2400***

On campus, the University Counseling Center and the Health Center are available to provide support and be a resource for you. See the long section “Discrimination and Harassment Policy” online at the Dominican website student handbook for other resources. The Office of Student Life will work with students involved in sexual assaults to change academic and living arrangements. The Office of Student Life encourages a student victim to contact the San Rafael Police Department. In addition, report the sexual assault to the Vice President for Student Life, the Associate Dean of Students, or the Director of Human Resources, who is also the Title IX Compliance Officer on campus. Students who have committed sexual assault crimes have been reported to civic officials. In some instances those students have faced trial. Students who are referred to the Vice President of Student Life and Dean of Students, to the Associate Dean of Students, or to the Student Conduct Board for sexual harassment or assault issues may face expulsion. Reporting sexual assaults may prevent future assaults.

### ***Reporting Incidents of Sexual Assault***

As noted above, any individual who has been the victim of a sexual assault is encouraged to notify the appropriate University personnel immediately. The Dean of Students and/or the Director of Human Resources can provide assistance for filing a formal grievance (see “Grievance Procedures – Formal Grievance” section of this handbook), as well as provide information on campus and community resources. Victims may also choose to report the matter to appropriate law enforcement authorities. The University will do everything within reason to assist students, faculty, or staff in working with law enforcement.

### ***Retaliation***

No individual shall be penalized in any way for having reported or threatened to report discrimination, harassment, or assault, nor for cooperating with or participating in an investigation of a complaint or at a hearing concerning discrimination or harassment. Retaliation by any member of the University community against such an individual is prohibited, and shall be considered a serious violation of University policy. Retaliation includes threats, intimidation, reprisals, and any adverse actions related to an individual's employment or education.

### ***Intentionally False Reports***

Discriminatory activity and harassment, and particularly sexual harassment or assault, often is not witnessed by others, and reports of such activity cannot always be substantiated by additional evidence. Lack of any such additional evidence should not discourage an individual from reporting any incident in violation of this policy. However, individuals who make reports that are later found to have been intentionally false or made maliciously, without regard for truth, may be subject to disciplinary proceedings.

### ***Confidentiality***

Where sexual harassment or assault has been reported, the University will make every effort to preserve the victim's privacy and protect the confidentiality of his or her information. The degree to which confidentiality can be protected, however, will often depend upon the professional role of the person being consulted:

- Clergy or sexual assault victim counselors may keep the confidentiality of statements made to them in their role as clergy or counselors.
- Physicians and psychotherapists may keep the confidentiality of statements made to them in their role as medical professionals, but are required by law to report (1) treatment of an injury sustained during a sexual assault, and (2) suspicion of a sexual assault committed against a person under 18 years of age.

Information shared with other individuals is not protected from disclosure. For example, the Dean of Students may need to inform other individuals to protect their safety or Rights – in fairness to the persons involved – or in response to legal requirements. In addition, the University is required by law to report to the police certain information about incidents occurring on campus. Such reports are for statistical purposes only and do not include individual identities.

*(Note: In any instance of alleged sexual harassment or assault, this policy and its definitions, standards, and procedures take precedence over any other University policy. For more information about this policy, please visit [www.dominican.edu/about/current/studentlife/sexualharass\\_policy.pdf](http://www.dominican.edu/about/current/studentlife/sexualharass_policy.pdf).)*

## **EMERGENCY NOTIFICATION SYSTEM**

All students are enrolled in the University's emergency alerts notification system. In the event of an emergency or situation on campus, and once activated, the system sends text and voice messages to the campus community with important information and instructions. It is imperative that students follow the directions and instructions provided by the system. University personnel or local civil agencies will initiate procedures to inform students of the nature of the situation and steps to follow.

## **FERPA: FAMILY EDUCATION RIGHTS AND PRIVACY ACT**

For more detailed information, please review the complete FERPA policy at the end of this handbook.

## **HAZARDOUS MATERIALS POLICY**

Dominican University uses many chemicals and substances that require special handling, storage, deployment and disposal in our chemical laboratory operations, maintenance and cleaning functions. Federal regulations and our local OSHA authorities require that the campus implement a Hazard Communication Program to alert our campus to the presence of these substances and any potential risk of exposure. Should you see any procedures that appear questionable, products in use whose properties you question, or the mishandling of a chemical, please immediately bring the matter to the attention of a supervisor and provide documentation in writing.

# INFORMATION SECURITY BREACH REPORTING AND STUDENT NOTIFICATION POLICY

Dominican University of California values individuals' privacy and actively seeks to preserve the privacy rights of those who share information with us. Dominican is dedicated to preventing unauthorized information access, maintaining information accuracy, and ensuring the appropriate use of information. We strive to put in place appropriate physical, electronic, and managerial safeguards to secure the information we collect in all formats: on paper, electronically, and verbally.

This policy provides procedures for responses to:

- Known or suspected information security breaches,
- Disruptions caused by the failure of a security mechanism, and
- Known or suspected security incidents.

This policy provides guidance on documenting the incident, determining notification requirements and working with Dominican administration to remediate any damage. Mitigation or notification requirements may differ, depending on federal or state statutes, the nature of the information at risk in the event of a security breach, or contractual agreements. Under California law, notification obligations extend only to California residents. However the University will make reasonable efforts to extend notification to affected out of state residents as well. There may be also specific notification requirements that relate to Dominican's contractual relationships with third parties.

## **Reporting Requirements**

Any member of the University community (students, faculty and staff) who believes there has been an information security breach shall report this to their supervisor who must immediately report the potential breach to the Office of the President or the Chief Financial Officer.

## **Notification in Instances of Security Breaches Involving Electronic Personal Information**

Notice of a security breach must be given following discovery or notification of a breach in the security of the computerized data when the *unencrypted* personal information of a California resident was, or is reasonably believed to have been, acquired by an unauthorized person. The definition of "personal information" is an individual's first name or first initial, and last name, *in combination with* any one or more of the following:

- Social security number
- Driver's license number or California identification card number
- Account number for a *financial* account, credit or debit card number, *in combination with* any required security code, access code, or password that would permit access to an individual's financial account
- Medical information; any information regarding an individual's medical history, mental or physical condition, or medical treatment or diagnosis by a health care professional.
- Health insurance information; an individual's health insurance policy number or subscriber identification number, any unique identifier used by a health insurer to identify the individual, or any information in an individual's application and claims history, including any appeals records.

Good faith acquisition of personal information by a University employee or agent for University purposes does not constitute a security breach, provided that the personal information is not used for, or subject to, further unauthorized disclosure.

## **Notification Procedures**

In the case of a security breach as defined in this section, Dominican shall follow the procedures here to provide notification of the breach to those individuals whose personal information is reasonably believed to have been acquired by an unauthorized person. Notification must occur in the most expedient time possible and without unreasonable delay, except:

- When a law enforcement agency has determined that notification will impede a criminal investigation (in this case, notification must occur as soon as the law enforcement agency determines that it will not compromise the investigation) or
- When necessary to discover the scope of the breach and restore the integrity of the system.



### **Method of Notification**

The office of the President and/or the Vice President for Student Life or their designee shall determine the language to be used in the notification, which may be distributed by one of the following methods:

- Written, hard copy notice or
- e-mail notice.

Telephone communication or other timely communication to an individual's representative may be used when it is determined that written notice may adversely affect a patient's health.

If sufficient contact information is not available for direct hard copy or e-mail notice, a substitute method of notice may be used. Substitute notice shall include prominent display on the University's web site or other commonly used web site for at least forty-five days. The office of the President and / or the Chief Financial Officer or their designee shall determine the language to be used in the substitute notice. The University may provide notification to affected individuals if personal information beyond the data elements defined here is reasonably believed to have been acquired by an unauthorized person. Any written communications involving legal counsel should assert attorney-client privilege to ensure strict confidentiality, as appropriate.

## **INFORMATION TECHNOLOGY POLICIES**

Please visit [www.dominican.edu/academics/resources/technology.html](http://www.dominican.edu/academics/resources/technology.html).

## **PARENTAL NOTIFICATION POLICY**

Dominican is committed to fostering the academic, physical, emotional, and spiritual development of all students. Part of the development process entails students being more autonomous in their decision making and thinking critically about certain choices and actions. However, there are times when these choices and actions pose a significant health risk to the student or place the student in harm's way; or worse yet, endanger the welfare of the campus community. When students choose to act in a way that endangers themselves and/or puts the campus community in harm's way, the University reserves the right to contact parents/guardians to discuss concerns and explore possible resolutions.

## **POLITICAL ACTIVITY POLICY**

The University recognizes the need for guidelines for the use of University facilities, the University name, and the University seal where political activity or involvement is concerned, because of the laws under which it receives a tax exemption as an educational, non-political organization. While establishing these guidelines, the University also affirms that education must be an active, on-going process whereby individuals become aware of the social, economic, political, and legal issues that influence their lives and the environment in which they live. Individuals seeking to alter these conditions in ways they believe to be beneficial to the society as a whole and/or to themselves will, of necessity, become politically involved. The University encourages all members of the University community to become informed and active participants in the democratic process.

The University believes that one of its primary purposes as an educational institution is to provide an atmosphere for inquiry, open discussion, and difference of opinion that supports the objective gathering of facts. In order to provide such an environment, it is necessary that the University as an institution and the University's various recognizable components remain officially neutral on political issues and provide a place for persons of various persuasions to present their opinions.

The following guidelines are applicable to campus political activity:

1. The name of Dominican University of California, the seal and/or logo commonly used to represent the University or the name of any department or subdivisions of the University should not be used on any material intended for political purposes.
2. The University facilities may not be used to solicit funds for political purposes, to support candidates seeking public office, or to support proposed legislation.
3. No employee of the University, including work-study students, may be asked to perform

tasks while on duty which support or promote a political issue or candidate seeking public office. Time spent in support of political activities cannot be substituted for performance of the specific task the person was hired to perform.

4. Political candidates and persons advocating a political position are welcome as guests of the campus provided proper arrangements have been made and appropriate campus offices have been notified. The presence of a speaker does not indicate support from the University for his/her point of view or for the specific individual. The University cannot assume responsibility for guaranteeing that all sides of every issue will in fact be presented by their supporters.
5. If the presentation is to be advertised outside of the University community, the sponsoring group or individual must consult with persons designated by the President in sufficient time to insure that adequate arrangements have been made according to University guidelines. Off campus advertisements should be approved by this person.

### ***Political Activity Policy for Student Organizations***

All student organizations must be registered by the University, through ASDU or the Office of Student Life, and they must comply with the Political Activity Policy found in this Handbook. Endorsement of a particular candidate by a registered student organization is not permissible and the University will not register student organizations that have as a goal the support of a particular political candidate. No politicians who have public positions that run counter to the teachings of the Catholic Church are to be invited for anything without express permission from the President. Student organizations are not permitted to obtain a separate and distinct tax identification number.

## **POSTER POLICY**

A poster policy provides guidelines for the placement of posters, flyers, and other notices on campus. Nothing should be placed on doors or windows, either inside or outside a building; but instead may be placed on appropriate bulletin boards in several campus locations. The University reserves the right to remove any posters deemed to be offensive in nature, or those advertising events and/or products not in line with the Student Code of Conduct.

## **SAFETY AND SECURITY ON CAMPUS**

Security and safety on campus must be a top priority for all of us. While the Dominican campus generally is a safe and secure environment, it is not exempt from occasional criminal activity. The following information is provided so that you might become familiar with the provisions and procedures Dominican University has set in place to foster a safe campus environment.

### ***Access to Campus Facilities***

Dominican University academic buildings are generally open on class days from 7:00 a.m. to 10:00 p.m. Access to certain facilities during the day, and all facilities after hours, requires special permission. During nighttime hours, Security officers patrol the campus and conduct regular checks of all facilities. Campus residence halls are locked at all times, but students have entry access with their Penguin Pass. Students are advised to take precautionary measures when entering and leaving residence halls and their rooms.

### ***Campus Security***

Campus Security is on-site 24 hours a day and 7 days a week, including weekends and holidays. Campus Security performs many duties, including regular patrols of campus, responding to incidents, conducting investigations, and being a visible presence to promote student safety. Security will escort students between buildings or to their vehicles. A security escort can be arranged by contacting them directly at (415) 269-6070.

### ***Crime Prevention at Dominican***

Awareness is the most critical factor in the personal safety equation. If your attention to surroundings is compromised by intoxication, fatigue, or preoccupation, you operate at a disadvantage and have a greater potential for being victimized. The primary responsibility for avoiding victimization resides with you. The University routinely provides a variety of programs on issues related to safety

and security. For example, workshops have been held on alcohol and drug awareness, self-defense, date rape, emergency preparedness, and first aid. Certain faculty, staff, administrators and students undergo specialized training to respond to emergencies and crisis situations; additionally, Resident Assistants are fully versed in the University's safety procedures for investigating and reporting any suspicious or criminal activities in the residence halls. Students are encouraged to report any suspicious activity or concerns to Campus Security.

### **Missing Persons Reporting**

In compliance with the Higher Education Act, Dominican has established a missing student notification policy and procedure. Resident students have the option to provide confidential contact information for a person to be notified in the event the student is officially reported as missing. This information is provided on the residence hall emergency contact form. Should you have concerns about an individual who may be missing, please speak to campus security or the Dean of Students. These individuals will assess the situation and take appropriate action. If it is determined that a student for whom a missing person report has been filed has been missing for more than 24 hours, then within the next 24 hours, the University will take the following action:

- Notify the individual identified by the student to be contacted in this circumstance;
- If the student is under 18 years old, notify a parent or guardian;
- If the student is over 18 but has not identified a person to be contacted, notify appropriate law enforcement officials.

