



STUDENT HANDBOOK

INTRODUCTION

As you read this Student Handbook, you will be introduced to the rich history of Dominican University of California. We hope that as you learn more about what it means to be part of this university, and as you become more aware of the opportunities afforded to you as a Dominican student, you will find ways to connect with your student peers and to engage with the faculty and staff – all of whom are committed to student learning and development. There are many ways for you to be involved in your Dominican education and experience: academic research and engaged learning, student government (ASDU), clubs and organizations, the honor societies, artistic endeavors, and athletics – just to name a few!

We ask that you 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 but is not a contract. Remember that the policies and procedures contained in the handbook are updated online; please visit 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 REGULARLY FOR UPDATES TO POLICIES AND OTHER INFORMATION.

UNIVERSITY HISTORY & INFORMATION

The Dominican University of California Shield and Motto

The 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 College**, so much of which is reprinted here.)*

CAMPUS BUILDINGS

As you walk around campus, you will notice various and distinct architecture. The French-Norman styled Fanjeaux Hall, the Frank Lloyd Wright-like Alemany Library, and the southeastern majesty of the Magnolia house all reflect different times and places in the history of the University. In addition, the names of these buildings all reflect the history of the Dominican Order and the University.

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. The architect, Howard Friedman, was a friend of the University and a great admirer of Frank Lloyd Wright – as is evidenced in the large windows and open concept.

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: The small cottage next to Guzman holds various offices and 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-use 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 (taupe) building between the Science Center and the Library and is used as a studio for the Art department. This building used to be a small tea house located near the Dominican Sisters Administration Building, and was moved to its current location in 1948.

Conlan Recreation Center: 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. Adjacent to the Conlan center is the John F. Allen Athletics Complex, which features the synthetic turf Kennelly Field, the Castellucci Family Tennis Center, a natural grass field, the historic Forest Meadows amphitheater, facilities and a trainer's room, and public parking.

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.

Edgehill Mansion: This mansion was once the home of the Babcock family; inside the building is the Legacy Hall where you can see historic pictures of the campus and also portraits of past-presidents of the University. Restored in 2010, it is home to the Office of Student Life (2nd floor) and Alumni Relations and Career Services (3rd 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.

Joseph R. Fink Science Center: 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.

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.

Magnolia House: purchased by the University in 2007, this mansion radiates Southeastern architecture. The estate is now home to the Office of Admissions in the main house, and the Office of Human Resources in the Carriage House behind the main building.

Meadowlands Hall: the former summer home of the deYoung family of San Francisco; Meadowlands was built in 1888 and purchased by Dominican in 1918 as a residence hall. In 2012, the decision was made to convert Meadowlands into an academic facility for the school of Health and Natural Sciences.

Pennafort Hall: named for St. Raymond of Pennafort, a canon lawyer who started schools for teaching Eastern languages to missionaries. It was built in 1958 as a residence hall for the University.

Redwood Cottages: located between Guzman and Angelico are **Ralph Minor Hall** which houses the nursing sim-lab and classroom, and **Martin dePorres 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 first year class is presented with a shield and motto designed by a committee of senior students. At the 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 then in Guzman Lecture Hall starting in 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 commencement ceremonies for the university are usually held outdoors in the John F. Allen Athletics Complex. Students participating in these events will be dressed in traditional academic regalia with hoods representing their academic major, and will 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.

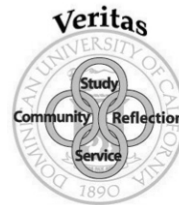
Veritas Cup: The Veritas Cup is presented to a graduating senior who has been a “friend to the senior class,” and who gives evidence of service to the class and the University. The winner is selected by the graduating seniors.

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.

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 in that 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 people 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 FOR STUDENTS

This Student Handbook provides policies and procedures, as well as general information pertaining to student 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: Arts, Humanities, and Social Sciences; Business and Leadership; Education and Counseling Psychology; and 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 ACHIEVEMENT CENTER

The Academic Advising and Support Center (AAAC) 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. Additional information can be found by visiting www.dominican.edu/academics/advising.

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 AAAC, Bertrand 110.

The Teaching and Learning Center (TLC)

The TLC (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; 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 member of the Pacific West Conference of the National Collegiate Athletic Association (NCAA-DII). The programs offered at Dominican include: men's and women's basketball, cross-country, golf, and soccer; women's softball, tennis and volleyball; and men's lacrosse. Visit 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 and John F. Allen Athletics Complex

The Conlan Recreation Center includes a gymnasium with basketball and volleyball courts, a fitness center with weights and cardio/exercise equipment, a multipurpose room used for activity instructional classes, and a six lane swimming pool. In fall 2012, the John F. Allen Athletics Complex opened, featuring Kennelly Field with an artificial turf surface marked for soccer and lacrosse, and the Castellucci Family Tennis Center with outdoor tennis courts. A multipurpose grass field is also available for multisport use. Various recreation sports and activities are offered, as are intramural sports. All students have access to the recreation facilities at Dominican. Use of some facilities will require advance reservations. A student ID card is required to gain entry to the Conlan Center.

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 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 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.

DISABILITY SERVICES

Dominican University of California is fully committed to compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans With Disabilities Act. As such, it is the policy of the University to provide an educational environment that is free from all forms of discrimination, including discrimination based on disability in the administration of its educational policies, admissions policies, employment policies, scholarship and loan programs, and athletic or other university-sponsored programs. Dominican prohibits discrimination against any individual with a disability, and further prohibits harassment or retaliation against any individual requesting an accommodation or filing a complaint under the grievance procedure set forth herein.

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 (AAAC) will provide guidance to assist students with disabilities in their academic pursuits. 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.

Definition of Disability

An individual with a disability is defined as any person who (1) has a physical or mental impairment which substantially limits one or more major life activities; (2) has a record of such impairment; or (3) is regarded as having such an impairment. An individual satisfying parts (1) or (2) of this definition, who is otherwise qualified to be a student at Dominican University of California shall be referred to as a "qualified student."

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 AAAC.

Complete and detailed information about Disability Services, including policies and procedures for students with disabilities (and procedures for seeking accommodations) can be found within the University catalog (www.dominican.edu/academics/resources/catalog), or by visiting the office of Disability Services (part of the AAAC) located in Bertrand 109. The Director of Disability Services is Todd Herriot, who can be reached at (415) 257-0187.

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. For additional information about financial aid programs and policies, please visit www.dominican.edu/financialaid.

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>
BREAKFAST	Brunch	7:30-9:30	7:30-9:30	7:30-9:30	7:30-9:30	7:30-9:30	Brunch
LUNCH	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
DINNER	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 allows you to deposit money onto your Penguin Pass and then use it in either the 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.

GLOBAL EDUCATION OFFICE (GEO)

The Global Education Office (GEO) promotes cross-cultural contact, understanding and appreciation among students, faculty, staff and members of the University community. We facilitate the exchange of students and scholars and work to foster an inclusive social environment on campus that enriches the experience for all. GEO is committed to:

- Advising international students and scholars on general issues related to securing immigration documents and visas;
- Assisting international students with academic, cultural, and personal transitions;
- Promoting intercultural awareness and respect of diversity on the Dominican campus and surrounding community through global ambassadors and host-family programs, international festivals and multicultural celebrations.

