

UNIVERSITY OF DALLAS
• **STUDENT HANDBOOK** •
College of Business
Graduate School of Management

Updated November 2010

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College of Business Graduate School of Management

WELCOME TO THE UNIVERSITY OF DALLAS!

This is your copy of the Student Handbook, one of the most important documents you will encounter at UD. Why? Simply put, this is your guide to the resources and opportunities you have as a student here; it also contains the expectations we have of you as a member of our campus community.

The information in this book was the best available at “press” time. Watch for additional information and changes.

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Our Mission

The College of Business' primary purpose is to prepare its students to become competent and responsible managers who are also principled and moral leaders. To accomplish this purpose, we select and retain a diverse and talented faculty and staff. We encourage our faculty to engage in real world practices that support their teaching and research agendas. Our faculty emphasize teaching and learning and engage in basic, applied, and pedagogical research.

The mission of the College's undergraduate business programs is to build a foundation for the students' life-long development of the intellectual, moral, and professional capacity necessary to lead profit and not-for-profit organizations effectively. Accordingly, the College's programs shall foster an environment where the students learn the fundamentals of business in the context of becoming an ethical and effective decision-maker. Appropriate to a liberal education, the College's programs strive to be innovative in their course and concentration offerings to provide opportunity for intensive study. Its undergraduate programs stand united with the Constantine undergraduate college in our shared mission to prepare students for a meaningful and fulfilling life's work, whether through immediate career entry or through further education in graduate and professional schools.

The Graduate School of Management (GSM) is a professional school that strives to endow its graduates with the skills and practical wisdom essential to the successful practice of management. Serving a domestic and international community of students and organizations, GSM endeavors to help its students accomplish their professional objectives by providing high-quality, practice-oriented, convenient management education. GSM seeks to prepare its students in a wide variety of management specialties and to serve a range of industries, primarily providing management education at the master's degree level. GSM understands that its historic ability to find innovative and effective ways of meeting these student needs is a unique competency that is essential to the school's future success.

Directory Information

UNIVERSITY OF DALLAS MAIN SWITCHBOARD: 972.721.5000

- Dean
Dr. Brian Murray
Dean, College of Business
Braniff
972.721.5008

- Admissions/Advising
Mary Parker
Sr. Assistant Dean, Enrollment Mgmt
GSM Adm. 225
972.721.5742

Nicole Anderson
Domestic Advising/Enrollment Mgmt (all MS)
GSM Adm. 222
972.721.5267

Michael Leshner
Domestic Advising/Enrollment Mgmt (A-K)
GSM Adm. 216
972.721.4032

Jessica Brewer
Domestic Advising/Enrollment Mgmt (A-K)
GSM Adm. 204
972.721.4020

Mike Baird
Domestic Advising/Enrollment Mgmt (L-Z)
GSM Adm. 215
972.721.4018

Rakia Johnson
Domestic Advising/Enrollment Mgmt (L-Z)
GSM Adm. 212B
972.721.5104

Jose Hernandez
Intl Advising/Enrollment Mgmt
Americas, Africa, or Middle East
GSM Adm. 205
972.721.5198

Sarah Morrison
Intl Advising/Enrollment Mgmt
Europe, Asia, Oceania, or South Pacific
GSM Adm. 214
972.721.5356

- Advancement
Sondra Cornejo
Administrative Assistant
Carpenter
972.721.5134

- Alumni Office
Jackie Sears
Director, Alumni
Carpenter
972.721.5066

- Career Services
Margaret DeMarco
Administrative Assistant
Carpenter 141
972.721.5131

- Center for Professional
Development
Jennifer Howard
Administrative Assistant
Frisco
972.265.5299

- Enrollment Support
Services
Christine Bible
Enrollment Support Services Lead
GSM Adm. 221
972.721.5003