### **Notification of Current Campus Crime Problems**

Title II of Federal Public Law 101-542, The Campus Security Act of 1990, requires universities to collect and report statistics concerning the occurrence on campus of certain criminal offenses which must be reported to campus security authorities or local police agencies. Those criminal offenses include murder, rape, sex offenses, robbery, aggravated assault, burglary, and motor vehicle theft. At Dominican University, the Office of Human Resources collects data about these crimes. Statistics about these crimes are published each year. This information is available in the Student Life Office and in the Human Resources Office. Information is also collected about arrests for liquor law violations, for drug abuse violations, and for weapon possession. All crimes should be reported. Any inquiries from the news media regarding the occurrence of criminal incidents on campus should be directed to the Director of Marketing and Public Relations.

### **Responding to Crimes and Emergencies**

In the event of a violent crime, a crime in progress, or an incident involving personal injury or requiring medical attention, immediately contact the San Rafael Police Department or San Rafael Fire Department by dialing 911. Non-emergency criminal acts (vandalism, burglary, etc) should immediately be reported to the San Rafael Police Department by calling (415) 485-3000.

Should a forcible or non-forcible sexual offense occur, the victim should immediately seek medical attention and/or support from campus or community resources:

- Student Health Center: (415) (415) 485-3208
- University Counseling Services Program: (415) 485-3258
- Community Violence Solutions: (800) 670-7273 (this hotline operates 24 hours per day, 7 days a week – not affiliated with the University)

A victim of a crime wishing to file a formal complaint against a perpetrator who is a member of the campus community should refer to the University's sexual harassment grievance procedures, which can be found in this handbook.

## **SMOKING POLICY**

Smoking is not permitted anywhere within the boundaries of the University campus. The population of smokers on campus is small relative to those who do not smoke. The number of complaints regarding health concerns from inhaling second-hand smoke while walking in or out of buildings has increased significantly in recent years, and the University has adopted a smoke free campus policy in response to these complaints and medical findings.

The purpose of the Smoking Policy is to promote and protect the health, comfort and safety of all members of the Dominican University of California community. All community members have the right and the

responsibility to inform or remind violators of the policy and request compliance. If a problem arises with non-compliance, Security staff may be called. Visitors who refuse to comply will be removed from campus. Students in violation of the smoking policy will be fined \$25 for the first offense, and will be subject to further disciplinary sanctions, including additional fines, for repeat offenses of the policy.

## **SOLICITATION & DISTRIBUTION OF LITERATURE POLICY**

In order to ensure efficient operation of the University's business and to prevent annoyance to faculty, staff, and students, it is necessary to control solicitations and distribution of literature on University property. The University has established rules governing solicitation, distribution of written material, and entry onto the premises and work areas. All staff and students are expected to comply strictly with these rules. If the solicitation and/or distribution are directed toward students, the Dean of Students should be consulted. No staff member shall solicit or promote support for any cause or organization during his/her working time or during the working time of the individual(s) at whom such activity is directed. Solicitation on the University campus by non-University personnel and by individual students not representing University affiliated or sponsored groups shall abide by the following policies:

1. Solicitors, sales persons, peddlers, and canvassers seeking student contact are not to operate on the University campus or in any of its buildings or facilities (except as outlined in item 4 below), without the personal and specific invitation of an individual student for a private conference. (Food or merchandise may be delivered to a student in the residence halls only if the student has ordered the specific food items.)
2. Students may not arrange sales conferences for other students.
3. Free samples of products may be distributed in designated areas by sales personnel only upon the written approval of one of the Vice Presidents as designated above.
4. Requests for on-campus solicitations or sales of newspapers, magazines, or periodicals published off-campus will be considered by one of the designated Vice Presidents.
5. University affiliated or sponsored groups may be authorized to conduct sales or solicitation on campus in areas specified by one of the designated Vice Presidents.
6. Use of University facilities and property for commercial advertising by University or non-University groups or individuals must have prior approval from the Vice President.
7. Mailing lists owned by the University shall not be used for any purpose other than for which they were established, unless a designated Vice President has given approval.
8. The distribution of free literature on Dominican University property must have written approval of one of the designated Vice Presidents. If permission is granted, individuals distributing materials must do so in such a way as to avoid interference with those entering buildings or with building occupants. This permission may be revoked if deemed necessary by the administration.

## **STUDENT DEMONSTRATION POLICY**

Dominican University has as one of its distinguishing characteristics an atmosphere conducive to genuine understanding and mutual respect among all members of the University community. Open and honest communication is an essential contributing factor if such an atmosphere is to remain a reality. After all other means of communication have been tried and found wanting, demonstrations will be permitted as a mode of free expression of opinion so long as they are orderly and the rights of others are respected. However, the University does believe that other means of expression or communication are more meaningful and therefore more productive in the solution of common problems; and in the last analysis, any problem in the University is a common problem, therefore one to be approached in a way agreeable to all sectors of the University insofar as possible.

Demonstrations or protests which in any way infringe upon the rights of others or which disrupt the normal educational process of the University cannot be tolerated. If the University administration determines that a demonstration or protest is disruptive and/or is in violation of the rights of others, appropriate action will be taken.

## **VENDOR POLICY**

Dominican University of California has adopted a policy that limits the accessibility of off-campus vendors, defined as persons/companies/agencies that come to campus for the purpose of selling goods or services. Adoption of this vendor policy helps this University maintain its integrity as an institution of higher education while at the same time protecting its community members, especially students, from outside agents who may harass, annoy, or provide services that are of questionable value. There are some vendors that are prohibited because their product is not compatible with the mission of Dominican. In addition, Dominican may have contractual relationships with some valued service providers that preclude having other vendors on campus.

Examples of vendors that are restricted from access to campus include:

- Companies/agencies/individuals promoting the use of alcoholic beverages or advertising “all you can drink nights” or similar;
- Banks/credit unions/ companies promoting the usage of credit cards;
- Solicitors who sell products that are available in the bookstore;
- Competitors in violation of University contractual relationships;
- Caterers;
- Anyone engaged in providing services that are illegal.

Some vendors who seek access to campus may provide services and products that the University welcomes, provided they follow established guidelines. Examples of vendors the University allows on campus are companies providing graduation apparel and announcements, banks providing money management services (excluding credit cards), and social services or volunteer agencies. All vendors who come to campus **MUST** secure approval from the Office of the Dean of Students.

### ***Approval Process for Vendors***

Vendors whose mission is in harmony with that of Dominican University of California must contact the Student Life Office at least ten days before the desired date of presence. Vendors must provide information about their purpose (for example, a statement of mission), the company's name, address, and a phone number for the vendor who will be present on campus. Student Life Office Staff may require the vendor to submit examples and/or full descriptions of items to be sold or distributed, if that is appropriate and possible. Any vendor coming to campus must also provide proof of insurance if the University requests it.

The Dean or Assistant Dean of Students will review the information provided by each vendor and will notify the vendor of the outcome of the review. If approved, the vendor will be issued a permit to display during the time this person is on campus. Vendors are **NEVER** allowed to collect student names, addresses (including email and residence locations), and phone numbers to be sold/given/distributed to telemarketers, nor are students to be placed on “call lists.”

### ***Where Vendors May Locate***

Vendors may **NEVER** set up booths, tables, displays, or merchandise in any residence hall, nor are they allowed in the residence halls. The residences are home to the students and must be respected as such. Resident students are encouraged to report the presence of any vendors in any of the halls. Vendors may use the following facilities: Caleruega Hall and plaza in front, the outdoor walkway outside the front entrance of Bertrand Hall. Use of other buildings may require special permission. A faculty member may request that business not be transacted in an area where he/she is teaching if the noise is deemed by the faculty member to be excessive.

### ***Restrictions for Approved Vendors***

In harmony with Dominican's status as an educational institution, all vendors are expected to operate in an ethical manner, and to fully inform students about the product or service being discussed. Vendors are expected to provide detailed information, including negative findings/results/data, when asked. Banks/credit unions/similar may be allowed on campus to promote services to students with the exception of credit cards. Credit card companies are not allowed on campus.

The number of posters announcing the presence of vendors on certain days on campus is limited to “For Your Information” boards in Guzman Hall, Caleruega Hall, and Bertrand Hall. Posters also may be hung on bulletin boards in other buildings as long as the space is of a general nature and not restricted for use by Dominican announcements. The number of announcements (flyers, posters) is

limited to three per building and one per board. Vendors may not use large size banners, and are discouraged from using flyers that litter the campus grounds. No vendor may place flyers or cards on car windows. Any vendor activity that interferes with or disrupts the normal functions of Dominican University of California or the campus neighborhood is in violation of University policies. Vendors manifesting such behavior will be asked to leave the campus.

Food items, i.e. candy or pastries, and tee shirts, cups, etc. distributed by the vendor to solicit student clients, may not be used as incentives to purchase items or enter subscriptions. It is permissible to have appropriate "gifts" and handouts available. Food service providers for large groups are not allowed on campus during hours of cafeteria/café operation. Vendors are subject to the Events Management Plan, as is everyone on campus, and as such may not use sound amplification equipment.

#### ***Cost For a Vendor Permit***

Non-profit organizations are not required to pay a fee for being on campus, other than any expense the University incurs for setting up a table for the group. For-profit vendors are required to pay a fee of \$50. University offices that are sponsoring an event that includes vendors may charge special rates for visiting organizations. In such cases other fees are waived. To the extent additional set-up is required, additional fees will be charged.

#### ***Government Requirements***

Dominican University of California and all other colleges and universities that accept federal financial aid are required to permit military recruiters on campus. Persons representing government agencies are welcome on campus, and are subject to the same location and fee requirements as vendors.

## **WEAPONS POLICY**

Possession or use of items such as fireworks, firearms, explosive devices, metal-tipped darts, knives, bows and arrows, BB guns, martial arts weapons, paintballs and / or paintball guns, or other potentially dangerous items are not permitted the Dominican University of California property. Persons seen with or using such weapons on campus are subject to dismissal and legal action.

# **DOMINICAN UNIVERSITY STUDENT CODE OF CONDUCT AND GRIEVANCE PROCEDURES**

## **STUDENT CODE OF CONDUCT**

Disrespectful behavior of any kind and the lack of civility in interacting with others fundamentally undermine the educational process. For this reason the University is firmly committed to ensuring that each person in the University community feels valued as an individual and respected for his/her accomplishments and unique contributions to the campus.

Implicit in his or her enrollment is the student's agreement to abide by the Student Code of Conduct and to accept its sanctions. Dominican University of California, by reason of its religious and humanistic commitment, expects of its students, both on campus and elsewhere, behavior commensurate with its commitment. In general, this entails:

- Respect for the rights and dignity of all persons;
- Respect for the academic goals and processes of the University;
- Respect for property, public and private;
- Respect for civil law; and
- Respect for the University's religious heritage, character, and ecumenical spirit.

In addition, it is the responsibility of each student to inform his/her guests on campus or at campus events of the social standards in place at Dominican University of California. Students are responsible for the behavior and actions of their guests.

### ***Violations of the Student Code of Conduct***

No handbook could cover all possible violations of the student code of conduct. The following are examples of violations of University policies, procedures, and rules that will lead to disciplinary action:

- Violation of laws, including federal, state, or local ordinances or regulations;
- Disruption or obstruction of teaching, research, administration, disciplinary proceedings, or other University activities, on the Dominican campus or at an off-campus University sponsored event;
- Theft, unauthorized possession, damage, vandalism, defacement, or misuse of University property or property of any person while he/she is on campus or at a University-sponsored event;
- Hazing;
- Behavior, physical/verbal/psychological, which threatens the health, safety, welfare and/or dignity of any person on the Dominican campus or at an off-campus University sponsored event, or which interferes with an event;
- The sale, or manufacture, or possession of weapons, including firearms, explosives, or dangerous combustible materials on University property;
- The sale, manufacture, or possession/maintenance of toxic or poisonous substances on University property;
- Sexual activity that is unwanted (See Sexual Harassment and Assault Policy);
- Actions that prevent the University staff, including faculty, resident advisors, and work-study students from discharging their duties;
- Engaging in lewd, indecent, or obscene behavior on campus property or at University functions;
- Interference with campus security personnel;
- Violation of Alcohol and Drug Policy;
- Falsifying information to University authorities, including the knowing misrepresentation of the facts in response to a University investigation, the presentation of "fake" ID cards, forgery, and altering records;
- Interfering with the appropriate free speech of Dominican University personnel, other students, invited guests, and others on campus;

- Reckless driving, speeding, or disobeying traffic signs on campus;
- Misuse of the University's phone and/or technology systems (e.g., sending abusive or pornographic matter via campus email, or similar);
- Unauthorized entry to or use of University property, including the University name, address, official logo, or seal;
- Violations of published policies or procedures of the University, as found in various handbooks and memoranda of University policies and procedures distributed periodically by administrative offices. (It is the responsibility of each student to know the policies and procedures of the University which pertain to him/her);

### ***Abuse of the Judicial System***

Any action or failure to act which abuses the integrity of the University judicial system constitutes a violation of the Student Code of Conduct, including the following:

- Failure to obey the summons of a judicial body or University official.
- Falsification, distortion, or misrepresentation of information before a judicial body.
- Disruption or interference with the orderly conduct of a judicial proceeding.
- Institution of a judicial proceeding knowingly without cause.
- Impeding an individual's participation in, or use of, the judicial system.
- Influencing or attempting to influence the impartiality of a member of a judicial body.
- Influencing or attempting to influence another person to abuse the judicial system.
- Failure to cooperate with University officials or their designees in the investigation of any alleged violations of the Student Code of Conduct.
- Failure to comply with the sanction(s) imposed under the Student Code of Conduct.

### ***Responding to Violations of the Student Code of Conduct***

Violations of the Student Code of Conduct should immediately be reported to the Dean of Students, who either will conduct an initial inquiry, designate another to so inquire, or direct the complainant to the appropriate office for further inquiry. The University will investigate all violations and will take disciplinary action that is appropriate to the type and severity of the violation, as well as considering the existence and disposition of any previous violations. The University may send cases to the Student Conduct Board for review.

Because faculty members are acting as agents of the University in fulfilling their teaching and advising responsibilities, in cases where a student's inappropriate behavior adversely affects a faculty member in the performance of his/her duties, that faculty member will be consulted by the administration in determining the disciplinary action that is most appropriate.