Study Abroad

As part of the University's mission of fostering an appreciation of cultural diversity and global interdependence, students are encouraged to pursue study abroad opportunities while attending Dominican. Students can arrange to study at over 150 universities worldwide that have exchange agreements with DUC. Students who study at one of our exchange partners remain registered as Dominican Students and are able to use any and all financial awards. Opportunities are available for every major on campus and range from short-term faculty led programs to semester or year-long immersion programs. GEO works closely with academic advisors to ensure units taken abroad are academically relevant and apply to graduation. Please visit the GEO 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: Dominican Study Abroad is designed to be financially feasible for all students who are eligible. Students who study at one of our exchange partners remain registered as Dominican Students and are able to use any and all financial awards. The costs for non-Dominican 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.

HEALTH SERVICES FOR STUDENTS

The Student Health Center serves all currently registered students regardless of what type of insurance the student has. There is no charge to be seen in the clinic. If additional diagnostic, laboratory, radiological or prescriptions are ordered to further evaluate or treat a problem or concern, the student or his/her insurance carrier will be responsible for these costs. If your concern requires further medical treatment, you will be referred to local healthcare providers.

Confidentiality:

Visits to the Student Health Center are strictly confidential. Medical records will not be released to anyone without prior written consent of the student unless such a release is required by law.

Hours & Location:

The Health Center is open weekdays during the spring and fall semesters. Hours are posted on the door and on our voicemail. Please call 415-485-3208 (confidential phone line) to schedule an appointment. We are located in Bertrand Hall, Room 100.

Services Provided

- Evaluation & treatment for acute illnesses and minor injuries
- Health Education & evaluation of health concerns
- Nutrition counseling
- Pregnancy testing & contraception counseling
- Smoking cessation counseling
- Stress management counseling
- STI and sexuality counseling
- Tuberculin (TB) skin testing
- Vaccinations: measles, mumps, rubella, HPV, meningitis, hepatitis B, TDAP (Note: these vaccines are free for Kaiser members, there is a nominal fee for all others)

Staffing:

The Health Center is staffed by a Family Nurse Practitioner, a Physician/Medical Director and an Emergency Medical Technician/Health Educator.

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 for additional information. Students should safeguard their Penguin Pass and should not give it to others.

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.

The misuse of any University technology (harassing messages, obscene emails or images, prank calls, etc.) may constitute a federal offense as well as a violation of the Student Code of Conduct. Complete and detailed information on all of the University's technology and its use policies can be found on the university website at www.dominican.edu/academics/resources/technology.

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. 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 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) which is hosted by Google. The University expects that students will read messages sent to this address; students are responsible for reading their email, or configuring forwarding to an existing account. For information on how to use the Dominican provided email services, and the rules when using Dominican provided email, please visit: www.dominican.edu/academics/resources/technology/policies/email.html.

Student Internet Access

Students have access to the internet through the student network. If your Internet access is not working, please contact the IT Help Desk at x0123 (or stop by the office) so that they can assist you. We require students connecting their computers to the student network to be secure and virus free. This will assist in keeping the student network from being heavily infected with malware (viruses, worms and other malicious software). For information and helpful tips on securing your computer from malware, please visit www.dominican.edu/academics/resources/technology/secure.html.

Dominican has seen P2P (peer to peer) software significantly degrade network performance on campus; as a result, P2P software use is restricted to the hours of 7pm-7am each weekday. If it is determined that an individual is using an inordinate amount of network bandwidth, we will attempt to broadcast a warning to their computer and, if the problem persists, we will then restrict bandwidth speeds on that computer. Please visit the following links for information about peer-to-peer sharing, and also copyright infringement policy (including copyrighted software):
www.dominican.edu/academics/resources/technology/policies
www.dominican.edu/academics/resources/library/files-folder/copyrightguideleines.pdf

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

Dominican University requires ALL students who are registered for six or more units to be covered by a medical insurance plan. A Student Health Plan charge will be automatically placed on student accounts in July for fall semester and in December for spring semester. Students must either enroll or waive the student healthcare plan by the published last day to add/drop a class. Charges are not refundable after this date. Students who waive coverage online will automatically have the charge removed from their account. In addition to medical insurance, the university strongly encourages resident students to obtain renter's insurance (either an individual policy or through a parent's homeowners policy) as Dominican is not responsible for lost, stolen, or damaged personal items. Students who participate in a study abroad program may be required to have additional insurance. Information about the Student Health Plan can be found at: www.dominican.edu/academics/resources/business-services/student-health-coverage-plan

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 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 the website (www.dominican.edu/academics/resources/library), or visit the library circulation desk.

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 EMPLOYMENT & WORK STUDY

For detailed information about student employment at Dominican and Federal Work Study, please visit the University website (www.dominican.edu/admissions/aid/workstudy).

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. Student ideas are helpful as the University evaluates policies, procedures, and any issues that may influence the quality of the student experience. Students are encouraged to work with Student Life 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 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 the university website.

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 Activities & Leadership

The Department of Student Activities and Leadership works to enhance the student experience outside the classroom by developing and promoting activities and events, supporting student clubs and organizations and encouraging creative learning and leadership development. In addition, the Director of Student Activities and Leadership works closely with the leadership in ASDU, the student government association, to evaluate address challenges and opportunities for students and to explore ways to improve the student experience. Please visit the Director of Student Activities and Leadership for more information or to learn how to get involved with campus organizations.

Student Health Center

The Student Health Center 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. The Student Health Center is located in Bertrand Hall, and can be reached by phone at (415) 485-3208.

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.

THE DOMINICAN IDEALS**STUDY****SERVICE****COMMUNITY****REFLECTION**

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 (ex: prevention of illegal discrimination or harassment), that govern all members of the University community.

ACADEMIC POLICIES AND 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 for complete and detailed academic information, academic policies and procedures (including plagiarism), and the Academic Honor Code.

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" or a "comfort animal" as defined by the ADA.

ALCOHOL & DRUG POLICY

Dominican University of California, as a learning and social community, encourages students to interact and engage with others in a variety of different activities and capacities. The alcohol and drug policy is intended to provide students with information and resources so that they can make healthy lifestyle choices. The 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.

The Dominican University of California Alcohol and Drug Policy focuses on these priorities:

1. Federal and State laws governing the possession and use of alcohol and drugs;
2. Promoting student health and wellness and the understanding that the abuse of alcohol or other drugs is inconsistent with that goal;
3. Responsible drinking (moderation and mindfulness of the welfare of themselves and the entire community) on the part of students over the age of 21 who choose to drink, either off campus or at campus locations where alcohol is permitted;
4. The understanding that it is illegal to provide alcohol to, and inappropriate to encourage alcohol use by, those students not of legal drinking age;
5. The principle that students have the right to choose to abstain from alcohol and other drugs, and as such, they should be free from pressure from other students to engage in activities that are not in harmony with their principles;
6. Education and support of the University community about alcohol and other drugs;
7. Appropriate disciplinary and punitive action against students who violate alcohol and drug abuse policies.

The following information, 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.

Alcohol Policy

Dominican University of California, in adhering to the laws of the State of California, permits the possession and consumption of alcoholic beverages only 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 at any time. The following are guidelines governing the use of alcohol on University property:

- Alcohol may not be possessed or consumed at any student event or activity in a public space unless specifically authorized by University administration. The presence and/or consumption of alcohol on the part of students at university sponsored activities and events must be in accordance with these guidelines and shall be allowed only with the permission of the Dean of Students or his/her designee. In addition, the sale or distribution of alcohol at approved events must be done by trained bartenders operating with proper licensing and permits.
- Common sources of alcohol (ex: keg or "beer bong") are not permitted on campus.
- The possession or consumption of alcoholic beverages is not permitted 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 on campus and 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.
- Public intoxication does not contribute to the University's community. Incidents of public intoxication may result in disciplinary action and/or a referral to an appropriate agency.
- Alcohol may only be present in residence hall 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.
- 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.
- Violation of any of these policies may result in the confiscation of all alcoholic beverages and subsequent disciplinary action, including suspension or expulsion.