	Jessica McLeod Enrollment Support Services Assistant	GSM Adm. 223 972.721.5174
• Maintenance	Facilities	972.721.5295
• Marketing	Kyle Blondé Director, COB Marketing	GSM Adm. 217 972.721.5285
• Publications	COB Newsletter University News	marketing@gsm.udallas.edu 972.721.5089
• Room Reservation		
Non classrooms	Kelly O'Neal Sr. Coordinator of Conference & Events	Haggar 972.721.5123
Classrooms	Sandy Morgan Assistant Registrar	Braniff 972.721.5221
• Student Programming & Events	Justin Moore Student Programming & Events Manager	GSM Adm. 220 972.721.5392
• Student Records	Kathy McGraw Sr. Director of Records & Research	GSM Adm. 113 972.721.5337
	Amity Harrington Status Analyst	GSM Adm. 113 972.721.5232
	Joy McNabb Coordinator, Student Services/VA	GSM Adm. 113 972.721.5077
• Technology	Mihir Mistry Information Systems Analyst	GSM Adm. 227 972.721.4091
	Sabyasachi Sanyal Director, COB IT Services	Blakley 972.721.5156
• Undergraduate Business Programs	Dr. Nancy Schreiber Associate Dean	Braniff 972.721.4099

For a complete directory of University of Dallas Faculty and Staff, please see the website at <http://www.udallas.edu/directorysearchcriteria>.

Emergency Notification System

To the maximum extent possible, the University of Dallas is dedicated to providing a safe and secure environment through the development and implementation of a comprehensive Emergency Response Plan. In the event of any major emergency or disaster that affects the UD campus, steps will be taken immediately to assure the safety and security of the campus community.

The University has implemented Connect-ED, an emergency notification system that sends voicemails, text messages and e-mails to students, faculty and staff in the event of an emergency. Members of the UD community will quickly receive notifications, instructions and updates during campus emergencies, ranging from weather-related closings to unique emergency situations where time is of the essence. It is used only in true emergencies, such as major weather events that force the cancellation of classes or imminent threats to the safety and security of the members of our community. Graduate students are encouraged to keep their contact information up-to-date through BannerWeb (https://banweb8.udallas.edu/PROD/twbkwbis.P_GenMenu?name=homepage) to ensure they receive critical information in an emergency.

- **EMERGENCY TELEPHONE NUMBERS**

- Campus Safety Office 972.721.5305 (routine calls/inquiries)
- Emergencies Only 972.554.2911
- Health Services 972.721.5322
- Texas Poison Control Network 800.222.1222
- Baylor Medical Center (Irving) 972.579.8100
- Las Colinas Medical Center 972.969.2000
- Parkland (Dallas) 214.590.8000

- **EMERGENCY PROCEDURES**

In the event of a medical emergency, call Campus Safety Office immediately at x2911. You should describe the nature of the emergency and the location of the person needing assistance. Remain with the person until emergency personnel arrive.

CSO will notify the appropriate staff members. The cost of transportation and medical treatment in the emergency room is the responsibility of the student requiring care.

- **FIRE EMERGENCIES**

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

1. Ring the building fire alarm, alert anyone else who may be in the building, and exit the building promptly.
2. Immediately notify the Campus Safety Office and report the location and intensity of the fire. The Campus Safety Office will report the fire to the Irving Fire Department.
3. Residence Life Staff will instruct all occupants of the building to evacuate immediately. Residents must evacuate to the designated area and immediately check in with the Residence Life Staff. No one may return to the building until an official "all clear" notice is received.

4. Fire fighting is the responsibility of University personnel and the Irving Fire Department. The staff of each residence hall is expected to explain all emergency and evacuation procedures to all residents. This should be done at the beginning of each semester.

- **SEVERE STORM/TORNADO**

In the event of a tornado, the City of Irving will sound sirens throughout the city and override television programming. The University, however, does not rely solely on this system for notification of the University community.

When certain there are tornadoes in the University's vicinity, the Campus Safety Office will execute the tornado emergency telephone notification checklist to telephone established points of contact in each building.

During the state of emergency, people on campus should move to the inner core of the building away from window areas, or to the basement area if one exists in the building where they are located. People should remain in the area until the storm has passed and an "all clear" signal has been issued.

Follow recommended safety procedures for the following buildings:

- Haggar University Center: Move quickly to the University Center basement.
- Carpenter Hall: Exit the room and sit in the hallway. Stay away from the stairwells.
- Haggerty Science Building, Blakely Library, or Braniff Building: Move to the basement or lowest level.
- Gorman Lecture Hall: Move quickly to the Science Building basement.
- Maher Athletic Center: Move quickly to the Men's Locker Room on the lower level.
- All Residence Halls: Move into the hallway away from the stairwell. Stay away from the windows.
- Student Apartments: Lie in the bathtub with a mattress on top of you.
- Church of the Incarnation: Move into the sacristy or the Eucharistic Chapel.