## **STUDENT CONDUCT BOARD (SCB)**

Students in violation of policy or the Student Code of Conduct may be referred by the Dean of Students to the Student Conduct Board. That Board serves as an adjudicating body which will determine and recommend appropriate sanctions for all offenses and violations brought before it. The SCB shall review all information pertaining to a case and will deliver a recommendation to the Dean of Students in a reasonable time frame. The Board may utilize in its recommendation any and all campus publications that are pertinent to the case at hand.

In cases where the SCB is serving as an appellate body, the decision of the SCB is final. In cases referred to the SCB for initial review, appeals of any decisions must be made according to the "Appeal Procedure" listed under the University's Grievance Policy, which can be found in this handbook.

## **GRIEVANCE PROCEDURES**

### ***Grievances***

The President of Dominican University of California is responsible to the Board of Trustees for the administration of the University, including the development, enforcement, and monitoring of all policies and procedures. The authority for responding to student discipline matters has been delegated to the Vice President for Student Life or his designee. All Dominican University of California



students are required to know and to comply with University rules, policies, and procedures, and are responsible for their violation of them. Some issues with which a student must contend cannot be the subjects of a formal grievance; that is, while some issues may be serious, they do not warrant the involvement of a significant number of campus officials. Disciplinary matters usually fall into that category.

Disciplinary action against a student is usually initiated by the Dean of Students in response to an incident report filed by the residence hall staff, to a report filed by a campus security officer, or to a complaint filed by any member of the University community or someone not associated with the University. Resident students are advised to consult the Residence Life Handbook for information about hall policies and the process for responding to violations of them. Most residence hall incidents are investigated by and responded to by Residence Life personnel. More serious violations are referred to the Dean of Students. Such violations include, but are not limited to substance abuse; the selling of drugs; tampering with safety equipment, fighting, violence and/or activities requiring police intervention; and continuing and/or extreme harassment. The Dean of Students also may respond to appeals from action taken by the Director of Residence Life.

Within a reasonable time frame, usually one week, the Dean of Students will make the grievance known to the student by notifying him/her of the alleged violation(s) of the standards of conduct and the context in which the violation(s) occurred. Within 20 working days the Dean of Students or a named designee will complete an investigation of the alleged violation to determine if there is need for any corrective or remedial action to be taken. The University shall use reasonable efforts to meet time limits recommended within this policy, but recognizes that compliance with all suggested time limits may not always be reasonable or practical. Further, specified time limits may be changed for good cause or reason as determined by the Dean of Students.

The decision of the Dean of Students is final in matters related to a perceived unfairness in disciplinary cases not resulting in dismissal. In cases involving dismissal, the Dean's decision may be appealed through the process outlined in the grievance procedures.

### ***Grievance Procedures - Introduction***

The University expects all community members to interact with each other in ways that minimize the possibility of problems or disputes. One of the most important elements for preventing misunderstandings and hurt feelings is clear, honest, and respectful communication. In any organization, a certain amount of disagreement is healthy, indicating that the environment supports and encourages personal expression. However, even with the best communication, occasional problems are inevitable. When a problem occurs, reasonable attempts will be made to maintain confidentiality in order to protect the right to privacy of those who are involved, and so that the integrity of the person alleged to have acted inappropriately is not compromised in the event of an unfounded complaint. It is necessary, however, to recognize that in the course of investigating and resolving complaints, some dissemination of information to others may be appropriate and necessary in order to fairly and adequately investigate such claims.

In order to ensure equitable, fair, and timely resolution of problems that may arise, the following informal and formal review procedures have been established. No individual's status with the University shall be adversely affected in any way because he/she utilizes these procedures or participates in a grievance proceeding. The grievance procedures outlined in this section are intended to address all allegations of discrimination, sexual or other unlawful harassment and violations of University procedures or other policies.

The grievance processes expressed here are not available nor are intended to reassess the substantive merits of administrative or academic decisions or recommendations of faculty committees, unless those decisions or recommendations were reached on the basis of applying impermissible criteria, such as race or sex, or resulted from a failure to follow applicable University procedures or policies. Consequently, an investigator's and/or grievance committee's review is limited to determining whether discrimination or violations of University policies or procedures were involved in the challenged decision or recommendation.

The grievance procedure is not available to persons seeking admission to the University as a student nor to applicants for employment.

## **INFORMAL GRIEVANCE PROCESS**

Because problems are generally most easily resolved on an informal basis when they first arise, any individual who believes that he/she has been treated inappropriately is encouraged to discuss the situation honestly, thoroughly, respectfully, and in a timely manner, with the other involved person. In attempting to deal with the problem informally, the aggrieved individual may seek the advice and assistance of any appropriate campus official. For example, a student may wish to speak with his/her academic advisor or a faculty/staff mentor. Alternatively, any member of the University community may consult with:

- The Director of Human Resources at (415) 257-1365;
- The Dean of Students at (415) 485-3223;
- The University's Ombudsperson at (415) 485-3282;

Members of the University community are also encouraged to consult with the Director of Human Resources at (415) 257-1365, who serves as the University's Affirmative Action/Title IX Coordinator. Title IX addresses issues concerning any type of discrimination and/or gender inequity. The University also encourages the person who perceives he or she was offended to keep a written record relating to his/her attempt to resolve the problem informally. All of this documentation could be helpful in cases where a problem persists despite the informal efforts to resolve it.

It is important to note that in cases involving alleged discrimination or sexual or unlawful harassment, the University is legally obligated to conduct a thorough and timely investigation to its conclusion, even if the complainant requests that an investigation not be conducted or that an investigation be discontinued. It is the University's intention to take steps to prevent recurrence of discrimination, harassment or sexual assault, and to correct its effects. Any individual who may be a victim or who becomes aware of a situation that involves alleged discrimination, sexual or other unlawful harassment or alleged failure to follow applicable University policies or procedures should keep a written record relating to the case (e.g., dates and summaries of conversations). For concerns of sexual harassment/assault, please see the Formal Grievance Process below.

## **FORMAL GRIEVANCE PROCESS**

If the problem is not informally resolved to the satisfaction of the individual, or if he or she does not want to deal with the problem informally, a formal complaint may be brought. Formal complaints may also be brought by the Dean of Students or the Director of Human Resources at their discretion. Investigation and proceedings will differ depending upon whether the alleged violator is a student, faculty or staff, or a third party. Please see Investigation Proceedings below for more information.

### ***Initiating a Formal Grievance - Documentation***

The grievant should submit a written statement to the Dean of Students or Director of Human Resources within thirty (30) days of the action/incident being grieved, or the latest in a series of incidents. This statement should include the following:

- Detailed summary of the incident(s);
- Names of all parties involved;
- Information on any subsequent related issues since initial incident(s);
- Summary of attempts to resolve incident(s);
- Statement of proposed resolution;
- Include printed name, signature, and date.

If good cause exists, a person seeking to file a formal grievance can obtain an extension from the Dean of Students or the Director of Human Resources. Any request for extension should be made in writing, giving the specific reasons why an extension is necessary. In general, a person wishing to file a grievance is encouraged to do so as early as possible if an informal means of resolution has not been achieved.

### ***Formal Grievance: Investigation & Proceedings Where the Alleged Violator is a Student***

Where a formal grievance has been initiated against a student, and in instances of discrimination or harassment, including sexual harassment or assault, where the accused is a student, the Dean of Students will be responsible for investigation. The Dean will inform both the victim and the alleged violator of their rights under this policy, and will ask the victim to submit the appropriate documentation

to initiate a grievance which should, in ordinary circumstances, be filed within thirty (30) days of the alleged incident of harassment or discrimination.

At his or her discretion, the Dean of Students may refer the matter to a special investigator for formal investigation. A formal investigation will generally involve appointment of an investigator; interviews with the victim, with the alleged violator(s), and, where appropriate, with witnesses; and, again where appropriate, a joint meeting between the involved parties.

The Dean may instead choose to refer the matter to the Student Conduct Board for hearing and disciplinary action. If the Dean refers the matter to the Student Conduct Board, the Board's standard methods and procedures shall be observed, except that hearings may be closed to the public if the Board determines that the privacy of a witness or any other person may be jeopardized. During disciplinary hearings before the Student Conduct Board, the accuser and the accused are entitled to the same opportunity to have others present, to present witnesses and evidence relating to the subject matter of the hearing.

Within twenty (20) working days of the Student Conduct Board's recommendation, or within sixty (60) working days of the initial report if the matter has not been referred to a special investigator or the Student Conduct Board, the Dean shall submit a written decision, including a description of any corrective actions taken or to be taken, to each involved party.

Pending his or her decision, the Dean of Students may take a variety of administrative measures against a student charged with discrimination or harassment, including restriction of privileges and services, interim suspension, and exclusion from certain on-campus facilities, such as classrooms, administrative buildings or the residence halls, or from campus altogether.

Students found guilty of discrimination or harassment will be subject to University sanctions. In the case of sexual assault or complicity in sexual assault, possible sanctions will include but are not limited to:

- Community service
- Sexual assault education
- Psychological assessment and counseling
- Dismissal from the residence halls, or barring of access to the campus
- University probation
- Suspension from the University
- Expulsion from the University, including withholding of any degree not yet awarded

Furthermore, the university will change a victim's academic schedule and/or living situation after an alleged sex offense if so requested by the victim and such accommodations are reasonably available. Individuals also may bring a complaint concerning discrimination on the basis of race, color, national origin, gender or disability to the attention of the Office for Civil Rights in the U.S. Department of Education. Any member of the University community may seek assistance from the Director of Human Resources regarding how to contact this federal agency with a claim of discrimination or harassment.

***Formal Grievance: Investigation & Proceedings Where the Alleged Violator is Faculty or Staff***

In instances of discrimination or harassment, including sexual harassment or assault, reported against a faculty or staff member of the University, the Director of Human Resources will be responsible for investigation, and may at his or her discretion refer the matter to a special investigator. The Director will provide the victim with the form "Petition to Initiate a Formal Grievance," which should in ordinary circumstances be filed within thirty (30) days of the alleged incident of harassment or discrimination. A formal investigation will generally involve appointment of an investigator; interviews with the victim, with the alleged violator(s), and, where appropriate, with witnesses; and, again where appropriate, a joint meeting between the involved parties.

Within sixty (60) working days of the filing of the Petition, the investigator will issue findings and a recommendation either to the Vice President for Academic Affairs (for faculty) or to the Vice President for Finance and Administration (for staff). If it is a Vice President against whom the grievance has been filed, the Director of Human Resources will make a determination as to the most appropriate University official to decide the grievance. Within twenty (20) working days of the issuance of the investigator's findings and recommendations, the Vice President shall submit a written decision, including a description of any corrective actions taken or to be taken, to each involved party (with a copy to the Director of Human Resources).

Pending the Vice President's decision, the Director of Human Resources may take a variety of administrative measures against an employee charged with discrimination or harassment, including restriction of privileges and services, involuntary leave (with or without pay), and exclusion from certain on-campus facilities, such as classrooms or the residence halls. Employees found guilty of discrimination or harassment will be subject to University sanctions. In the case of sexual assault or complicity in sexual assault, possible sanctions will include but are not limited to:

- Community service
- Sexual assault education
- Psychological assessment and counseling
- Formal letter of reprimand
- University probation
- Suspension from employment
- Termination of employment

Individuals also may file a complaint relating to prohibited harassment in employment with either the Federal Equal Employment Opportunity Commission or the California Department of Fair Employment and Housing; they also may bring a complaint concerning discrimination on the basis of race, color, national origin, gender or disability to the attention of the Office for Civil Rights in the U.S. Department of Education. Any member of the University community may seek assistance from the Director of Human Resources regarding how to contact the state and federal agencies with a claim of discrimination or harassment.

#### ***Formal Grievance: Investigation & Proceedings Where the Alleged Violator is a Third Party***

In instances of discrimination or harassment, including sexual harassment or assault, reported against a vendor, contractor or any other person doing business with or for the University, the Director of Human Resources will be responsible for investigation, which shall generally follow the procedures established for handling a complaint against staff, except that interim measures and disciplinary sanctions shall be appropriate to the circumstances, and may include termination of the business relationship and reporting to federal, state or local regulatory agencies. The appeal procedure available to faculty, staff or students is not available to third parties, and the decision of the Vice President for Finance and Administration will be final, unless challenged by a faculty or staff member, or a student.

## **APPEAL PROCEDURE**

The appeal procedure is available to students, whether the accuser or the accused, who are not satisfied with the outcome of the decision reached in the grievance investigation. The appeal process is time-sensitive, so those considering an appeal must be aware of the following:

- The grievant must submit a written request for further review to the Director of Human Resources within five working days of the receipt of the written decision.
- Within five (5) working days after the appeal is filed, the findings and recommendations of the investigator and/or the written decision made in the grievance will be sent to the President. The President or his/her designee will review the findings, recommendations, and decision and may review other facts relating to the grievance.
- The President or his/her designee will render a decision in the matter within fifteen (15) working days of the receipt of the findings and recommendations of the investigator and/or the decision of the Vice President. Copies of the final decision, including notice of any corrective action taken, will be provided to all parties. The decision of the President or his/her designee shall be final in all respects and not be subject to review under any other grievance procedure in effect at the University.

In the case of grievances regarding violations of University procedures or policies that do not involve discrimination, harassment, or assault, the grievant may opt for the following appeal process:

- The grievant must submit a written request for further review to the Director of Human Resources within five (5) working days of the receipt of the written decision.
- The Director of Human Resources will arrange for a hearing to be conducted by a three-member hearing committee. The members of this committee shall be selected from a list containing senior members of the staff and tenured faculty members who

have been chosen jointly by the Director of Human Resources and the Vice President for Student Life. A listed person may abstain from participating in a particular case if a possible conflict of interest is perceived to exist. The three members of the committee shall be selected by a blind drawing of names contained on the list, it being the intent of this procedure to attain objectivity by selecting committee members randomly from the list. Those appearing on the list shall not be required to serve on a grievance committee more than once per academic year.