Drug Free Campus Policy

Dominican University of California students (and their guests) are expected to abide by all university policies, federal and state laws and mandates, and any city ordinances relative to the possession of drugs and drug paraphernalia. Violations of the Drug Policy will result in disciplinary action.

Medical Marijuana: Whereas the State of California does permit the use of marijuana for medical purposes and only for those with lawfully issued medical marijuana cards, federal laws and regulations prohibit the possession, use, cultivation, distribution, or sale of marijuana on the premises of educational institutions that receive federal funding. As Dominican University of California is a recipient of federal funding, and in compliance with the Drug Free Schools and Community Act, the University does not allow the possession or use of marijuana on campus property for any reason.

California Laws - Alcohol

The State of California has clear guidelines about the consumption of alcohol. No person under the age of 21 may consume 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.

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.

Federal Laws – Drugs

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 are subject to deportation and exclusion from entry into the United States. (See the appendix for information about Federal Trafficking penalties).

Health Risks Associated with Alcohol and Drugs

Alcohol and 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. In general, however, alcohol and drugs are toxic to the body's systems, and contaminant poisonings often occur with illegal drug use. Furthermore, mixing drugs or using synthetic or "counterfeit" substances can 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. There are many documented risks associated with drug abuse (including inappropriate use and 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 and one's learning ability and performance. 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 health risks associated with alcohol and each of the major classifications of controlled/illegal substances are summarized in the section below.

Alcohol: alcohol consumption influences your capacity to process information and make informed and appropriate decisions. Impaired by alcohol, you are at risk for sexual assault or other violent behavior, and poor decision making may increase exposure to sexually transmitted illnesses. Your motor skills and reflexes are impaired, making driving both illegal and dangerous. Long term drinking and alcohol abuse may cause physical harm to the body, may negatively influence your relationships with others, and may influence other inappropriate actions or behavior. One instance of overconsumption of alcohol can result in alcohol poisoning, and may raise your blood alcohol content to the point that your body cannot process it effectively – leading to overdose, coma, and possibly death.

Narcotics: these drugs are used to dull the senses and relieve pain. The term refers specifically to opium and its derivatives (including synthetic substitutes). Narcotics can be swallowed, smoked, sniffed, or injected. 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. The following are examples of, and slang names for, various narcotics;

- Hydrocodone, Oxycodone (Oxycotton, Oxy), Morphine, Smack, Junk.

Depressants: are designed to relieve anxiety, muscle spasms, and help with sleeping issues; in short they 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. The following are examples of, and slang names for, various depressants:

- Ambien, Barbituates, Phenobarbital, Valium, Xanax, GHB, Rohypnol (Rophies/Roofies), Downers, Liquid X, Phennies, Yellows.

Stimulants: drugs designed to speed up the body's systems, and often come in the form of prescription medication. These drugs are 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. The following are examples of, and slang names for, various stimulants:

- Adderall, Dexedrine, Ritalin, Bennies, Cocaine, Crank, Crystal, Ice, Khat, Meth, Speed, and Uppers.

Hallucinogens: are often plant-based but can be synthetically reproduced. These drugs alter perception and mood, but also 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. The following are examples of, and slang names for, various hallucinogens:

- Acid, Blotter, Cubes, Doses, Fry, Ketamine (Special K, K2), LSD, Mescaline, Mind Candy, Mushrooms (shrooms), Peyote, Ecstasy or MDMA (XTC).

Cannabis: commonly known as Marijuana, this is a plant-based mind altering drug. THC, the active compound in Marijuana, 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. The following are examples of, and slang names for, various types of Marijuana and Cannabis:

- Bud, Blunts, Chronic, Dope, Ganja, Grass, Hash, Herb, Indo, Joint, Mary Jane, Pot, Reefer, Skunk, Weed.

Steroids: these are synthetic reproductions of the male hormone testosterone, and are often abused for the purposes of muscle growth, enhanced athletic performance, or physical appearance. Abuse of steroids can cause dramatic mood and behavioral effects, and can lead to adverse physical reactions or infections caused by needle sharing. The following are examples of, and slang names for, Steroids:

- Arnolds, Juice, Pumpers, Roids, Stackers, Weight Gainers.

Inhalants: these are invisible and volatile substances and compounds common in household products, that when inhaled, induce psychoactive or mind-altering effects. The dangerous chemicals in these products can cause damage to the brain, including cognitive impairment and severe dementia. Physical responses include slowing of the body's functions, loss of consciousness or coordination, dizziness, and headaches. Long-term abuse may have irreversible damaging effects, and can lead to heart failure and death. The following are examples of, and slang names for, various types of Inhalants:

- Gluey, Huff, Rush, Whippets.

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, and there are many community agencies that also provide resources and services. Dominican values the importance of early intervention to assist members of the community who are being negatively influenced or 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.

ON CAMPUS RESOURCES

Student Health Center: 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 number of the Health Center is (415) 485-3208.

Counseling Services: 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 or by visiting the Counseling Center in Bertrand Hall.

Office of Student Life: Dominican sponsors education programs about alcohol and drug usage, and the staff is experienced in working with students needing support or guidance. Please visit the Student Life Office to speak with a staff member or to get more information about programs and services available to students.

OFF CAMPUS RESOURCES:

Alcoholics Anonymous: a program for men and women who share their experience, strength and hope with each other so that they may solve their common problem and help others to recover from alcoholism. For more information, please visit www.aasf.org, or contact their help hotlines at 415-499-0400 or via email at help@aasf.org.

Bay Area Community Resources: BACR delivers prevention and treatment services ranging from the need for basic information to treatment for chronic alcoholism and drug recovery. Staff are licensed and certified to provide assessment and treatment services approved by the federal Substance Abuse and Mental Health Services Administration. For more information, please visit www.bacr.org/programs/alcohol-drug, or call 415-444-5580.

Narcotics Anonymous: a community-based organization with a multi-lingual and multicultural membership. NA offers recovery from the effects of addiction through working a twelve-step program, including regular attendance at group meetings. The name, Narcotics Anonymous, is not meant to imply a focus on any particular drug; NA's approach makes no distinction between drugs including alcohol. For more information, please visit www.na.org.

Abstaining From Alcohol & Drugs

The number of students (nationally and on campus) choosing not to drink or use drugs 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 and who choose not to use drugs should not be pressured by their student colleagues to engage in such activities. Dominican University of California encourages each individual member of the campus community to consider the impact of alcohol or drug usage on his/her own life and on the broader community, and to think about the repercussions and health risks associated with their actions. 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. 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. In situations where a student's drinking impacts the campus community, disrupts the living/learning environment in the residence halls, or impacts the neighborhood, that individual is not acting responsibly and will be held accountable for their actions.

ALCOHOL & DRUG POLICY – VIOLATIONS AND RESPONSES

Responding To Violations of the Alcohol Policy

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). 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.