University Services

- **BOOKSTORE**

The University of Dallas Bookstore is located on the first floor of Haggard University Center, by the Cappuccino Bar. The Bookstore is open 7:30 a.m. to 6:30 p.m. Monday through Thursday, 7:30 a.m. to 5 p.m. on Friday and 10:00 a.m. to 2:00 p.m. on Saturday. The bookstore features University of Dallas insignia gifts and sportswear, school and office supplies, snacks, beverages, laundry supplies and personal care items. For questions call 972.721.5320 or visit <http://shop.efollett.com/htmlroot/storehome/universityofdallas702.html>

Textbooks for classes are available both in the store and on line at www.udallas.bkstr.com. The bookstore buys back books every day, but the best prices are paid during finals week. Students should bring their course schedule when shopping for textbooks, to reference the correct course number and section. The bookstore accepts cash and credit/debit cards. A generic ATM is located outside the bookstore and does charge a small service fee for transactions.

- **BRANIFF COMMUNICATIONS CENTER**

Located on the first floor of the Braniff Graduate Center Building the Braniff Communications Center (BCC) provides a wide variety of support services to students, faculty and staff. Professor mailboxes are also located in this office. [Visit our website](#) to see a brief list of services offered. The office can also be reached by phone at 972.721.5277 or 972.721.5200.

- **CAREER SERVICES**

The Career Services Office is located on the first floor of Carpenter Hall. Whether you are looking for an internship, searching for your first job or ready to make a career change, the University of Dallas Office of Career Services has great tools to help you in your job search.

Visit the [Career Services website](#) for more information.

To schedule an appointment with the career coach, for job postings, or for general information contact Margaret DeMarco at 972.721.5131 or e-mail career@udallas.edu.

- **COMPUTER LAB**

The University has computers for student academic use in three computer labs. They are located in the Haggerty Science Building 7 and 13, and Carpenter 221. Hours are posted at the beginning of each semester.

Also, located in the basement of the Blakley Library building, the University Computer Lab provides computing support services to students, faculty and staff. The Lab is able to do this by maintaining a robust network that supports e-mail, Electronic-classrooms, distance learning and E-commerce. In addition, the lab is a physical host to 26 desk top computers, 7 laptops and 21 projectors for University usage.

To contact the computer lab call Sabyasachi Sanyal, Director of GSM Information Technology Services at 972.721.5030 or visit: <http://www.udallas.edu/aboutus/offices/technology/gsmcomp>.

- **COPY SERVICES**

A copy machine, located at Printing and Postal Services in the lower level of Haggar University Center, is available Monday through Thursday from 8:00 a.m. to 6:00 pm. and Friday from 8:00 a.m. to 5:00 p.m. Students can also print and bind documents, and purchase printer paper.

- **DINING SERVICES**

Dining services are provided by ARAMARK, which provides regular meal service through the Haggar Cafe, the Rathskeller, and special catered events. A variety of meal plan options are available for both full and part time students. Contact the Office of Student Life or Dining Services for more information.

At the beginning of each term, students may be issued a bar code by Dining Services, which will be placed on the student's University ID card. The ID card must be presented at each meal. Failure to present the identification card will result in the student being denied entrance to the cafeteria. Only the student to whom the card is issued may use the card. Attempted use by another person will result in disciplinary fines.

Students on a meal plan have a declining balance that may be used in the Rathskeller. Any amount left in declining balance at the end of the fall semester will be added to the spring declining balance as long as the student is still enrolled in a meal plan for the spring semester. Otherwise, any declining balance left at the end of the fall is forfeited. No exceptions are allowed. Any amount remaining at the end of the spring semester will be forfeited.

Meals are served beginning the first day of registration for the undergraduate semester, until the last day of final examinations. Meals are not served during the Thanksgiving recess, Christmas break, Easter recess, or undergraduate Spring Break. Students found with Cafeteria food without a meal card or having paid for a meal are subject to an automatic "Theft of Services" fine of \$100.