- The Hearing Committee will convene within twenty (20) working days after the appeal is filed. The committee will review all available documentation on the case, and will interview both the grievant and the individual(s) whose action is being grieved. Witnesses may also be interviewed as appropriate. The Hearing Committee will then convene at least one meeting at which both parties will be present.
- During the hearing, all evidence which the grievant wishes to present should be brought forth; the evidence may be presented in multiple forms, including but not limited to oral testimony, written statements, documents, tapes, photos. The individual whose action is being grieved also will have the opportunity to present relevant evidence in any of these forms.
- The goal of the grievance procedure is to achieve a resolution of disputed matters in the least adversarial manner. In addition, the procedure has been structured to avoid the formality, cost, and delays that are typically encountered in the judicial forum. For that reason, the University is generally not represented by counsel at grievance proceedings and persons filing grievances are likewise encouraged to communicate their grievances directly without the use of attorneys, agents, or other intermediaries.
- Complete minutes of the hearing will be kept; a cassette tape is acceptable. All minutes will be treated as confidential unless the grievant institutes litigation against the University, in which case a copy of the minutes or tape will be made available to attorneys representing a party and having the authority to obtain the minutes or tape.
- The Hearing Committee shall complete its investigation within 30 working days of first convening. Then, within ten working days of the conclusion of the hearing, the Hearing Committee shall submit a written summary of the case and the committee's findings, as well as the committee's recommendations for disposition of the case, to the President (with copies to the appropriate Vice President, Dean of Students, the Director of Human Resources, and the grievant).
- The grievant may respond in writing to the Hearing Committee's report within fifteen (15) working days of the receipt of the report. Such response shall be submitted to the President, with copies to the Hearing Committee, the appropriate Vice President, and the Director of Human Resources.
- The President or his/her designee will render a decision in the matter within fifteen (15) working days of the receipt of the grievant's response. Copies of the final decision, including notice of any corrective action taken, will be provided to all parties. The decision of the President or his/her designee shall be final in all respects.

*A NOTE ABOUT TIME FRAMES: The University's grievance procedures reflect Dominican's commitment to resolving problems in an expeditious manner. Every reasonable attempt will be made to adhere to the time frames specified, but there may be occasions when it will be necessary to make exceptions. Such occasions could relate to the circumstances and complexity of the matter, the time demands and schedules of the parties involved, or the time of year that a grievance is filed (e.g., many faculty members and students are not available during semester breaks or over the summer months). It is the goal of the University to balance the need for an expeditious resolution of problems with the need to make a full and completely accurate investigation of the matter under review. If it is deemed necessary to alter the time frames specified in the policy, all parties will be notified of the amended schedule.*

***Other Resources for Students***

Individuals should be aware that they also have the right to file complaints relating to prohibited discrimination or harassment in employment with either the Federal Equal Employment Opportunity Commission or the California Department of Fair Employment and Housing; complaints relating to discrimination on the basis of sex may be brought to the attention of the Office for Civil Rights in the U.S. Department of Education. Such claims should be filed promptly and will be fully investigated by the agency with which they are filed. An individual may also have the right to pursue further legal remedies, including a prohibition on further harassment, damages, and attorneys' fees in court, if the matter has not been resolved. Any member of the University community may seek assistance from the Director of Human Resources regarding how to contact the state and federal agencies with a claim of harassment.

# RESIDENCE LIFE HANDBOOK

In addition to the information, policies, and regulations explained in the previous sections of the Student Handbook, all resident students should carefully review the following specific information about the residence halls and residence life. Resident students are expected to abide by and uphold at all times the rules, regulations, and policies described in the Student Handbook.

***Dominican University of California strongly encourages all resident students to consider a renter's insurance policy or to explore optional coverage provided by a parent's homeowner's policy. Dominican University of California is NOT RESPONSIBLE for lost, stolen, or damaged property at any time.***

## WELCOME

Welcome to your new home at Dominican University of California. The Residence Life staff is here to help you whenever possible and to facilitate your learning experience on campus. The mission of the University and the goals of the Office of Student Life guide the Office of Residence Life. It is the University's belief that the rights of all students must be maintained within the residence halls. We provide facilities, programs and activities that meet students' out-of-the-classroom needs and assist students in fulfilling their personal and academic goals. Our role is to create a comfortable environment that promotes academic success and personal growth. Students are encouraged and are free to explore their own beliefs and values, while allowing others to do the same. Dominican University of California encourages and celebrates diversity.

The on-campus living experience is an integral part of the total educational program at the University. Your res-hall is a vital learning area where you will be introduced to new and different people, new activities and a new perspective on yourself. We hope you will choose to become an active participant in what can be the most exciting time in your life. This handbook serves as an important resource for you as it contains information about the staff and services available in the residence halls; outlines your rights, responsibilities, and policies that pertain to living on campus; and describes a wide variety of ways you can become involved.

## RESIDENCE LIFE STAFF

The Residence Life Staff consists of the Director of Residence Life and the Resident Assistants. The Director of Residence Life is a member of the Student Life Staff and serves as a resource to the Resident Assistants and students in general. The Director of Residence Life is responsible for the everyday operation of the building and the activities of the students who reside on campus. This individual serves as a counselor, coordinates activities, supervises the Resident Assistants and promotes the res-halls as safe living and learning environments.

Resident Assistants are students who are selected and trained by the Director of Residence Life and serve as student colleagues to the Student Life Staff. The RA is there to listen, to offer advice, to refer you to the appropriate offices if you have special concerns, and to report violations of residence hall policies. In addition to having other responsibilities related to Residence Life, RAs can be an incredible resource and can provide leadership and guidance in establishing a hall community and in providing educational, social and recreational programs. The RA should be the first person students see regarding issues such as roommate conflicts, personal concerns, maintenance requests and general information. There is an RA on duty every evening in each residence hall; you should not hesitate to go to an RA if you have any questions or concerns.

## LIVING WITH ROOMMATES

Living successfully with a roommate requires flexibility and the willingness to communicate in an honest, yet tactful manner. You and your roommate may not develop a lifelong friendship. Remember that roommates do not have to be best friends. But learning to live with respect, and to tolerate personality differences, is a valuable part of your education. Remember that your roommate has individual likes and dislikes and these should be respected the same as yours.

### ***The Rights of Roommates:***

- The right to study, free from undue interference in one's room.
- The right to sleep without undue disturbance from noise, guests, roommates, etc.
- The right to expect that roommates will respect one's personal belongings.
- The right to be free from the fear of intimidation, physical, or emotional harm.
- The right to live in a clean environment.
- The right to assume that there will be reasonable cooperation.
- The right to free access to one's room and facilities without pressure from roommate.
- The right to be respected as a person.
- The right to personal privacy.
- The right of redress of grievances to the Residence Hall Staff.
- The right to expect reasonable cooperation in the use of the telephone.
- The right to expect that any and all disagreements will be discussed in an atmosphere of openness and mutual respect, and that it is acceptable when any roommate feels it is necessary to involve a residence hall staff member in such discussion

### ***Roommate Agreement Contract***

It is a very wise idea for you to sit down with your roommate and discuss the types of situations that can cause the most roommate problems and come to an agreement that is mutually acceptable to each of you. Each room will be required to complete and submit a written roommate contact that will serve as documentation that basic concerns have been discussed and agreed upon for the room. Agreements cannot violate University Policy, and once signed a copy of the agreement will be kept on file with the Department of Residence Life and the agreement becomes policy for that room. Failure to abide by the guidelines set may result in disciplinary action by a Residence Life Staff Member. If at any point during the occupancy period, the set guidelines no longer work for residents of a room, the contract may be re-visited and changed. If a change in occupancy occurs in the room a new roommate agreement contract should be completed. You may receive a roommate agreement contract form from your RA or the Director of Residence Life.

The following are some questions to serve as a device to get you both talking about getting along effectively with a roommate:

- Do you like to go to bed early or late? Do you like to sleep in or get up with the sun?
- Do you require total darkness and quiet to go to sleep? Can the light be left on while your roommate studies?
- Are you a neat person or do you tend to keep things messy?
- Do you like to have guests all the time, or do you prefer that your room be quiet for study more often than not?
- Do you like to loan your belongings? Roommates only? Car, clothes, stereo, money?
- What do you think is important in a roommate relationship?

Always strive to keep the lines of communication open between you and your roommate. Chances are that if something is bothering you, it is also bothering your roommate, so try and talk about it. If a problem persists even after discussion about it has taken place, your RA may be helpful in assisting you and your roommate to work out an acceptable solution.

Your residence hall community consists of you and the members of your hall. Your community will begin to develop from the day the halls open. The direction your community takes depends largely upon your involvement in it. Your interaction with others and their interaction with you is the largest factor in the evolution of your community. With the proper emphasis and effort, your community environment has the potential to offer you support in the areas of academic excellence, social maturity, a sense of belonging, self-reliance and self-understanding. One of the best recommendations that can be offered to any resident to help insure the successful growth of the community is to have mutual respect and consideration of others. Before you act, consider the impact your behavior may have on the lives of your fellow community members.

### ***Community Living Expectations***

The Department of Residence Life strives to promote the mission of Dominican University of California by providing an atmosphere that is conducive to academic and personal growth and devel-



opment. Therefore, living in the residence halls carries with it a distinctive set of privileges and responsibilities. Students residing on campus live in a community of peers and are entrusted with the responsibility to challenge and support each other in a respectful, cooperative, and communicative fashion. This environment provides students with enriching experiences, which may be an impetus for healthy interpersonal relationships.

Expectations for Living in a Community: Students are reminded that living in a community requires respect for others and sensitivity to the diversity that exists among us. In addition, all residents must comply with federal, state, and local laws as well as all University policies and procedures outlined in this handbook, the housing contract, and any additional policies related specific living areas. All residents and their visitors/guests are expected to abide by the following community expectations and procedures:

Compliance: In the event of a conflict, housing violation, crisis or other situation, it is critical that students comply with the instructions given by the Department of Residence Life, Student Life Staff, Campus Security, or other University personnel. Students who fail to comply with these given instructions will be held accountable for their actions and may face further disciplinary sanctions.

Self Leadership: All students are expected to conduct themselves in a manner that promotes and supports the well-being of the community, its integrity and the well-being of other members of the community. In addition, all students will be held accountable for, and are expected to assume responsibility for, their behavior and actions. Therefore, the Department of Residence Life reserves the right to confront behavior that is detrimental to the student, infringes upon the rights and sensitivities of others, or that has the appearance of impropriety. The following may be viewed as some (but certainly not all) forms of questionable conduct:

- Inappropriate public displays of affection
- Use of derogatory language or abusive behavior
- Failing to help one's self when in emotional/physical distress

Mutual Respect: Residents are expected to be respectful of the individual rights and freedoms of others within the living area. Even if a shared sense of understanding does not exist between community members, residents are still expected to exhibit an outward sensitivity to the diversity inherent within the residential community.

## **FORMS FOR RESIDENT STUDENTS**

There are several important forms that you are required to submit when you check into the residence halls. Please be sure that all of the information on these forms is correct. Should you need to make changes during the course of the year, please speak with your RA.

### ***Emergency Contact Form***

During the check-in procedure you will be asked to fill out an Emergency Contact/Information Form. This form provides the residence hall staff with information on who to contact in an emergency situation. There is also a space provided to let the residence hall staff know if you take any medications on an on-going basis or have any allergies. This information is confidential and is used only in the event of an emergency.

### ***Housing Contract***

*Please see the copy of the contract printed at the end of this section for additional information. THE HOUSING CONTRACT IS FOR THE ENTIRE ACADEMIC YEAR.* By signing the contract you are financially responsible for the room fees for the length of the contract. The contract can be signed on a semester basis for academic reasons only (graduation/internship/study-abroad) and approval must be given by the Director of Residence Life before a semester contract is signed.

### ***Housing and Meal Plan Refund Policy:***

Students must notify in writing the Director of Residence Life of their desire to leave the residence halls and must request a refund for room and meal charges. If approved, the contract will be terminated and students will be charged the \$500 breach of contract penalty for early termination of the signed housing contract. Refunds for the meal plan will be calculated based on a pro-rated amount for the remainder of the academic semester.

### **Health Form**

All resident students must have a Health Form on file in the Student Health Center. The Campus Nurse will notify students with incomplete forms – failure to complete these forms will result in termination of your housing contract – NO EXCEPTIONS to this policy.

### **Room Condition Report (RCR)**

When you move into your room you must complete and sign this Check-In/Check-Out form. This will serve as an accurate and complete record of the contents and conditions of your assigned room. You have 24 hours from check-in date to identify any damaged articles in your room not previously identified. If you do not provide any additional information within 24 hours, you waive your right to provide input to the Check-In Form. This Check-In Form will be reviewed with you by your RA and will serve as the basis for checkout charges, if imposed. Periodic announced inspections might be done to assure proper maintenance of your room. You must complete the same RCR form when moving out of a Residence Hall. Failure to do so will incur a \$250 improper checkout fee plus an additional \$250 if you fail to return your room key.

## **RESIDENCE HALL FACILITIES AND SERVICES**

The following provides helpful information for resident students. If you have questions or concerns, or have suggestions to make, we encourage you to speak with the Director of Residence Life.

### **Bicycle Storage**

Bicycles are not allowed inside the buildings. Please use the bike racks to secure your bicycle when not in use. Dominican University is not responsible for the loss or theft of bicycles. Bicycles must be removed from campus at the end of each academic year.

### **Custodial Services**

The custodial staff is responsible for the daily maintenance of all public hallways, lounges and public bathrooms. You are responsible for cleaning your own room and bathroom. Trashcans may be emptied into the large garbage cans located in designated areas in each residence hall. Students are encouraged to make use of the recycling bins located in each of the residence halls.