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, but are not limited to:

- 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 alcohol contract, parental notification;
- Third Offense: residence hall expulsion, parental notification, 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, but are not limited to:

- First Offense: \$200 fine, probationary alcohol contract, parental notification;
- Second Offense: academic suspension, residence hall expulsion, parental notification, 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 responsible for breaking civil laws. Responses to a Level Three Violation include, but are not limited to:

- 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

These are additional (though not exhaustive) 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;
- 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 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;
- Noise violations resulting from parties at which alcohol has been served or at which intoxicated students are present;
- Attending class or any University-sponsored event or activity under the influence of alcohol and behaving in a disorderly, disruptive, or abusive manner;
- Empty alcohol containers in a residence hall room suggesting 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 Dean of Students, 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, but are not limited to:

- First Offense: \$100 fine, behavioral contract;
- Second Offense: \$200 fine, residence hall suspension or dismissal, parental notification, continued behavioral contract, 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, but are not limited to:

- First Offense: \$200 fine, residence hall suspension or dismissal, parental notification, continued behavioral contract, drug assessment and education program;
- Second Offense: academic suspension, residence hall expulsion, parental notification. Behavioral contract upon reinstatement;
- 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, but are not limited to:

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

The students, faculty, and staff who helped to develop the Alcohol and Drug Policy recognized that violations demand responses on the part of the University that reflect the severity of the offense. The infractions above serve only as examples of the various violations and the typical University response. The University will review all violations of the Alcohol and Drug Policy and respond accordingly. Students wishing to appeal any decision or sanctions should follow the "Appeal Procedure" as outlined in the Grievance Policy found on the University website (www.dominican.edu).

CAMPUS ACCESS POLICY

As a private institution, Dominican's campus is not generally open to persons who are not members of the Dominican University of California community, meaning persons who are not currently faculty, staff, or students. Public participation in activities involving the use of University facilities and property is permissible through one of five avenues: 1) by renting Dominican facilities; 2) by explicit invitation to activities unambiguously open to the general public (such as athletic events or public lectures); 3) by implicit invitation (such as use of walkways and roads generally available to the

public); 4) by participation in University-sponsored or sanctioned programs (such as continuing education or athletics department programs); or 5) by private invitation as the guest of a specific member of the Dominican community. While on campus, individuals and organizations are responsible for obeying Dominican's rules of conduct, as well as local, state and federal law. The University reserves the right to restrict the general public's access to specific buildings/areas and to determine who can and cannot use its facilities or be present on its property.

Violation of Dominican's stated policies, procedures or Community Standards may result in an individual or organization being declared persona non grata and removed from the University. Persona non grata is defined as a person or organization whose behavior is such that the University cannot allow them access to Dominican's property. Considerations shall include, but are not limited to, whether the individual or organization poses a threat to themselves, others or Dominican's property or a disruption to the regular and/or essential operations of University activities or facilities. Additional considerations shall include whether a violation of the University's stated policies, procedures or Community Standards has occurred. The President or his/her designee retains the right to declare an individual or an organization persona non grata.

Once an individual or organization has been declared persona non grata, he or she may not return to campus without express written authorization from the President. If an individual or organization who has been declared persona non grata is found on Dominican's property, then he or she shall be considered to be unlawfully trespassing and may be removed by the appropriate law enforcement officials. The University reserves the right to take any necessary legal action against a person or organization who has been declared persona non grata and is found trespassing on Dominican's property. Regardless of whether an individual or organization has been declared persona non grata, anytime an individual is deemed to have violated a criminal law, the individual may be charged and referred to the criminal justice process.

CELL PHONE POLICY

The disruptions caused by cell phones (including text messages) and pagers 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.

DEMONSTRATION POLICY

Dominican University has 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.

DISCRIMINATION/HARASSMENT & SEXUAL MISCONDUCT POLICY

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. Dominican University of California will not tolerate any form of discrimination, harassment, or sexual misconduct (includes dating violence, domestic violence, stalking, sexual harassment, and sexual assault). This policy is intended to provide information and education about discrimination, harassment, and sexual misconduct, as well as to define student expectations and to provide information for responding to any such incidents.

Statement of Policy: Discrimination and Harassment

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 and harassment.

In accordance with federal and state law, University policy prohibits discrimination or harassment based on:

- Age
- Color
- Disability (physical or mental disability, medical condition)
- Family status (marital status, pregnancy or childbirth and related medical conditions)
- Gender or gender identity
- Genetic information
- National origin or ancestry
- Race or ethnicity
- Religion or religious creed
- Sex
- Sexual orientation
- Veteran Status
- Any other basis that is protected by law.

Statement of Policy: Sexual Misconduct

Sexual misconduct is unacceptable and will not be tolerated at Dominican University of California. Accordingly, the University urges an individual to make a formal report if that individual is a victim of sexual misconduct, has knowledge of another person being the victim of sexual misconduct, or believes in good faith that he/she has witnessed a possible warning sign of sexual misconduct. A report of sexual misconduct will be dealt with promptly. Confidentiality will be maintained to the greatest extent possible.

All members of the Dominican University of California community, including but not limited to students, faculty (including adjunct faculty), staff, volunteers, and independent contractors are subject to this policy. Violators will be subject to disciplinary action that may include termination, expulsion, suspension, removal from campus, cancellation of contract, other appropriate institutional sanctions or any other means necessary to address this behavior. Prosecution by civil authorities may also occur.

Applicable Laws

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.

Definitions of Terms

DISCRIMINATION & HARASSMENT: defined as making a distinction and treating someone unfairly, inappropriately, or differently based on a protected status.

Examples of prohibited discrimination and harassment include, but are not limited to:

- Verbal conduct, such as epithets, derogatory jokes or comments, or slurs regarding a person's protected status;
- Visual conduct, such as derogatory posters, photography, cartoons, drawings, or online postings regarding a person's protected status;
- Physical conduct, such as assault, unwanted touching, or blocking/interfering with an individual's ordinary movement or activities;
- Misuse of property, such as the inappropriate use of University phone, computer, or technology systems (please see Information Technology Policies);
- Abuse of authority, such as making a condition of an individual's academic advancement or employment contingent upon a protected status or sexual favors;
- Unprofessional conduct, such as discriminating against an individual based on protected status thereby creating an academic or employment environment that could reasonably be perceived as intimidating, hostile, or abusive.

SEXUAL MISCONDUCT: Sexual harassment may be defined as making sexual advances, requests for sexual favors, and/or other verbal or physical conduct or behavior of a sexual nature. 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. 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 prevents a person from giving consent. Acquaintance rape, or date rape, is sexual intercourse or conduct 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. In accordance with federal and state law, University policy prohibits dating violence, domestic violence, sexual assault, and stalking.

Examples of prohibited sexual misconduct include, but are not limited to:

- 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 sexual actions, comments, or innuendos that create an academic or employment environment that could reasonably be perceived as intimidating, hostile, or abusive.

Sexual misconduct is absolutely prohibited, and any member of the University community found in violation of this policy may be subject to disciplinary sanctions. In addition, criminal and civil penalties may be imposed by state or federal authorities.

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.

Education and Awareness Programs

The University is committed to ensuring that all students participate in education programs to promote awareness of discrimination, harassment, and sexual misconduct (including dating violence, domestic violence, sexual assault, or stalking). The University conducts various primary prevention and awareness programs for all incoming students and new employees. 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 misconduct among the resident student population. Furthermore, faculty, staff, and supervisors are all required to participate in a mandatory sexual harassment and sexual assault workshop every two years.

Sexual Assault Awareness and Prevention

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 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 care for friends and ask that they also care for you. It is always acceptable to challenge peers and to ask them if they are sure about the decisions they are making.

What to Do If You Are Sexually Assaulted

Any individual who has been the victim of a sexual assault is encouraged to immediately seek out medical attention. For urgent or life threatening conditions, please call 911. The health and well-being of the victim is the primary concern of the University. The following are actions you can take after a sexual assault:

- Get to a safe place immediately.
- Get medical attention right away. Even if you do not want to report the event to the authorities, 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.
- 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 collected should you wish to notify the authorities.
- Contact a friend who can help you and support you.

- Contact the campus and community resources listed below for treatment and counseling.
- 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.