- **DINING SERVICES/CAFETERIA POLICIES**

The following dining service policies are in effect:

1. Food, dining trays, china, glassware, and silverware are not to be removed from the Cafe. Food and/or beverages may only be removed from the cafeteria when a "to go meal" has been purchased. The "to go meal" policy may be obtained from the office of Dining Services.
 2. Dining trays, china, glassware, and silverware should be returned to the dish room.
 3. The throwing of food, china, glassware, silverware, or paper products is not permitted.
 4. Meal cards are not transferable under any circumstances.
 5. Students not participating in a meal option must pay in advance and have a receipt available during their meal. Any students found with cafeteria food without a meal purchase of any type will be charged \$100 for "Theft of Services".
 6. Anyone found aiding others in "Theft of Services" will also be charged a \$100 fine.
- Violation of these dining service policies may result in disciplinary action, which includes the possible restriction or denial of student meal privileges.

With questions or concerns about the dining services or policies contact Sean Doran at 972.721.5190.

- **FAX MACHINES**

Domestic and international fax services are available at Printing and Postal Services. The fax number is 972.721.5332.

- **FINANCIAL AID**

This service includes MBA Loans, Education Loans and Loan Applications. For more information call Christine Bassett (A-L) or Janet Trejo (M-Z) at 972.721.5266 or visit <http://www.udallas.edu/aboutus/offices/finaid/grad>

- **FITNESS CENTER**

The Maher Wellness Center is a 3,000 square foot fitness facility that opened in the fall of 2003. Adjacent to the Fitness Center is an outdoor pool, open seasonally. Consult <http://www.udallas.edu/universitylife/studentlife/fitness> for more information and hours of operation or call 972.721.5773.

Graduate students, alumni, family members and friends of the University may purchase a membership to the Center through the Office of Student Activities and Recreational Services. The Fitness Center is open seven days a week during the academic year.

- **HAGGAR UNIVERSITY CENTER**

The Hagggar University Center is one of the main areas for social, cultural, and recreational activities at the University of Dallas. Hagggar houses many services including the Rathskeller, the Bookstore, Cappuccino Bar, Printing and Postal Services, and the undergraduate Student Activities and Leadership Center. Several offices are also located in the center, including Campus Safety, Student Life, Student Government & SPUD, Campus Ministry, the Chaplain's Office, Health Services, Student Activities, and Event Coordinator.

- **HEALTH SERVICES**

Student Health Services is located on the second floor of the Hagggar University Center, and is staffed by a licensed physician Monday through Friday. Students are seen on a walk-in and appointment basis. During evening hours and on weekends, medical care is available through local physicians and emergency rooms.

The scope of practice in Student Health Services includes treatment of acute illnesses and minor emergencies, monitoring of chronic illnesses, provision of immunizations, and updates on physicals. Treatment costs are at the student's expense. The office visit charge is discounted to \$25; labs and prescription medications supplied from the office pharmacy are additional expenses. In the event of serious illness or injury, students are referred to nearby emergency room services. Most medication prescriptions written by the University Physician are available through the on campus Class D pharmacy. Other prescriptions can be filled at area pharmacies.

Dr. Laurette Dekat, Medical Director of Student Health Services, can be reached at 972.721.5322.

- **ID CARDS**

Student Identification cards are made in the Campus Safety Office in Haggard University Center. Student Identification Cards are required of all University students, and may be obtained at any time; Campus Safety is open 24 hours per day. Replacements may be obtained from the Campus Safety Office for a fee of \$5.00. Students are expected to carry their University IDs with them at all times, and produce them upon request of any University official.

Students who are taking classes remotely (online or solely in Frisco/NRH) may obtain an ID card by making a request to the Assistant Dean of Student Services. Remote students will be issued a non-photo ID; the ID card will be mailed within a week of the receipt of the request.