### **Data Hubs / Tech Boxes**

All rooms are equipped with a data hub (or “tech box”) that incorporates your internet access and cable TV port – cable TV requires the use of a digital cable converter box. Please do not tamper with these boxes in any way and please refrain from trying to resolve any problems on your own. The University’s cable package includes local channels and access to popular cable channels. For more information on technology services and features, please consult the section on “Information Technology” in the handbook. *PLEASE NOTE: Because most students now use mobile phones or online communication systems, we are phasing out the phone lines in the residence halls.*

### **Food Services**

Please consult the section on “Food Service” in the handbook for specific information.

### **Furniture**

Students are responsible for the upkeep of all residence hall furniture. Furniture in each room must remain there at all times and shall not be moved from the room. Failure to comply will result in a \$50 fine per item each day past notification. At checkout, all furniture must be clean and arranged according to instructions provided by your RA or the Director of Residence Life.

### **Keys & Doors**

Residence halls exterior doors are kept locked at all times; your Penguin Pass will provide you with access. DO NOT prop open doors or share your key with non-resident students; you are the first line of safety when it comes to access to the residence halls. You should always keep your door locked when you leave your room. Replacement cost for your room key is \$250; this covers the cost for a new lock and new keys for all occupants. Should you lose your key, please contact the Director of Residence Life immediately. If you are locked out of your room, please contact Campus Security for assistance.

### **Laundry**

Laundry rooms are located in each of the residence halls. All washers and dryers operate with money transferred to your Penguin Pass.

## **Lights**

The fluorescent overhead lights in your room and bathroom are the property of the University and thus will be maintained and replaced by the University for normal wear. Damage to these fixtures or bulbs will be billed to the students. Standard incandescent bulbs that are in student desk lamps or on bathroom vanity fixtures are the responsibility of the student to replace. Please turn off your lights when not in your room.

## **Mail Services**

The Mailroom is located in the basement of Bertrand Hall. Mailboxes are available for students living on campus. Mail for on-campus students should be addressed as follows:

*MSC (mailbox number)*  
*Student Name*  
*50 Acacia Ave.*  
*San Rafael, CA 94901-2298*

It is important to put the correct mailbox number on the top line so your mail will not be delayed. Incoming mail will generally be placed in mailboxes by 12:00 noon, Monday through Friday. You will be notified if you receive a package. Packages may be collected from the Mailroom window during posted hours Monday through Friday. Stamped out-going mail can be dropped off at the campus Mailroom for delivery to the Post Office. The Mailroom does not sell stamps; however, the staff will weigh a letter or package to determine postage costs during window hours. Postal regulations require customers to take packages over 1 pound to a US Postal Service branch due to security concerns. Mailroom personnel are not available to provide this service for personal packages. Shipping tools are available from [www.usps.com](http://www.usps.com), [www.ups.com](http://www.ups.com), and other shipping companies. Students can use these services to generate prepaid labels. These packages are not subject to postal security measures, and can be brought to the mailroom. The mailroom is closed on weekends and holidays.

## **Maintenance and Repairs**

If your room is in need of maintenance or repairs, contact your RA to file a Maintenance Work Request. DO NOT call Facilities directly. In the event of a water or electrical emergency, please contact Campus Security if your RA is not available – DO NOT leave a water leak unattended as the resulting damage could be extreme. Remember that you are responsible for any damages to your room and bathroom beyond normal wear and tear. In order to perform repairs, maintenance personnel may need to enter your room. They typically make repairs between 9am-5pm and they will enter your room if you are not present – and they will always lock your room when they leave. If a maintenance staff member comes to make repairs, you need to be out of bed and fully clothed. You may not use the shower/bathroom while work is being done.

## **Parking**

Only residents with special parking permits are allowed to park in the designated residence hall lots, located near Fanjeaux/Pennafort, Meadowlands, and Edgehill Village. Cars without permits found parked in these lots will be towed at the owner's expense. All resident students with cars on campus are required to register their vehicle information with the Department of Residence Life, regardless of whether or not you have a resident space.

Freshmen students are not allowed to have vehicles on campus and therefore will not be allowed to register a vehicle or receive a parking permit.

### Residence Hall Parking Permits

Permits are distributed by lottery during the Room Selection Process (spring) and at the beginning of the fall semester. The cost for a residence hall permit is \$300 for the year. Resident students with parking will keep this permit visibly posted in the front left corner of the windshield. These vehicles should ONLY be parked in residence hall spaces. Resident students with parking decals parked elsewhere on campus are essentially taking up two spaces and will be cited if not parked in their designated space in the residence hall lots.

## **Pest Control**

The residence halls are served by a private pest control service. Pest problems in a room should be reported immediately to your RA. Pests are attracted by food left out in individual rooms, bathrooms, and common areas (kitchens, hallways, trash rooms and lounges). Be sure to wrap all food

in plastic and seal in an airtight container and keep it off the floor. If you keep food sealed and your room is kept clean, you should have no problems with pests.

### **Public Areas / Common Areas**

Students are responsible for cleaning up after using the lounges. All furniture is to remain in the lounges for community use. Students found with lounge furniture in their rooms will incur a fine and will meet with the Director of Residence Life.

### **Recreation Equipment**

You are welcome to use the various types of recreation equipment at any time before quiet hours. Remember that you are responsible to care for the equipment that you use.

### **Safety on Campus**

Providing students a safe environment in which to live is a priority of the Residence Life staff. RAs monitor the residence halls in the evenings from 7pm to midnight, and the security staff makes regular on-going patrols of the campus and perimeters of the residence halls 24 hours a day, seven days a week. The front doors of each hall are locked at 8:00pm every night. You are the most important component of security in the residence halls. All students have a responsibility for maintaining our safe environment. Do not prop open exterior doors at any time! When entering a building late at night, please make sure the door closes and locks behind you. Always lock your door when leaving your room at night. The University's insurance does not cover loss, theft, or damage to student's personal property. Students should consider the purchase of renter's insurance or check on the extension of parent's homeowner's insurance for this purpose.

The Dominican area of San Rafael is generally safe; however, we strongly encourage students not to walk alone after dark. If you see someone or a situation that concerns you, contact an RA immediately. The security guards will also provide an escort for students walking on campus after dark. To request an escort across campus, please call Security at (415) 269-6070. **IN THE EVENT OF AN EMERGENCY, CALL 911 IMMEDIATELY!**

### **Storage**

There is a limited amount of storage space on campus, especially in the residence halls. For this reason, students are encouraged to store all possessions in their rooms. Items may be placed in storage only with the permission of the Director of Residence Life. Any items left in storage for longer than one year will be donated to a charitable organization. Dominican University does not assume responsibility for items that are damaged, lost, or stolen while in storage.

### **Vacations**

Residents may remain on campus during Thanksgiving Break and Spring Break. The residence halls are closed for Christmas Break; and access to rooms during this time is not possible. Only students on non-standard academic schedules (ex: Liberal Studies majors), and athletes in season will be allowed to remain on campus during the winter break. An additional fee equivalent to that of the daily semester rate will be charged to students requiring housing during the Christmas Break.

### **Vending Machines**

For your convenience, snack and soda vending machines are located in various campus locations. An outside contractor runs these machines; the Department of Residence Life accepts no responsibility for loss of money in the vending machines.

## **RESIDENCE HALL POLICIES AND GUIDELINES**

### **Alcohol Guidelines and Procedures**

*Please refer to the Alcohol/Drug Policy in the main section of the handbook for further information.*

Dominican University, adhering to the laws of the State of California, permits the possession and consumption of alcoholic beverages by those students who are 21 years of age and older. The University does not permit the possession or consumption of alcoholic beverages by those students under the age of 21 in the residence halls or on University property.

- Alcohol may only be present in rooms where all residents are of legal drinking age. A student who is of legal drinking age is not permitted to possess or consume alcoholic beverages in a room where other students are under 21; this includes situations where roommates may be under the legal drinking age.

- Students who are 21 years of age and older are permitted to consume alcoholic beverages in their rooms with the door closed. All individuals in the room must be of legal drinking age, and all residents of that room must also be of legal drinking age.
- It is the responsibility of the 21-year-old resident to ensure that all individuals in his/her room are at least 21 years old.
- Students younger than 21 years of age are NOT permitted in any room where alcohol is being consumed.
- The possession or consumption of alcoholic beverages in any public area is not permitted. This includes, but is not limited to, hallways, lounges, porches, patios, lobbies, parking lots, walkways, and lawns.
- All alcoholic beverages must be bagged and unopened while they are being transported into or through a residence hall.
- The sale of alcoholic beverages is prohibited, as is the furnishing or purchasing of alcoholic beverages to anyone under 21 years of age.
- Kegs, party balls, "beer bong," or other common sources of alcohol are not permitted in the residence halls.
- Public intoxication does not contribute to the residence hall community. Repeated incidents of public intoxication may result in disciplinary action and/or a referral to an appropriate agency.
- Violation of any of these policies may result in the confiscation of all alcoholic beverages by Residence Life staff members and subsequent disciplinary action.

### ***Candles and Incense***

The burning of candles and incense is prohibited in the residence halls.

### ***Cooperation with University Personnel***

It is the expectation of the University that each resident will cooperate with University officials who are acting in the performance of their duties. This includes but is not limited to: Security, Facilities personnel, Resident Assistants, the Director of Residence Life, and when applicable the Dean of Students. Noncompliance with any University personnel will result in disciplinary action and possible expulsion from the residence halls.

### ***Disruptive Behavior***

Disruptive behavior such as playing sports, wrestling, and rough play are not permitted in the residence halls because of potential injury and damages. This includes, but is not limited to, bouncing or kicking balls, the wearing of rollerblades or skates, and the use of skateboards, bicycles, or scooters in the halls or rooms.

### ***Dress Code***

For the comfort and health of all residents all individuals in residence halls must wear appropriate clothing at all times in public areas and common lounges. Appropriate clothing includes, but is not limited to; top, bottom, socks, shoe/slippers. The definition of appropriate clothing is left up to the discretion of the RA's and the Director of Residence Life.

### ***Early Entry / Extended Stay / Summer Housing***

During the time of early entry / extended stay / summer housing there are specific terms and conditions that residents must follow. Any violation of the Department of student policy or the Student Code of Conduct may result in immediate and/or permanent removal from the residence halls.

### ***Electrical and Cooking Appliances***

Due to the limits residence hall rooms have on the capacity of their electrical systems, and in an effort to save energy, there are certain restrictions and limits placed on appliances in the residence halls. No cooking appliances of any kind may be used in the residence halls, as these pose a significant fire danger. The following items are NOT ALLOWED in the residence halls:

- Space heaters or air conditioning units
- Electric Blankets
- Halogen lamps
- Small kitchen appliances. These include, but are not limited to toasters/ovens, coffee makers, espresso machines, rice steamers, etc.

- Open element appliances (these are an extreme fire hazard)
- Items to burn such as candles and incense

In addition to the above restrictions, all electrical appliances must be UL approved. **EXTENSION CORDS ARE NOT ALLOWED BY ORDER OF THE FIRE MARSHALL.** These cords pose a significant fire hazard should they be overloaded. Instead, students should purchase power strips with longer cords (5-10 feet in length) as these devices have built-in protections.

### ***Fighting and Violence***

Physical, verbal, or emotional abuse/violence toward another person or their property will not be tolerated on campus or in the residence halls. Violations of this policy will result in severe disciplinary action, which may include expulsion from the residence halls.

### ***Fire Safety***

It is against Federal and State laws to tamper with any part of a building fire system or with any fire hose, extinguisher, sprinkler system, or smoke alarm (including electrical panels connected to said equipment). Tampering with any equipment will result in a \$250 fine plus the cost of any replacement equipment. **DO NOT touch the fire sprinklers at any time!** Any person sending a false alarm or violating any provision of the Federal or State fire laws is subject to a fine imposed by the University, civil prosecution, and possible dismissal from the University. Failure to exit a residence hall during a building fire alarm will result in a \$100 fine. In accordance with San Rafael fire code regulations, a maximum of ten people is permitted in a residence hall room at any one time.

### ***Furniture***

Students must not move University equipment or furniture from their assigned room or public areas of the residence halls. The University reserves the right of entry to student rooms by designated personnel to inspect furniture and equipment and to make necessary repairs. Students found with lounge furniture in their rooms will be fined \$50 per item each day past notification.

### ***Guests***

Please refer to Visitor and Cohabitation Policy.

### ***Harassment and Intimidation***

Physical, written or verbal intimidation, harassment or abuse of other students or staff is prohibited. Any students found in violation of this policy will face immediate disciplinary action. Any person not currently attending Dominican University who is in violation of this policy will be restricted from campus, as well as face possible legal action.

### ***Musical Instruments***

Musical instruments are not to be used in the residence halls.

### ***Lounge Etiquette***

Please remember that the common lounges in the residence halls are communal gathering spaces. We encourage students to use these spaces, and to respect the following guidelines:

- There is absolutely no sleeping in the lounge / common area;
- Students in the lounge/common areas should be dressed appropriately;
- Residents, guests and visitors are to pick up after themselves when leaving the lounge / common area;
- Residents, guests and visitors are to keep the TV volume at a reasonable level and are reminded to turn off the TV when leaving the lounge / common area;
- Personal items are not to be left in the lounge overnight;
- All furniture is to remain in the lounge / common area.

### ***Noise and Quiet Hours***

Quiet Hours are posted in each residence hall. The hours prior to the official Quiet Hours should not be considered "noisy hours." Unreasonable noise at any time that interferes with the rights of others is not permitted. During final exams the Quiet Hours are extended to 24 hours per day.

### ***Painting & Walls***

Students are not permitted to paint their room or bathroom and will be charged for the cost of re-painting. Room painting is on a schedule established by the Director of Facilities and Director of Residence Life. Students should use painter's tape (looks like blue masking tape) or museum putty to attach posters, etc. to the walls. Duct tape, masking tape, and nails are not permitted as they will

damage the walls. Students who have caused excessive damage to their walls will be billed for the cost of repainting the entire room.