RESOURCES FOR STUDENTS AND VICTIMS OF SEXUAL MISCONDUCT

Emergency Numbers – Local Hospitals

Marin General Hospital: 415-925-7200

Novato Community Hospital: 415-209-1350

Kaiser Hospital, San Rafael: 415-444-2400

Campus & Community Resources

Community Violence Solutions: 800-670-7273

Student Health Center (Bertrand Hall, 1st floor): 415-485-3208

Student Counseling Center (Bertrand Hall, 2nd floor): 415-485-3258

Office of Student Life (Edgehill Mansion, 2nd floor): 415-485-3223

Procedures for Reporting Discrimination, Harassment, Sexual Misconduct

Any individual who encounters discrimination, harassment, or sexual misconduct (including dating violence, domestic violence, sexual assault, or stalking) should, whenever possible, make it clear that such behavior is offensive and unwelcome, and in violation of University policy. The Director of Human Resources serves as the University's Title IX Compliance Officer. In this role, the Director is the primary resource on issues relating to perceived discrimination or harassment. Any individual who would like assistance in dealing with any instance of perceived discrimination, harassment, or sexual misconduct, or retaliation for reporting the same, should contact the Director of Human Resources at (415) 257-1365, or visit the Human Resources Office on campus. Students may also consult the Dean of Students, especially when there are perceived violations of this policy involving students.

IMPORTANT: Please be aware that if the University is made known of possible violations of the Discrimination, Harassment, and Sexual Misconduct Policy, it is obligated to promptly investigate so as to try and determine what occurred and to take appropriate steps to resolve the issue (see the statement on "Confidentiality" in this section).

REPORTING DISCRIMINATION, HARASSMENT, SEXUAL MISCONDUCT TO THE UNIVERSITY:

In a situation where an individual wishes to file a formal report with the University regarding a violation under this policy, that person should do so by filing a **Formal Grievance** with the University. Please consult the Grievance Process on the University website (www.dominican.edu) for complete and detailed information. Individuals who are victims or aware of incidents of sexual assault are encouraged to notify the appropriate University personnel immediately; typically this would be the Dean of Students and/or the Director of Human Resources. The Dean of Students and/or Director of Human Resources can provide assistance with filing a grievance, as well as provide the complainant or victim with information on campus and community resources.

REPORTING DISCRIMINATION OR HARASSMENT TO EXTERNAL AGENCIES:

Individuals who feel they have been the victim of discrimination, harassment, or sexual misconduct have the right to also 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. 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. 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.

MEDICAL-LEGAL EVIDENCE COLLECTION:

A person who is the victim of sexual misconduct (particularly rape, forcible oral copulation, or sodomy) is encouraged to request collection of medical-legal evidence. Collection of evidence entails interaction with police and a police report. Prompt collection of physical evidence is essential should a person later decide to pursue criminal prosecution and/or a civil action.

INTENTIONALLY FALSE REPORTS

Discriminatory activity and harassment, and particularly sexual misconduct, 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 discrimination, harassment, or sexual misconduct has been reported, the University will make every effort to preserve the victim's privacy and protect the confidentiality of his or her information. It is important to note that in cases involving discrimination, harassment, or sexual misconduct (including sexual harassment or assault), the University may be legally obligated to conduct a thorough and timely Formal Grievance investigation to its conclusion. Prior to conducting this investigation, the University will inform and obtain consent from the complainant (or their parent/guardian if under age 18). Should the complainant ask for confidentiality or that an investigation not be pursued, the University will take all reasonable steps to investigate and respond to the complainant accordingly. Please be aware that if a complainant requests not to have their name or other identifiable information given to the respondent, the University's ability to investigate the grievance and respond to the complainant may be significantly limited.

Given the significance of discrimination, harassment, and sexual misconduct, students may choose to consult with other members of the University community (peers, mentors, counselors, etc.) The degree to which confidentiality can be protected or maintained 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.
- Employees of the University should demonstrate professionalism and sensitivity when consulted, but they may be required to notify appropriate administrators (Director of Human Resources or Dean of Students) regarding known violations of this policy.

Information shared with other individuals is not protected from disclosure. Student peers are not required to maintain confidentiality – though the University encourages all students to be sensitive to these issues and to be respectful of the privacy of others. In addition, 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. Furthermore, the University is required by law to report certain information about incidents occurring on campus. Such reports are for statistical purposes only and do not include individual identities.

Response to Violations of Discrimination, Harassment, Sexual Misconduct Policy

The University will institute disciplinary proceedings against individuals who are alleged to have violated the discrimination, harassment, sexual misconduct policy; students will be referred to the Dean of Students and faculty/staff will be referred to the Director of Human Resources. Once made aware of potential violations of policy, the University may take immediate measures such as; restriction of privileges and services, interim suspension, exclusion from certain on-campus facilities or from campus altogether. In cases of alleged sexual harassment, alleged sexual assault, or alleged complicity in sexual assault, the Dean may change a respondent's living situation or adjust their academic schedule (or those of the complainant if so requested).

The University will carry out proceedings in regard to violations of the Discrimination, Harassment, and Sexual Misconduct Policy as outlined in the Formal Grievance Process (available online at www.dominican.edu). Please note that the University proceedings may be carried out prior to or simultaneously with (or shortly thereafter the evidence gathering process for) civil or criminal proceedings. Furthermore, the University will take immediate steps to protect complainants and/or victims of discrimination, harassment, or sexual misconduct in the education setting.

Students or employees of the University found responsible for violations of the Discrimination, Harassment, Sexual Misconduct Policy will be subject to University sanctions and disciplinary action (in addition to any outcomes of civil or legal proceedings) including, but not limited to:

- Community service;
- Sexual assault education;
- Psychological assessment and counseling;
- Dismissal from the residence halls, or barring of access to the campus or select facilities;
- University probation;
- Suspension from employment;
- Academic suspension from the University;
- Expulsion from the University (including withholding of any degree not yet awarded);
- Termination of employment.

Retaliation

No individual shall be penalized in any way for having reported in good faith or threatened to report in good faith discrimination, harassment, or sexual misconduct. Please see "Retaliation Policy" for more information.

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 laboratory manager or supervisor and provide documentation in writing. The sale, manufacture, or unauthorized possession/maintenance of hazardous or toxic substances on University property is prohibited.

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.

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 Dean of Students 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/policies

MEDICAL AMNESTY POLICY

Student health and safety are of primary concern at Dominican University of California. As such, in situations where there is a medical emergency as a result of violation of policy (ex: alcohol or drug use) the University encourages individuals to seek medical assistance for themselves or others. If an individual seeks such medical attention, the University may not pursue student conduct sanctions against the student for violations of the Alcohol and Drug Policy of the Student Code of Conduct. Additionally, those students who assist in obtaining medical attention for others may not receive sanctions for violations student policy or the Student Code of Conduct. This policy does not grant amnesty to those who are charged with possession with intent to distribute drugs.

In lieu of sanctions under the Student Code of Conduct, the intoxicated student, as well as the referring student(s), may be required to meet with a member of the Student Life staff who may explore education-based resolutions such as; alcohol and/or drug education, counseling, and/or a substance abuse assessment. Serious or repeated incidents will prompt a higher degree of concern/response and potential disciplinary action. Failure to complete educational assignments or treatment recommendations issued under this policy normally may result in disciplinary action. The student will be responsible for any costs that may be associated with drug or alcohol education interventions.

The Medical Amnesty Policy does not preclude sanctions due to any other violations of the Code of Conduct (not related to the Alcohol Beverage Policy and Drug Policy). Likewise, this policy does not prevent action by police or other law enforcement personnel.

Application to Student Organizations:

In circumstances where an organization is found to be hosting an event where medical assistance is sought for a member or guest, the organization (depending upon the circumstances) may be held responsible for violations of the Alcohol and Drug Policy. However, the organization's willingness to seek medical assistance for a member or guest will be viewed as a mitigating factor in determining a sanction for any violations of policy.

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 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 and its various recognizable components must 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 providing authorization by the appropriate University administrator. 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 must be approved by the President's designee as well.

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 are to be invited to campus for any reason without express permission from the President. Student organizations funded by the University 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.

RETALIATION POLICY

No individual shall be penalized in any way for having reported or threatened to report any violation of procedure, policy, or non-compliance with the Student Code of Conduct, or for cooperating with or participating in any grievance investigation. Furthermore, no individual shall be penalized for reporting incidents of discrimination, harassment, or sexual misconduct. 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.

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 to all facilities after hours, requires special permission. Campus residence halls are locked at all times; 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; addi-

tionally, 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

Title II of Federal Public Law 101-542, The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, 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. In addition, the Violence Against Women Re-authorization Act (VAWRA) requires the University to report incidents of dating violence, domestic violence, and stalking in addition to crimes related to sexual misconduct and sexual assault. At Dominican University, the Office of Human Resources collects data about these crimes, which are published each year. 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. Complete information about crime statistics is available on the University website at www.dominican.edu/about/emergency/crime-statistics.

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) 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 Grievance Process, which can be found on the University website (www.dominican.edu).

SMOKING POLICY

Smoking is not permitted anywhere within the boundaries of the University campus (with the exception being designated smoking areas). 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 \$50 for the first offense, and will be subject to further disciplinary sanctions, including additional fines, for repeat offenses of the policy.

VENDING, SOLICITATION, AND DISTRIBUTION OF LITERATURE POLICY

Persons not employed by, or not enrolled at, Dominican University of California may not vend, solicit, or distribute literature in the workplace or on campus or at any University facility at any time for any purpose. The University recognizes that employees and students have interests in events and organizations outside Dominican. However, employees and students may not vend or solicit concerning these activities during working time or distribute literature concerning these activities during working time or in work areas. Working time does not include lunch periods, breaks, or time before or after work. Work areas are defined as any facility or space owned or leased by Dominican except those areas such as employee break rooms that are strictly limited to employee use for rest, break, and socializing purposes. Students, faculty, or staff wishing to vend, solicit, or distribute information related to programs or groups associated with the University, should first consult with the Dean of Students (students) or the Director of Human Resources (faculty/staff) so as to determine the most appropriate location.

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, but are subject to the same guidelines for students, faculty, and staff.

In addition, the posting of written notices on University bulletin boards is restricted. If you have a message of interest to Dominican University of California or its employees or students, please submit it to the Human Resources Department (employees) or the Dean of Students (students) for approval and posting. A student or faculty/staff member who violates this policy may be subject to reprimand or other appropriate action taken by an appropriate supervisor. A non-university person or entity who violates this statement may be barred from further access to University property. For more information, please see Campus Access Policy found in this handbook.

WEAPONS POLICY

The possession, use, or sale 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 on the Dominican University of California property. Persons in violation of this policy are subject to disciplinary and/or legal action.

DOMINICAN UNIVERSITY OF CALIFORNIA

STUDENT CODE OF CONDUCT

STUDENT CODE OF CONDUCT

The Dean of Students has been designated by the University President to be the person responsible for the administration of the Student Code of Conduct. Implicit in his or her enrollment is the student's agreement to understand and abide by the Student Code of Conduct and to accept its sanctions. 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.

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 Dean of Students (or his/her designee) resolves any question of interpretation or application of the Student Code of Conduct. The following serve as examples of violations of University policies, procedures, and rules that, if violated, may lead to disciplinary action:

- 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);
- Violation of laws, including federal, state, or local ordinances or regulations;
- Violation of Alcohol and Drug Policy (see Alcohol and Drug Policy);
- 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 of any kind;
- Physical, verbal, or psychological behavior of any kind (including harassment and bullying), 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;
- Sexual conduct that is unwelcome or unwanted (See Discrimination, Harassment, Sexual Misconduct 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 or actions on campus property or at University functions;
- Interference with campus security personnel;
- Falsifying information to the University, using 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 property;
- Misuse of the University's phone and/or technology systems (ex; 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;
- Any action or failure to act, which abuses the integrity of an investigation or the conduct process for students. Examples include: failure to respond to, or cooperate with University personnel investigating grievances or conduct issues; falsifying, distorting, or misrepresenting information; impeding an investigation or an individual's participation in the grievance or conduct process; disrupting the grievance or conduct process; and failure to comply with any and all disciplinary sanctions imposed.

Reporting and Responding to Violations of the Student Code of Conduct

Violations of the Student Code of Conduct are inconsistent with the mission and values of the University. Students who perceive violations of the Code of Conduct should immediately report these incidents to the Dean of Students. The Dean (or his/her designee) will review the concerns and, if necessary, begin an initial inquiry or direct the complainant to the appropriate office for further inquiry. 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 generally be consulted by the administration in determining the disciplinary action that is most appropriate.

Statement about Legal Representation or Involvement

Investigating and responding to violations of the Student Code of Conduct or violations of student policy and procedure are administrative processes between the University and the student(s) involved. As such, the presence of an attorney and/or information or written materials submitted by an attorney representing a student/client is strictly prohibited. At the start of any investigation, students will be notified of the timeline and the procedures that will be followed. Students are encouraged to familiarize themselves with the policies outlined in this handbook for more detailed information.

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 / guardian 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. You have embarked on a very important time in your educational journey, living on campus. The Department of Residence Life is committed to providing a unique and valuable experience outside of the classroom, where just as much learning and personal growth can take place. The Department of Residence Life is a division of the Department of Student Life, committed to aiding you in your growth while on campus; the members of this staff take a holistic approach to your education outside of the classroom. 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.

MISSION STATEMENT

The Department of Residence Life provides a positive and holistic living experience encompassing; **inclusivity, relational development and community contribution**, through the promotion of the Dominican Ideals in the programmatic efforts towards the resident population.

GOALS

- Residence Life provides a safe, healthy and **INCLUSIVE** environment that recognizes the advantages and challenges of a multidimensional society
- Residence Life promotes the **RELATIONAL DEVELOPMENT** amongst the community members through efforts developing both the individual and the community
- Residence Life encourages individuals to be positive and impactful **COMMUNITY CONTRIBUTORS** through their efforts both in and out of the classroom.

LEARNING OUTCOMES

- Demonstrate behaviors of mutual respect
- Positively contribute to the community
- Work to overcome challenges
- Display life skills
- Demonstrate behaviors that positively contribute to a sustainable environment
- Exhibit pride in Dominican University of California

RESIDENCE LIFE STAFF & PROCEDURES

Director of Residence Life

The Director of Residence Life is a member of the Department of Student Life. This individual is in charge of all aspects of the on-campus living environment; from the everyday operations of the buildings to the activities of the students who reside on campus. The Director of Res-Life serves as a counselor, coordinates activities, manages the operational and programmatic budget of the Department of Residence Life as well as supervises the Graduate Student Interns and the Resident Advisors (RA), to ensure that the community is safe and there are positive living conditions in the residence halls.

Graduate Student Interns

The Graduate Student Interns are live-in positions that aid in the development of the residence life program. Supervised by the Director of Residence Life, these individual(s) may serve as a front line of student contact. Attending to student conflict, addressing behavioral and conduct issues as well as professional support for the RAs these future professionals are a valuable resource to the entire on-campus community.

Resident Advisor (RA)

Resident Advisors are undergraduate students who are selected, trained and supervised 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, act as a knowledgeable campus resource, 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.