### **Pets**

Animals of any kind are prohibited inside the residence halls. Service animals, with proper documentation, are permissible (see Animal/Pet Policy). If a student is found responsible for bringing an animal into the residence halls, he/she will be required to find an alternate home for the animal, and will be responsible for the cost of any necessary cleaning.

### **Right of Entry**

The University reserves the right to enter any student's room or apartment without notice for the following reasons:

- to inspect condition of room and compliance with safety regulations;
- repair, maintain, or clean;
- respond to reported or perceived emergency situations;
- enforce University Policy and investigate possible violations thereof;
- inspect rooms and/or apartments to ensure that the building is vacated in fire drills, during vacation periods, and in health and safety emergencies.

Authorized representatives of the University may respond to violations of law or policy discovered upon entering a student's room or apartment. Rooms and apartments will be searched only with the voluntary consent of the student and typically 24 hours notice will be given unless an Administrative Search Authorization has been granted by the Dean of Students (or appropriate designee), or a search warrant has been issued by a court of law. The occupant(s) will be informed of the reason for any room or apartment search. The Right of Entry is intended to protect the well-being of the students and to promote safety within the student community.

### **Room or Roommate Changes**

Sharing a living space requires significant adjustment on the part of all students. When issues arise, it is best for all parties involved to sit down with one another and discuss the situation in a timely manner. Students who encounter a difficult living situation should speak with a member of the residence life staff. Staff members can provide information and resources to students on resolving most roommate issues. Room changes are possible after all other options have been exhausted and only with the permission of the Director of Residence Life. Residents are not permitted to change rooms, or allow another resident to move into an empty space in their room, without proper authorization from the Director of Residence Life. No student shall allow anyone to live in his/her room who is not assigned by the Director of Residence Life. Students found in violation of this policy will face disciplinary action and may be fined.

### **Solicitation & Vendor Policy**

The Dominican University Vendor Policy described in the Student Handbook applies in its entirety to the residence halls. No one is permitted to go door-to-door in the residence halls for the purpose of sales or solicitation. Please contact your RA immediately if a solicitor approaches you.

### **Vandalism**

The willful destruction of any University property is prohibited. Any student found responsible for vandalism will face disciplinary action by the University and be held for full restitution for replacement or repairs. PLEASE NOTE: If no one person claims responsibility for the vandalism, the cost of replacement or repairs will be evenly divided among all residents of that residence hall or floor.

### **Visitor & Cohabitation Policy**

Residence halls are communities and the students who choose to live on campus accept the rights and responsibilities associated with communal living. More specifically, Dominican believes that students, by agreeing to live on campus, agree to certain roommate rights, including the right to sleep undisturbed in one's room without noise caused by roommates or guests, to have free access to one's room and its facilities without pressure or interference from roommates, and to personal privacy. Roommates and suitemates should always discuss during the first days of the academic year the rules that will govern how they operate within the room and suite. Agreements should be reviewed periodically by the residents of a room.

Students have helped to develop a policy on visitation and cohabitation based on their experiences in

the halls and their understanding of what works here. Students, and roommates in particular, are expected to engage with each other in a positive, respectful manner, even when dealing with conflicts. It is doubtful that any roommates make it through a year without disagreements. The hallmark of "good" roommates is their willingness to calmly talk through their differences, and to seek compromise when appropriate. Students are encouraged to bear in mind that their actions may influence the entire student community. Sometimes the intervention of a facilitator (for example, the resident advisor) may be necessary for students in a room or suite to work out their differences.

Occasionally problems arise because of guests in a room. In the Dominican residence halls, a visitor is defined as any person, including another Dominican student, who has not been assigned to live in the room he/she is temporarily occupying. Guests are welcome; however, all hosts and guests are expected to abide by regulations that have been developed by students to assure the consideration of and respect of the host's roommates, suitemates, and members of the hall. Student hosts have the responsibility to inform their guests of University rules and regulations, and to inform their room/suitemates in advance of the arrival of a guest.

In general, visitors must vacate rooms by midnight each evening, not to return before noon of the following day, unless all residents of the room agree that the visitor may stay. If roommates (and suitemates as appropriate) agree to have a visitor stay beyond midnight the student host must register the guest with the RA. There are times when students may wish to study in their room with other students or classmates beyond midnight. Occasional late study hours are reasonable by most student standards and need not be cleared with the RA; however, all residents of the room must agree to having extended study sessions continue beyond midnight.

No guest may remain in the residence halls for more than three consecutive nights without permission of the Director of Residence Life. Violation of this policy may result in a \$50 fine per night for the host of a guest.

**Cohabitation** is never allowed in University residence halls. Cohabitation is defined as any visitation that disrupts the living unit or violates University social standards. Excessive and/or extended visitation is not allowed. The policy applies to a student's friends and to the student's sexual partners. The University will take appropriate disciplinary action against students who violate the cohabitation policy. Students who violate the cohabitation policy will meet with the Director of Residence Life for a first offense. The Director has the discretion of determining an appropriate sanction for the violation. For a second offense the student violator will be charged a fine of not less than fifty (\$50) dollars. A third violation warrants dismissal from the residence halls. Some offenses may warrant an immediate dismissal no matter how many times the student has violated the policy.

Because men and women students frequently congregate in each other's rooms, a bathroom usage policy is necessary. Someone of the opposite sex should use the bathroom or the shower only with the consent of all roommates/suitemates, and never when an occupant of the room is using the bathroom or shower facilities. Student hosts have the responsibility to check with roommates and suitemates when someone of the opposite sex is using the facilities. For example, it is reasonable for the host to inform suitemates when someone of the opposite sex is using the bathroom. Residents of a room/suite should always discuss their comfort with this policy; they may collectively decide upon a more restrictive one.

Guests should be told by hosts that they may never park overnight in any of the residence hall lots and must obey all parking regulations on campus.

### **Water Beds**

For safety reasons, waterbeds are not permitted in student rooms.

### **Windows and Roof Policy**

Throwing or placing any object in or out residence hall windows, or climbing in or out of residence hall windows, is prohibited. Students are not permitted on the roof of any residence hall at any time. Residents of Meadowlands with small balconies outside their windows are not permitted to go out on the balconies. They are considered decorative elements only and are not structurally reinforced to support occupants. Fire escapes are not considered balconies and are not to be used except in case of an emergency. Students found in violation of this policy will face disciplinary action by the University or civil action by the Fire Marshall of San Rafael.



# RESIDENTIAL LIFE CONDUCT PROCESS

Students choosing to live on campus are responsible for knowing and observing the policies of the University and the residence halls as set forth in the Student Handbook, the Residence Life Addendum, and the housing contract. Specifically, residents are personally responsible for any and all actions taking place in their residence hall room.

## INCIDENT REPORTS & DOCUMENTATION

When a violation of policy occurs, or there is a complaint regarding student action/behavior, an incident report/documentation is filed with the Director of Residence Life. An Incident Report is a written statement, submitted to the Director of Residence Life by a member of the Residence Life Staff or other student, which details alleged violations of policy or serves as a formal complaint regarding a student's actions or behavior. An Incident Report is not a judgment, nor does it imply guilt.

A student who receives an initial Incident Report may be required to meet with the Director of Residence Life to discuss the report. This meeting may or may not include the RA(s) or students who filed the incident report. The purpose of the meeting will be to discuss the events surrounding the potential policy violation and to give the student(s) the opportunity to provide his/her/their view of incident.

Each Incident Report will be kept in the student's permanent file for their duration of stay in the residence halls. Students do not necessarily begin each year with a "clean slate." Additional Incident Reports during their time on campus will be examined with full knowledge of those already on file. Continued policy violations will result in limited choices for room selection and possibly more serious disciplinary action.

## SANCTIONS FOR VIOLATIONS OF RESIDENCE HALL POLICY

In a case where it is clear that the student(s) who was issued the Incident Report was involved in a policy violation and the student(s) admits to his/her/their involvement, the Director of Residence Life will issue a sanction to the student(s). The input the student has given will be taken into consideration when determining a sanction. The sanction given to a student involved in a policy violation is designed to be educational, not punitive. The purpose of a sanction is to challenge students to examine their behavior. Possible sanctions include, but are not limited to:

- **Official Warning:** Behavior is inappropriate and unacceptable. More serious action could result if the behavior continues.
- **Community Service:** The student is given a project that facilitates learning and that benefits the community.
- **Monetary fines:** Commensurate to the significant of the violation
- **Counseling:** a recommendation that a student sees a counselor or be referred to an off-campus agency.
- **Restitution:** For damage to University property or other property as appropriate.
- **Residence Hall Probation:** A period of time specified for observing and evaluating student's conduct, with or without special conditions.
- **Relocation:** The student must move to another floor or hall in order to have a new start in a positive atmosphere.
- **Suspension:** A student will be suspended from the residence hall or the University for a specified period of time. After that time, a student may or may not be eligible to re-apply for on-campus housing.
- **Permanent Expulsion** from Dominican University Residence Halls.
- **Expulsion** from Dominican University.

## DUE PROCESS

In the case where a student has received an Incident Report and denies any involvement in the incident, and a meeting with the Director of Residence Life has been inconclusive, the student will meet with the Dean of Students. The Dean may choose to include the RA or student who filed the

report at this meeting in an attempt to facilitate a resolution to the situation. At this time, the student named in the documentation may bring to the meeting a peer to act as his/her advocate. Following this meeting and any necessary investigation, the Dean of Students will determine the appropriate sanction for the student(s) involved.

### ***Appeal Process for Residence Hall Violations***

When the student meets with the Director of Residence Life and (a) denies involvement in the incident, and there is conflicting evidence regarding the student's involvement, or (b) wishes to appeal the decision of the Director of Residence Life, the student will then be required to appear before the Dean of Students. The Dean will hear the case and do one of the following:

1. Uphold the decision of the Director of Residence Life and/or modify the sanction.\*
2. Overturn the decision of the Director of Residence Life and/or modify the sanction.\*
3. Refer the case to the Student Conduct Board for further peer review.

The University does not practice a "three strikes, you're out" policy. We reserve the right to sanction according to each incident, which may be on the first violation or the fourth, depending on each case and the severity of the incident involved. All decisions and reviews will be confidential.

*\*The student may appeal any decision of the Director of Residence Life to the Dean of Students or the Student Conduct Board. The Student Conduct Board reserves the right to choose which cases will be heard.*

# DOMINICAN UNIVERSITY OF CALIFORNIA

## 2012-2013 ACADEMIC YEAR

### HOUSING AND DINING CONTRACT

(ABBREVIATED VERSION: OFFICIAL SIGNED COPY IN THE DEPARTMENT OF RESIDENCE LIFE)

This is an agreement between DOMINICAN UNIVERSITY OF CALIFORNIA, hereinafter "UNIVERSITY," and the undersigned STUDENT. The UNIVERSITY and the STUDENT both agree to enter into this agreement upon the following terms and conditions. This contract is non-transferable and the STUDENT shall not assign it or attempt to sublet the premises

#### A. Terms of Agreement.

1. **Term of Occupancy.** The term of this contract shall be for the ENTIRE 2012-2013 academic year and the scheduled dates of occupancy may be subject to change:

Fall 2012 Semester:

Open: August 15, 2012 (new students)

August 18, 2012 (continuing students)

Close: December 8, 2012 (all students)

Spring 2013 Semester:

Open: January 20, 2013 (all students)

Close: May 16, 2013 (cont. students)

May 18, 2013 (graduating students)

2. **Winter Break.** STUDENTS must vacate their rooms for the entire winter break period.
3. **Holdover Fee.** If the STUDENT does not vacate the premises during the Winter break period or at the end of the term of occupancy, the UNIVERSITY reserves the right to charge a \$100 per day holdover fee.
4. **Advance Cancellation.** The STUDENT may terminate this agreement and cancel a reservation for room and/or board by giving written notice to the Director of Residence Life at least thirty (30) days prior to the beginning of the occupancy period.
5. **Late Cancellation.** The STUDENT may request to terminate this agreement and cancel a reservation for room and/or board upon less than thirty (30) days' notice prior to the beginning of the occupancy period, or during the occupancy period, by submitting a written request to the Dean of Students, which request shall include the STUDENT'S statement of reasons. The UNIVERSITY may, in its sole discretion, grant or deny the request and may require the STUDENT to provide appropriate verification of the reasons supporting the request. If a request is granted during the occupancy period, the UNIVERSITY will assess the STUDENT pro rata charges and a late cancellation fee of \$500.
6. **Room and Board Fees.** The fees for room and board vary depending on choice of meal plan and room occupancy. These fees may be paid in full in advance of the occupancy period or pursuant to a schedule provided by the Director of Residence Life which schedule, once provided to the STUDENT, becomes a part of this agreement and STUDENT agrees to make all payments promptly when due. The following room and board fees apply **per semester**:

Room Rate	10 Meal Plan = \$2,700	14 Meal Plan = \$2,750	19 Meal Plan = \$3.030
Single = \$4,740	\$7,440	\$7,490	\$7,770
Double = \$3,940	\$6,640	\$6,690	\$6,970
Triple = \$3,240	\$5,940	\$5,990	\$6,270

7. **License.** This agreement is a license only, and no lease or any other interest in real property is created.
8. **Unavailability.** In the event that the UNIVERSITY cannot provide housing due to conditions not reasonably foreseen at the time this agreement is entered into (but not as a result of conditions caused by the STUDENT), the STUDENT shall be entitled to a pro rata refund of any fees applicable to periods after the STUDENT was required to vacate. Such conditions include, but are not limited to, damage caused by floods, slides, fire, earthquake, other natural disasters and vandalism; civil disorder; compliance with state or federal law; interruption of basic services be-

cause of labor strife; and a drop in the rate of cancellations not reasonably foreseen by the UNIVERSITY if such a drop results in an overbooking of available housing facilities.