On-Call Coverage

The Director of Residence Life is available weekdays M-F 9:00 am – 5:00 pm. After 5:00pm is considered “after hours.” If an issue or concern arises after hours, and the student is unable to resolve it after consulting the student handbook, then the student should contact an RA in the assigned residence hall room or call the **RA CALL PHONE**:

Pennafort Call Phone:	415-342-3950
Fanjeaux Call Phone:	415-342-6567
Edgehill Village Call Phone:	415-342-3948

If a student is unable to contact a RA and is in need of immediate assistance:

Graduate Student Intern:	415-342-3949
Director of Residence Life:	415-497-5273
Campus Security:	415-269-6070

Resident Assistant On Call / On Duty Coverage

RAs are expected to be available on their assigned floor / community of the residence halls when not on scheduled days off or on vacation. To ensure staff availability during the evenings and weekends, the following definitions and hours have been established:

- **On call:** RAs on call / on duty are available for assistance to students. If not in their room, RAs can be reached at the location and phone number posted on the informational bulletin boards
- **On duty:** RAs on duty are available in the Pennafort Residence Hall Office, their residence hall room, or on campus as posted, and are contactable by the RA CALL PHONE.
- **Office Hours:** The RA on duty will be in the Pennafort Residence Hall Office from 9PM to 12AM - Sunday – Wednesday and 9PM to 1AM - Thursday – Saturday. At All other times the RA on call / on duty will be accessible by the RA ON CALL PHONE and will remain on campus.

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 make the Department of Residence Life staff aware 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.

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.

Housing Terms of Agreement

Please see the copy of the contract printed at the end of this section for additional information. THE HOUSING TERMS OF AGREEMENT 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: Those students requesting to be removed from this contractual obligation, must submit a written petition to the Department of Residence Life. If approved, the contract will be terminated and students will incur, at a minimum, a \$500 breach of contract penalty for early termination. Refunds for the meal plan will be calculated based on a pro-rated amount for the remainder of the academic semester. Please contact the Department of Residence Life for specific dates or situations that will allow a withdrawal without facing penalty.

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 minimum of a \$250 improper checkout fee plus an additional \$250 if you fail to return your room key.

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.

CONDUCT IN THE RESIDENCE HALLS

Students choosing to live on campus are responsible for knowing and observing the policies as set forth in the Student Handbook, the Residence Life policies and procedures, and the terms of the housing contract. Specifically, resident students are 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 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 file 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.

Responding to Violations of Policy in the Residence Halls

In a case where the student(s) who was issued the Incident Report is found to have violated policy, the Director of Residence Life (or his/her designee) will be responsible for the investigation and determining an appropriate response. Students who feel that there has been a violation of policy can address the issue by following the Grievance Policy (available online at www.dominican.edu). Any student wishing to appeal a sanction/decision should follow the appeal process outlined in the Grievance Policy. The University does not practice a "three strikes, you're out" policy. We reserve the right to sanction according to each incident. All decisions and reviews will be confidential.

LIVING WITH ROOMMATES

Community Living Expectations

Students are reminded that living in a community requires respect for others and sensitivity to the diversity that exists among us. Furthermore, community living requires compliance with University policy and procedures; federal, state, and local laws; the guidelines set forth in the housing contract; and any additional policies or procedures related to specific living areas on campus.

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.
- **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.
- **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:
 - Violations of the Student Code of Conduct and Student Policies
 - Inappropriate public displays of affection

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

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

Each room will be required to complete and submit a written roommate contract 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. 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. Roommate agreement contract form can be obtained from your RA or the Director of Residence Life.

Roommate / Suitemate Conflict Resolution

The residence hall environment is one of learning for all involved. This includes conflicts that may arise between room and suitemates. Big or small all conflicts should be confronted to insure healthy and successful relationships in the residence halls. The following steps should be taken first, if residents request the assistance of outside help.

1. **Communicate with room / suitemate**
 - a. What is making you upset or uncomfortable
 - b. Why is this making you upset or uncomfortable
 - c. What can be done to resolve the problem
2. **Communicate with the Resident Assistant on the appropriate floor**
 - a. Explain action taken to current point
 - b. Express the need for results and timeline
 - c. Communicate specific details of conflict and timeline of actions
3. **Communicate with the Director of Residential Living**
 - a. Explain action taken to current point
 - b. Express the need for results and timeline
 - c. Include Resident Assistant involved
 - d. Communicate specific details of conflict and timeline of actions

Conflict resolution will be handled in a group setting where mediation takes place. All parties involved will be brought to the table and made aware of conflict and work together to come to a common agreed upon resolution.

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.

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.

Candles and Incense

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

Custodial Services

The custodial staff performs daily maintenance of all public hallways, lounges and public bathrooms. Students are responsible for cleaning their 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 internet access and cable TV (TV requires the use of a digital cable converter box). Please do not tamper with these boxes in any way. 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.*

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.

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. The University reserves the right to enter student rooms to inspect furniture and equipment and to make necessary repairs. 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 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 bedrooms/bathrooms are the property of the University and 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 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 use.

Mail Services

The Mailroom is located in the basement of Bertrand Hall. Mailboxes are available for students living on campus. Mail sent to 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, which can 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, 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.

Mattresses

The Department of Residence Life prohibits students from exchanging or bringing in personal mattresses, in lieu of using the provided university approved mattress. Any student found in violation of this policy will be asked to remove said item and may be held responsible if damages occur. For safety reasons, waterbeds are not permitted in student rooms.

Parking

Only those individuals with special parking permits are allowed to park in the designated residence hall lots, located near Fanjeaux/Pennafort 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. Please consult the Student Handbook for additional information about parking on campus.

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

Students are the most important component of security in the residence halls, and 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. 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/guardian'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 Campus Security and an RA immediately. Please see the "Safety and Security" section of the student handbook for additional information.

Storage

There is no student storage on campus, residents should be prepared to bring home or store all personal belongings between academic years.

Vacations

Residents may remain on campus during Thanksgiving Break and Spring Break. The residence halls close during Semester Break; 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 Semester Break. An additional fee equivalent to that of the daily semester rate will be charged to students requiring housing during the Semester 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.

Animals/Pets

Animals of any kind are prohibited inside the residence halls ("service" or "comfort" animals, with proper documentation, are permissible - see Animal/Pet Policy). Students responsible for bringing an animal into the residence halls will be required to find an alternate home for the animal, and will be responsible for the cost of any necessary cleaning.

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.

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.

Guests

Please refer to Visitor and Cohabitation Policy.

Musical Instruments

Musical instruments (including professional sound equipment/DJ equipment) 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;
- Students 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.

Quiet / Courtesy Hours

Quiet Hours are posted in each residence hall; Sunday – Thursday: 10PM – 10AM Friday & Saturday: 12AM Midnight – 10AM. The hours prior to the official Quiet Hours should be considered Courtesy Hours; activity should not be heard more than 2 doors away from said space. Unreasonable noise at any time that interferes with the rights of others is not permitted. Beginning the Thursday before 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 repainting. 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.

Posting Regulations

The Department of Residential Life will post information / advertisement in the following locations:

- Bulletin boards in DUC residence halls (12 copies needed)
- Lounge/common areas (5 copies needed)
- Laundry room areas (5 copies needed)
- Individual room doors (only ¼ sheets allowed – 160 total doors)

All posted materials within DUC residence halls must abide by the following:

- Must be signed, approved and distributed by the Department of Residence Life
- Must be posted no earlier than 9 days before the dated event

- Must provide the following information (if applicable):
 - Sponsoring organization
 - Time, Date & Location of the event
 - Contact information of sponsoring organization or specific individual

The following information may not be posted:

- Obscene, profane, or vulgar materials
- Materials which may be deemed offensive by a reasonable person.