## **B. University Rights and Responsibilities.**

1. **Room Assignment.** The UNIVERSITY shall assign the STUDENT to a specific room without regard to race, religion, sexual orientation, or national origin. The STUDENT may request a specific room, in which event the Director of Residence Life will reasonably endeavor to give priority to students on the basis of seniority. During the term of this contract the UNIVERSITY shall have the right to reassign the STUDENT to a different room, or change the room occupancy, at any time and without the consent of the STUDENT. In the event that the room occupancy is changed, the UNIVERSITY will adjust the STUDENT'S room rate to a prorated amount. The UNIVERSITY does not promise or guarantee specific rooms, halls, or roommates furnishings may vary by residence hall and room, and no promises or guarantees are made with regard thereto.
2. **Right of Entry.** The University reserves the right to enter any STUDENT'S room without notice for the following reasons:
  - a) to show the room to a prospective student;
  - b) to inspect for condition of room and compliance with safety regulations;
  - c) to repair, maintain, or clean;
  - d) to respond to reported or perceived emergency situations;
  - e) to enforce University policies and investigate possible violations thereof.

Authorized representatives of the UNIVERSITY may respond to violations of law or UNIVERSITY policy discovered upon entering a STUDENT'S room. Rooms will be searched only with the voluntary consent of the STUDENT and typically 24 hours notice will be given unless an Administrative Search authorization has been granted by the Dean of Students (or their designee), or a search warrant has been issued by a court of law. The occupant(s) will be informed of the reason for any room search. STUDENTS are urged to review the full text of this policy in the Student Handbook.

3. **Meal Plan.** The UNIVERSITY shall provide the STUDENT with an option of three meal plans, of 10, 14 or 19 meals per week. The STUDENT ***MUST*** choose one of the three meal plans. If the STUDENT fails to indicate a choice, he or she will be automatically assigned to the 14 meals per week plan. Meal plans may only be changed during the first week of the Fall and Spring semesters. In order to change plans the STUDENT must do so in writing, addressed to the Director of Residence Life. No credit or refund will be given for meals not eaten by the STUDENT. Each meal plan is non-transferable and for the exclusive use of the STUDENT.
4. **Termination.** The UNIVERSITY may terminate this agreement in its sole discretion, and assess the STUDENT for the price of room and board for the full occupancy period together with all nonrefundable fees upon the occurrence of any of the following: (a) the STUDENT'S abandonment of the premises; (b) the STUDENT'S violation of the rules of student behavior (Section C.1 herein); (c) the STUDENT'S loss of eligibility (Section C.2 herein); or (d) the STUDENT'S breach of any term or condition of this agreement, including failure timely to pay fees. In the event of termination by the UNIVERSITY, the UNIVERSITY shall provide the STUDENT not less than three (3) days written notice, except in cases of emergency. In the event the UNIVERSITY terminates this agreement, the STUDENT shall remain financially responsible for all payments of room and board until the end of the contract period or until the UNIVERSITY secures a satisfactory replacement, whichever occurs first.
5. **Internet & Television.** The UNIVERSITY agrees to install and maintain data hub boxes (at least one per room); these boxes include connections for internet and cable TV. The STUDENT agrees to strictly abide by the Information Technology (IT) policies contained in and referred to in the Dominican University Student Handbook.
6. **Cleaning.** The UNIVERSITY agrees reasonably to maintain and clean common areas of

the residence halls. Common areas are to be defined by the Director of Residence Life, but generally include common hallways, stairways, lounges and other shared space in the residence halls. STUDENTS are responsible for cleaning assigned rooms and bathrooms.

7. **Mailboxes.** The UNIVERSITY shall provide the STUDENT with the use of one mailbox.

### C. Student Rights and Responsibilities.

1. **Student Behavior.** The STUDENT agrees to strictly abide by the Dominican University Student Handbook and the Residence Hall Policies and Guidelines and the Student Code of Conduct contained therein, the 2008 - 2010 Undergraduate and Graduate Catalog, and by all UNIVERSITY policies and procedures, including any policies or rules as determined by the Office of Student Life. The UNIVERSITY reserves the right to terminate this contract for any violation of UNIVERSITY policy (Section B.4 herein).

The STUDENT agrees that the UNIVERSITY may, from time to time and without prior notice, promulgate and enforce additional rules and regulations which may be reasonably necessary or appropriate for the safety, care and cleanliness of the room or residence hall, the general operation of the UNIVERSITY, or for the general welfare of the residents, and the STUDENT agrees to observe such rules and regulations.

The STUDENT also agrees to obey all federal, state, and local laws. The STUDENT agrees to respect the rights, privileges, and property of other members of the UNIVERSITY community. The STUDENT agrees to refrain from doing anything that acts as a detriment to themselves, others, or the community.

If the STUDENT violates this section of the contract, the STUDENT understands and agrees that disciplinary action may be taken by the Student Conduct Board or the Director of Residence Life, including the termination of this contract, including dismissal, withdrawal from the UNIVERSITY, or exclusion from on-campus housing, in which event the STUDENT shall vacate the assigned room within 48 hours of notification. The STUDENT shall remain financially responsible for all payments of room and board until the end of the contract period or until the UNIVERSITY secures a replacement, whichever occurs first.

2. **Eligibility.** The STUDENT must be a regularly enrolled, full-time, registered student of DOMINICAN UNIVERSITY OF CALIFORNIA, as defined by the Director of Residence Life, for the term of this contract. The UNIVERSITY reserves the right to terminate this contract for any loss of eligibility (Section B.4 herein). Additionally, in support of the UNIVERSITY'S academic mission, the STUDENT must maintain a minimum grade point average (GPA) of 2.00 to remain in the residence halls. If the STUDENT'S GPA falls below the minimum standards set, he or she will be placed on Residence Hall Probation for the following semester. If the STUDENT fails to sufficiently improve his or her GPA, this contract shall be terminated at the discretion of the Director of Residence Life.
3. **Room Assignments.** The STUDENT shall not permit any other person, including any children of the STUDENT, to occupy his or her assigned space. Also, the STUDENT may not transfer to another UNIVERSITY housing space without first obtaining the written permission of the Director of Residence Life. Permission to transfer is at the sole discretion of the Director of Residence Life, and unauthorized transfers will result in disciplinary action.
4. **Damage.** The STUDENT shall not change, modify, or alter any room, its fixtures, furnishings, equipment, or decoration without the written consent of the Director of Residence Life. The cost of any unauthorized change, loss or damage to the residence hall, any room, its fixtures, furnishings, equipment, or decoration shall be charged to the STUDENT if either the STUDENT or his or her guest or invitee is the cause. Reasonable costs will be determined by the UNIVERSITY and payment of such costs shall be due and payable within 10 days of receipt of notice. The UNIVERSITY reserves the right to collect a security deposit of up to \$500 from the STUDENT against which these costs may be deducted. The Director of Residence Life will complete a Room Condition Report upon the termination or expiration of this agreement, and the UNIVERSITY reserves the right to override the damage assessment on the Report if the Director of Residence Life discovers damages

after the STUDENT'S departure.

Each student sharing a residence hall room shall be jointly and individually liable for damage occurring to that room, and the cost of repairing such loss or damage shall be charged pro rata to each student occupying the room, unless after reasonable investigation, the UNIVERSITY determines that the cause of such damage was beyond the reasonable control of the STUDENT. If the STUDENT or his or her guest or invitee is the cause of any damage to the common or public areas of the residence hall, the STUDENT will be jointly and individually liable with other involved students, for any damages done to the common or public areas.

5. **Keys.** The STUDENT is responsible for the room key at all times once the key has been issued to the STUDENT. If the STUDENT loses or misplaces the key, the UNIVERSITY reserves the right to charge the STUDENT \$50 for a new key or \$250 for the cost of installing a new lock and issuing new keys.
6. **Maintenance.** It is the responsibility of the STUDENT to clean and maintain his or her room, bathroom, furnishings, and fixtures during the term of this contract. The STUDENT also agrees to leave his or her room in a clean and orderly condition at the termination or expiration of the contract. If this section of the agreement is not followed, the UNIVERSITY reserves the right to charge the STUDENT for cleaning, and may deduct this cost from the STUDENT'S security deposit if a deposit has been collected.
7. **Fire Safety.** The STUDENT understands and agrees to observe all fire safety measures. All persons are required to evacuate the residence hall any time an alarm sounds and follow evacuation instructions given by the hall staff. During an evacuation, staff may enter individual rooms to verify evacuation. No person is allowed to re-enter the hall during an evacuation until approved by staff or emergency personnel. Intentional misuse of, tampering with or obstruction of the fire safety system or firefighting equipment (e.g., fire alarm, fire extinguisher, emergency exit signs, smoke detectors, fire sprinkler heads, etc.) is a violation of UNIVERSITY policy and local ordinances.
8. **Dangerous Materials or Possessions.** The STUDENT shall not possess any firearm, ammunition, fireworks, explosives, highly flammable material, dangerous weapons or any other material or instrument which poses an unreasonable risk of damage or injury to the STUDENT, other residents or any member of the UNIVERSITY community.
9. **Communicable Diseases.** The STUDENT understands and agrees to observe all medical safety measures. Any resident diagnosed with or suspected of having a communicable disease (e.g., influenza, measles, tuberculosis) may be sent home during the infectious period or quarantined in his or her room while waiting for a diagnosis. If the STUDENT is exposed to a communicable disease, he or she should make an appointment with student health services, to discuss the possible exposure, symptoms and treatment.
10. **Quiet Hours.** The STUDENT understands and agrees to observe quiet hour guidelines as posted. During these times, all noise shall be held to a minimum. During all other times, reasonable respect of other residents should be shown.
11. **Visitors.** The STUDENT shall permit no visitors, guests or invitees to enter the residence halls or private grounds except as permitted in UNIVERSITY policies, and shall be responsible for their behavior while they are on UNIVERSITY property.

#### **D. General Provisions.**

1. **Fee Increases.** The UNIVERSITY may, at its sole discretion, increase room and board fees up to 10% with 30 days notice.
2. **Liability.** The UNIVERSITY assumes no responsibility for the STUDENT'S personal property at any time, including periods when the STUDENT is not in occupancy or after the term of the occupancy has expired. Personal property includes, but is not limited to, automobiles parked on-campus, personal property in rooms, common areas or on-campus storage, and any property left after expiration or termination of this contract. If the STUDENT abandons the room, the UNIVERSITY may consider any personal property left on

the premises also to be abandoned and may dispose of it at the STUDENT'S expense in any manner allowed by law. The UNIVERSITY shall not be responsible for bodily injuries, including death, property loss or damage, due to the STUDENT'S use of residence hall facilities, unless such injury loss or damage resulted from the negligence of the UNIVERSITY.

3. **Insurance.** The UNIVERSITY provides no insurance or financial protection for the STUDENT'S personal property at any time, including periods when the STUDENT is not in occupancy or after the term of the occupancy has expired. The UNIVERSITY encourages the STUDENT to acquire renter's insurance from an authorized agent.
4. **Taxable Possessory Interest.** It is the position of the UNIVERSITY that this agreement does not create a taxable possessory interest in real property. However, the STUDENT is hereby notified that a taxing authority may take a contrary view and may assess this agreement.
5. **Waiver, Modification, Entire Agreement and Severability.** Any waiver or non-enforcement by the UNIVERSITY of any term or condition of this contract shall in no way constitute a waiver of any subsequent breach of the same or any other term or condition of this contract. This Agreement constitutes the complete and entire agreement between the parties, supersedes all prior agreements, oral and written, and may not be modified except in writing signed by both parties. If any term of this agreement is found to be illegal, void or otherwise unenforceable, it shall be severed here from without affecting the validity of the remainder of the agreement.
6. **Attorney Fees, Choice of Law and Acceptance.** The STUDENT agrees to pay all fees and costs, including reasonable attorneys' fees, that shall be incurred by the UNIVERSITY in enforcing this contract. This Agreement shall be governed by and construed under the laws of the State of California. Completion and delivery of this agreement by the STUDENT does not constitute acceptance by the UNIVERSITY. This agreement is approved and accepted by the UNIVERSITY only when signed by the representative of the Department of Residence Life in the appropriate space contained herein.

# DIVERSITY DECLARATION

Dominican University of California declares that its commitment to diversity and the fulfillment of its educational mission is best achieved when every member of the University community upholds in thought, word, and deed:

***“E Pluribus Unum; Ut Unum Sint\*.** Two profound visions -- our American civic tradition and our Catholic religious heritage -- inform Dominican University of California’s commitment to the principle of pluralism and to the dream of a reconciled community. Faithful to these birthrights, Dominican seeks to nurture attitudes and behaviors that promote global awareness, inclusive sensibilities, and respect for the dignity of each individual regardless of race, religion, ethnicity, gender, sexual orientation, age, socio-economic status, culture, political conviction, or disability -- all in the light of the Truth that breathes forth love and in the hope of a common life that transforms the world.”*

Consistent with the above declaration and Dominican ideals, the University recommends that every member of the community support and express his or her active commitment to diversity utilizing the guiding principles stated below:

- All members of the University community are collectively responsible for enabling and institutionalizing diversity throughout the University
- All members of the University community consider diversity constructively in all planning, policy, decision-making, procedural, academic and administrative operations throughout the University
- All members of the University community refuse to accept any behavior or action that is diversity intolerant, insensitive, and or discriminatory
- All members of the University community promote an on-campus environment that values equity and access of opportunity for all of its participants irrespective of background, nationality, culture, religion, class, race, ethnicity, sex, gender, sexual orientation, and disability

\* *“Out of many, one; that all may be one”*



# **FERPA: FAMILY EDUCATION RIGHTS AND PRIVACY ACT**

## **ANNUAL NOTIFICATION OF RIGHTS UNDER FERPA - 2012**

The Family Educational Rights and Privacy Act of 1974 (FERPA) affords students certain rights with respect to their education records. These rights include:

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

A student should submit to the Registrar a written request that identifies the record(s) the student wishes to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

**The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.**

A student who wishes to ask the University to amend a record should write the Registrar, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the University decides not to amend the record as requested, the University will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

**The right to provide written consent before the University discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.\***

The University discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted as its agent to provide a service instead of using University employees or officials (such as an attorney or auditor, emergency notification services such as Connect-Ed, or a collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the University. [*see below for 2012 update*]

**The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA.**

The name and address of the Office that administers FERPA is:

*Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901*

**\*UPDATE TO ANNUAL FERPA NOTICE - EFFECTIVE 2012:**

As of January 3, 2012, the U.S. Department of Education's FERPA regulations expand the circumstances under which your education records and personally identifiable information (PII) contained in such records — including your Social Security Number, grades, or other private information — may be accessed without your consent.