All material is subject to rejection for posting. All material will be removed after two weeks of initial post date or immediately after event is completed. Postings which do not follow all the above regulations will be taken down and any student(s) in violation of policy will be referred to the Department of Residence Life.

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;
- to respond to reported or perceived emergency situations;
- to enforce University Policy and investigate possible violations thereof;
- to 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.

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, Guest, and Escort Policy

Visitors and Guests are welcome in the residence halls, however, it is important to differentiate between these terms:

VISITOR: A person who visits a res-hall room but leaves at the end of visitation hours.

GUEST: A person who stays past visitation hours (includes overnight stays)

In order to maintain a favorable living environment, the following rules must be observed:

- Regular visitation hours are 10AM – 12AM.
- Overnight guest hours begin at 10PM
- NO GUEST OR VISITOR under the age of 18 is allowed in the residence halls without direct permission from the Director of Residence Life.

- A guest/visitor is considered anyone who does not permanently reside in the room/suite in which they are visiting.
- All guests & visitors must be escorted by the resident which they are visiting from the time of entry to the time of exit of the residence halls. *If residents are observed or reported to be allowing unknown individuals into the building unescorted they may face disciplinary action.
- Overnight guests must be registered by the resident they are visiting by the last hour of RA office hours.
- Residents must fill out a Guest Request Form online before hosting an over-night guest. This must be filled out by the hosting resident and discussed with all room and suitemates.
- A resident may only have a guest 2 times a month for no more than 72 hours a visit. Violation of this policy may result in a \$50 fine per night for the host of a guest.
- No guests will be allowed to stay in the residence halls during the week of final exams during fall and spring semesters.
- The ratio of resident to guest is 1:1.
- Guests may not infringe upon the rights of room/suitemates. There needs to be a common agreement of visitation among all room/suitemates before guests visit. The right of a resident to study or sleep supersedes the right of another person to entertain or have visitors and/or guests.
- The resident is responsible for the behavior of their visitors and/or guests.
- Residents are to NEVER give or loan their bedroom key or swipecard to their guest and/or visitor.
- Residents are to NEVER leave their visitors and/or guest unattended in the residence hall common areas or bedrooms.
- 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.

If room / suitemates are experiencing discomfort with the guests that their room / suitemates are having in the room / suite, they are to: first communicate with their room / suitemate about their discomfort. If the situation persists then the RA is to be contacted and the DRL will be included if a resolution cannot be met.

Violations of the Visitor, Guest, and Escort policy are disruptive to roommates and suitemates, as well as to the living community. Students who violate this policy will meet with the Director of Residence Life. The Director has the discretion of determining an appropriate sanction for the violation. Repeat violations of this policy will warrant further disciplinary action, including potential dismissal from the residence halls.

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. 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.

APPENDIX

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.

FEDERAL TRAFFICKING PENALTIES

Federal Trafficking Penalties for Schedules I, II, III, IV, and V (except Marijuana)				
Schedule	Substance/Quantity	Penalty	Substance/Quantity	Penalty
II	Cocaine 500-4999 grams mixture	First Offense: Not less than 5 yrs. and not more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Second Offense: Not less than 10 yrs. and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than \$8 million if an individual, \$50 million if not an individual.	Cocaine 5 kilograms or more mixture	First Offense: Not less than 10 yrs. and not more than life. If death or serious bodily injury, not less than 20 yrs. or more than life. Second Offense: Not less than 20 yrs. and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual. 2 or More Prior Offenses: Life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.
II	Cocaine Base 28-279 grams mixture		Cocaine Base 280 grams or more mixture	
IV	Fentanyl 40-399 grams mixture		Fentanyl 400 grams or more mixture	
I	Fentanyl Analogue 10-99 grams mixture		Fentanyl Analogue 100 grams or more mixture	
I	Heroin 100-999 grams mixture		Heroin 1 kilogram or more mixture	
I	LSD 1-9 grams mixture		LSD 10 grams or more mixture	
II	Methamphetamine 5-49 grams pure or 50-499 grams mixture		Methamphetamine 50 grams or more pure or 500 grams or more mixture	
II	PCP 10-99 grams pure or 100-999 grams mixture		PCP 100 grams or more pure or 1 kilogram or more mixture	
Substance/Quantity		Penalty		
Any Amount Of Other Schedule I & II Substances		First Offense: Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than Life. Fine \$1 million if an individual, \$5 million if not an individual.		
Any Drug Product Containing Gamma Hydroxybutyric Acid		Second Offense: Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if not an individual.		
Flunitrazepam (Schedule IV) 1 Gram				
Any Amount Of Other Schedule III Drugs		First Offense: Not more than 10 yrs. If death or serious bodily injury, not more than 15 yrs. Fine not more than \$500,000 if an individual, \$2.5 million if not an individual. Second Offense: Not more than 20 yrs. If death or serious injury, not more than 30 yrs. Fine not more than \$1 million if an individual, \$5 million if not an individual.		
Any Amount Of All Other Schedule IV Drugs (other than one gram or more of Flunitrazepam)		First Offense: Not more than 5 yrs. Fine not more than \$250,000 if an individual, \$1 million if not an individual. Second Offense: Not more than 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if other than an individual.		
Any Amount Of All Schedule V Drugs		First Offense: Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual. Second Offense: Not more than 4 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.		

Federal Trafficking Penalties for Marijuana, Hashish and Hashish Oil, Schedule I Substances	
Marijuana 1,000 kilograms or more marijuana mixture or 1,000 or more marijuana plants	First Offense: Not less than 10 yrs. or more than life. If death or serious bodily injury, not less than 20 yrs., or more than life. Fine not more than \$10 million if an individual, \$50 million if other than an individual. Second Offense: Not less than 20 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$20 million if an individual, \$75 million if other than an individual.
Marijuana 100 to 999 kilograms marijuana mixture or 100 to 999 marijuana plants	First Offense: Not less than 5 yrs. or more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine not more than \$5 million if an individual, \$25 million if other than an individual. Second Offense: Not less than 10 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$8 million if an individual, \$50million if other than an individual.
Marijuana 50 to 99 kilograms marijuana mixture, 50 to 99 marijuana plants	First Offense: Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine \$1 million if an individual, \$5 million if other than an individual. Second Offense: Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if other than an individual.
Hashish More than 10 kilograms	
Hashish Oil More than 1 kilogram	
Marijuana less than 50 kilograms marijuana (but does not include 50 or more marijuana plants regardless of weight) 1 to 49 marijuana plants Hashish 10 kilograms or less Hashish Oil 1 kilogram or less	First Offense: Not more than 5 yrs. Fine not more than \$250,000, \$1 million if other than an individual. Second Offense: Not more than 10 yrs. Fine \$500,000 if an individual, \$2 million if other than individual.

For complete and detailed information Federal Laws and Federal Trafficking Penalties, please visit <http://www.justice.gov/dea/index.shtml>.

FOUR-YEAR CAREER PLANNER

Brought to you by the Office of Career and Internship Services

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:

- Fanjeaux & Pennafort: gather in the Heritage and Alumni House parking lot.
- Edgehill 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:

- 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.
- Edgehill 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 initi-

ated 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 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 Ambulance911
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 Magnus90 Acacia
Heritage and Alumni House (Edgehill Mansion)..... 75 Magnolia
Angelico..... 20 Olive
Anne Hathaway80 Acacia
Bertrand..... 79 Acacia
Brown House..... 175 Palm
Caleruega..... 100 Magnolia
Conlan Rec. Center1475 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