First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities ("Federal and State Authorities") may allow access to your records and PII without your consent to any third party designated by a Federal or State Authority to evaluate a federal- or state-supported education program. The evaluation may relate to any program that is "principally engaged in the provision of education," such as early childhood education and job training, as well as any program that is administered by an education agency or institution.

Second, Federal and State Authorities may allow access to your education records and PII without your consent to researchers performing certain types of studies, in certain cases even when we object to or do not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive your PII, but the Authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without your consent PII from your education records, and they may track your participation in education and other programs by linking such PII to other personal information about you that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

# FOUR-YEAR CAREER PLANNER

Brought to you by the Office of Career and Internship Services

[www.dominican.edu/careerservices](http://www.dominican.edu/careerservices)

Each year in college, you can take steps that will make deciding upon a career and finding a job a little easier and more focused. Our goal is to help you build the skills for lifetime career satisfaction. Remember, wherever you're going, we'll help you get there.

## Freshman Year

- Your first priority is to adjust to campus life by learning how to balance academic requirements with campus activities, and connect with advisors and faculty in areas that interest you.
- To familiarize yourself with Career and Internship Services programs, resources, and services, check the Career/Internship Services' website, read our brochure or schedule an appointment with the Career Services staff.
- Explore interesting majors on Career Services website.
- Attend the Majors Fair in fall to learn more about Dominican's majors and minors.

Identify and clarify your interests, skills and values to understand how to find a good career fit. Complete self-assessment exercises and explore occupations. Assess your interests or meet with a career counselor for additional assessments.

- Meet with a career counselor if you would like individual career counseling.
- Become involved in on-campus activities in leadership positions. Consider working in an on-campus or part-time job to gain work experience.
- Talk to friends, family and acquaintances about interesting places to work and jobs they may hold. Ask for an *Informational Interviewing* handout.
- Volunteer for community service.

## **After Freshman Year:**

Obtain work experience through a summer job, internship or volunteer position. Or, travel and learn about other cultures and languages.

## Sophomore Year

- Continue to explore career and occupational information.
- Take a resume-writing workshop and begin writing your resume. Bring to a career counselor for review.
- Declare a major if you have not yet done so. Reflect on what courses you have really enjoyed and related career opportunities.
- Contact alumni in your field of interest to request an informational interview at <http://alumni.dominican.edu>.
- Attend internship and career fairs to meet with employers and get information.
- Familiarize yourself with a wide range of recommended career information websites. Visit Career/Internship Services for a list of recommended website links and handouts.
- Identify organizations and associations in your area of interest for internship possibilities, informational interviews, and career information.
- Continue to be involved in campus and community activities in leadership positions.
- Consider junior year abroad, an internship or summer job opportunities that are related to your major or area of interest.

## **After Sophomore Year:**

Seek a summer job or internship. Build good references and contacts. Develop job-related language and computer skills. Develop workplace maturity and knowledge.

## **Junior Year**

- Register for an internship to get experience in your field.
- Attend Graduate School event to gather information on graduate school entrance and other information.
- Connect with employers at Career/Internship Fairs to explore career opportunities.
- Participate in job search and interviewing workshops. Practice mock interviewing.
- Conduct 3 to 5 information interviews with professionals in the field and shadow them in their jobs if possible. Network, network, and network!
- Research potential employers and meet and talk to people who work there.
- Join at least one professional organization to make contacts with people in your field.
- Update your resume, if needed.

**After Junior Year:** Get a summer job or internship in your chosen field. Continue to develop workplace skills. Inventory your interests, knowledge and skills in your resume to focus on a specific field or job position. Consider graduate school.

## **Senior Year**

- Register for an internship if you have not already done so, or complete an additional internship to further round out your experience.
- Attend “Job Search Seminar” – a must for all seniors!
- Attend career fairs and meet with employers recruiting on campus
- Visit the career services office to have your updated resume critiqued and get some ideas and tips for the job search or graduate school information.
- Develop a potential employer list with contact names and addresses to contact for career and job information.
- Research salaries in your field and in the companies that interest you.
- Read publications about your major and field of interest on a regular basis.
- Continue to network, network, and network!
- Contact alumni in your field of interest for career information/contacts at <http://alumni.dominican.edu>.
- Apply for jobs and/or complete graduate school applications.
- Consider your offers in relation to your career objectives. Discuss with your career and faculty advisors.
- Obtain faculty letters of recommendation, if needed.
- Celebrate!

**After Senior Year:** Congratulations! You ready to begin work in your chosen field or graduate school. Career and Internship Services are available to help you manage your career.

# COMMITMENT TO SUSTAINABILITY

According to a majority of the world's experts, there is overwhelming evidence that the bio-systems on Earth are headed for environmental catastrophe. Leading scientists tell us we have arrived at this crisis point because of the way we have organized our society from a social, cultural, economic and technological perspective that relies on over-harvesting the common bounty of our planet for short-term gain. The Society for College and University Planning states: "There is no better place than on our college campuses to make the changes in policy, action, and learning that can set our entire society on a more sustainable path. Higher education's primary function is to produce the graduates and knowledge that will result in a thriving, secure, and civil society now and in the future. Higher education institutions bear a profound moral responsibility to increase the awareness, knowledge, skills, and values needed to create a just and sustainable future."

## ***Dominican's Commitment to Environmental Sustainability "Green Statement"***

Dominican University of California will model and instill the values and theories of reverence, interdependence, sustainability, social justice and stewardship into the entirety of its learning environment. The Dominican learning environment encompasses the education programs as well as maintaining green working and living spaces, and adopting policies and business practices that minimize our environmental footprint. Dominican strives to increase the awareness, knowledge, skills and sense of purpose within our students, faculty, staff and community to best meet the needs of the present, while creating a future that is just and sustainable for all.

## ***Guiding Principles***

- Sustainability is a way of thinking about everything that we do.
- Our educational programs speak to our impact on the environment as a University and as individuals.
- Our campus community members take personal responsibility for creating and using sustainable practices and principles in their daily work.
- Our present time decisions and actions consider the effect upon the larger global community and future generations.
- We strive to employ business practices that provide a balance of economic, environmental and social benefits.
- Our University master plan incorporates green building practices.
- We use resources efficiently and effectively (reduce, re-use, recycle).
- We reduce the use and production of hazardous materials in our living, working and educational environments.

## ***Greener Dominican Task Force***

This group supports the University becoming more environmentally sustainable and it collaborates with local and international partners making Dominican more known as an educational center for environmental sustainability. Its role is to serve as a resource to the University by assessing environmental policies, procedures and practices leading to the development of plans of action that will help Dominican to become a model of environmental sustainability, and to draft both short and long term plans related to the following areas;

- waste management including recycling,
- purchasing practices that give preference to recycled and fair trade products,
- landscape and grounds,
- use of technology to reduce the use of resources (e.g. energy, paper, etc),
- organic and local buying,
- transportation and parking,
- hazardous waste minimization,
- incorporating sustainability in Dominican's strategic planning,
- building and remodeling practices.

***Please do your part in helping our environment by NOT littering  
and by utilizing campus recycling whenever possible.***

# EMERGENCY PROCEDURES & PREPAREDNESS

## FIRE EVACUATION PROCEDURES

- Exit the building as safely and quickly as possible if:
  - Fire alarm sounds
  - You smell gas
  - You smell or see smoke
  - You are instructed to evacuate
- Leave the building via nearest stairway or exit
- DO NOT use elevators
- Assist those with disabilities or those in need to exit the building
- Gather at the evacuation assembly area
- DO NOT return to the evacuated building until instructed that it is safe to do so.

**Residence Hall Students** – Please gather at the designated assembly areas listed below:

- Meadowlands: gather on the lawn in front of the mansion.
- Fanjeaux & Pennafort: gather in the Heritage and Alumni House parking lot.
- Edgell Village: gather at Caleruega Plaza (stay away from Shield Room windows).

## EARTHQUAKE PROCEDURES

- **Indoors:** **Drop, cover, & hold on.** Drop to the floor; take cover under a sturdy desk/table, and hold on to it firmly. Be prepared to move with it until the shaking stops. If not near a desk or table, drop to the floor against the interior wall and protect your head and neck with your arms. Avoid exterior walls, windows, hanging objects, mirrors, tall furniture, large appliances, and cabinets with heavy objects or glass. Do not go outside!
- **In bed:** If you are in bed, hold on and stay there, protecting your head with a pillow. You are less likely to be injured staying where you are. Broken glass on the floor has caused injury to those who have rolled to the floor or tried to get to doorways.
- **Outdoors:** Move to a clear area if you can safely do so; avoid power lines, trees, signs, buildings, vehicles, and other hazards. If you are driving, pull over to the side of the road, stop, and set the parking brake. Avoid overpasses, bridges, power lines, signs and other hazards. Stay inside the vehicle until the shaking is over. If a power line falls on the car, stay inside until a trained person removes the wire.

**Residence Hall Students** – Please gather at the designated assembly areas listed below:

- Meadowlands: gather on the lawn in front of the mansion.
- Fanjeaux & Pennafort: gather in the Heritage and Alumni House parking lot. DO NOT gather on Library Lawn and DO NOT walk under any power lines.
- Edgell Village: gather at Caleruega Plaza (stay away from Shield Room windows).

## EMERGENCY SHELTERS – RESIDENCE HALLS

In the event of an emergency or disaster, residence halls may be used as emergency/temporary shelter. If the semester is in session, students may be asked to relocate rooms or to temporarily accommodate individuals in need of housing. Should an emergency or disaster occur when the residence halls are closed or students are away from campus, the University reserves the right to use any residence hall room as temporary emergency shelter. Dominican University of California is not responsible for any damage to, or loss of, students' personal belongings that may result from the University using residence hall rooms as temporary emergency shelter.

## EMERGENCY NOTIFICATION SYSTEM

When an emergency situation arises on campus, the Emergency Notification System will be initiated and voice and text messages will be sent immediately to students. For the safety of the community, it is critical that students follow the directions or instructions provided by the system. When situations arise on campus, University personnel or local civil agencies will initiate procedures to inform students of the nature of the situation and steps to follow.

## EMERGENCY PREPAREDNESS

Dominican University strongly recommends that students follow the emergency preparedness guidance of the Federal Emergency Management Agency (FEMA) found at [www.ready.gov](http://www.ready.gov) which includes the following:

- Prepare an Emergency Kit and keep it in your room or car. This kit should be easily accessible (small backpack or duffle bag) in case the building needs to be evacuated. Please consider the following items for your emergency kit:
  - bottled water
  - food, such as power bars or non-perishable snacks
  - moist towelettes
  - garbage bags
  - flashlight and batteries
  - 3-day supply of prescription meds
  - spare glasses/contacts if possible
  - card with family/emergency contact numbers (out of state numbers may be easier to dial during emergencies)
- Meet with your family or roommates and plan how you will get to a safe place, how you will contact one another, and how you will get back together.
- Choose an out-of-state friend as a check-in-contact for everyone to call. Know your contact's phone number.
- Before leaving campus during or after an emergency, be sure that the route to your destination is passable. Please inform a campus official, such as your RA or campus security, of your destination and please provide them with your contact information.

## HOSPITAL & URGENT CARE INFORMATION

*If you are in a life-threatening medical situation, call 911 for immediate assistance.* Students requiring emergency care should go to the nearest emergency room:

Marin General Hospital  
250 Bon Air Road  
(Greenbrae)  
(415) 925-7200

Novato Community Hospital  
180 Rowland Way  
(Novato)  
(415) 209-1300

Kaiser Permanente Hospital  
99 Monticello Road  
(San Rafael)  
(415) 444-2400

### NON-EMERGENCY URGENT CARE (OFF-CAMPUS)

*If the Health Center is closed and you need non-emergency care, you may consider the following:*

Kaiser Urgent Care  
1033 3rd Street  
(San Rafael)  
(415) 444-2940

Terra Linda Urgent Care  
4000 Civic Center Drive  
(San Rafael)  
(415) 492-4800

**NOTE: Students and/or their insurance carriers will be responsible for any and all charges associated with off-campus care facilities.**

# EMERGENCY CONTACT INFORMATION

## EMERGENCY NUMBERS

Police, Fire or Ambulance .....	911
From a campus extension phone:.....	9-911
From a mobile/cellular phone:.....	(415) 453-2424
Campus Security (call 911 in an emergency) .....	(415) 269-6070
Student Health Center (call 911 in an emergency):.....	(415) 485-3208

## CAMPUS ADDRESSES FOR EMERGENCY PERSONNEL:

*It is important to give emergency personnel the street address of the building. While 50 Acacia Avenue is our mailing address, it is only the street address for Guzman Hall. Precious time may be lost if emergency personnel are not given the correct street address.*

Albertus Magnus .....	90 Acacia
Heritage and Alumni House (Edgehill Mansion) .....	75 Magnolia
Angelico .....	20 Olive
Anne Hathaway .....	80 Acacia
Bertrand .....	79 Acacia
Brown House.....	175 Palm
Caleruega.....	100 Magnolia
Conlan Rec. Center.....	1475 Grand
Fanjeaux .....	180 Palm
Guzman.....	50 Acacia
Library .....	185 Palm
Magnolia House .....	226 Magnolia
Meadowlands .....	145 Palm
Edgehill Village.....	50 Magnolia
Pennafort.....	190 Palm
San Marco .....	165 Palm
Science & Technology Center .....	155 Palm