- **INTERNATIONAL STUDENT SERVICES**

The International Student Office provides a variety of services to assist international students throughout their studies at the University of Dallas. These include assisting students with Immigration and Naturalization Service matters, providing pre-arrival and orientation information, and assisting with housing arrangements. The International Student Office brings students of all nationalities together through social programming, sports tournaments, and other activities throughout the year. Contact information is as follows:

- Marilyn White, Director of International Student Services (Designated School Official)
972.721.5059 or mjwhite@gsm.udallas.edu

- **LEARNING RESOURCES**

Banner	972.721.5285 or visit https://banweb8.udallas.edu/PROD/twbkwbis.P_GenMenu?name=homepage
Business Office	972.721.5244 or visit http://www.udallas.edu/ABOUTUS/OFFICES/BO
E-companion	972.721.5216 or visit http://imba.udallas.edu/
Student Organizations	http://www.udallas.edu/academics/cob/gsm/sr/studentorgs
Tutoring	https://www.udallas.edu/academics/cob/gsm/sr/tutoring

- **LIBRARY**

The William A. Blakley Library offers many services for students including book renewals, online reserves, interlibrary loans, full-text journals, and many more. The library is open seven days a week. For details and more information call 972.721.5329 or visit <http://www.udallas.edu/aboutus/offices/library>.

- **ONLINE LEARNING**

There are a variety of online courses and programs offered through the University Of Dallas Graduate School Of Management. Visit <http://www.udallas.edu/academics/cob/gsm/programs/online> to view more information about online programs. For questions or concerns about online courses, contact Vanessa Cox, Director of Online Learning, at 972.721.5216.

- **POSTAL SERVICES**

Postal services are offered in the lower level of the Haggar University Center Monday through Thursday from 8:00 a.m. to 6:00 p.m. and from 8:00 a.m. to 5:00 p.m. on Friday. Stamps and the shipping of mail and packages are available. Contact Mike Webber at 972.721.4015 with questions or concerns.

- **SERVICES FOR STUDENTS WITH DISABILITIES**

Certain provisions have been made for students with disabilities following federal regulations. See either the General Bulletin or the Office of Human Resources for details. The University of Dallas ADA contact is Janis Townsend at 972-721-4142 or hr@udallas.edu.

- **STUDENT ACCOUNT SERVICES**

Student Account Services' (SAS) mission is to help students pay their financial obligations while attending the University of Dallas. SAS staff is eager to try to help answer any questions concerning the charges and payments on a student's account.

SAS website: www.udallas.edu/sas

Phone: 972.721.5144

Services

- Personal Check: Personal checks (\$200 max) from the student's own bank account can be cashed in the Business Office. Two or three party checks will not be cashed in the Business Office.
- Payments of tuition and fees may be paid by utilizing any of the following methods. A student or parent/guardian may pay online with electronic check or credit card. (Visa/MC, Amex, Discover) Another method is that a check may be mailed to the SAS staff in the Business Office.
- UD Payment Plan: UD has a payment plan that can be used each semester. There is a \$50.00 enrollment fee for each semester.
- Refunds: A refund most often occurs when a student has a credit balance from an over payment of financial aid on their student account. Normally, refunds occur each Wednesday of the week.
- Book Voucher: Students may receive a book voucher, if their financial aid creates a credit balance on their account. Book vouchers are only issued to students receiving financial aid.

- Parent Sign On: Students can give their parents/sponsor access to much of their financial information online by issuing their parents/sponsors a login and password. Please consult www.udallas.edu/sas.

Helpful Hints

- Students should know the deadline for when payment arrangements are due. This can be found on the SAS website.
- Students should know how to find their account information online.
- Students should be familiar with how to make payments online.

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

- **STUDENT ADVISING**

Graduate School of Management Advisors provide academic advising for all GSM students. These professionals work for you and are your advocate within the Graduate School of Management community. Each stands ready to answer your questions, address your unique concerns and represent your interests while you are a student at Graduate School of Management.

Please see the directory for information on your advisor.

Student Services

- **DEAN'S RECEPTION/NEW STUDENT ORIENTATION**

The University has established a Dean's Reception/New Student Orientation program to make new graduate students at UD welcome and help them succeed. Under the leadership of the Admissions Office, the Reception/Orientation is designed to welcome and integrate new students into the UD community. At this reception, we review academic policy and procedures and new students will have the opportunity to meet with the Dean of the College of Business as well as with other Graduate School of Management faculty, staff and other students entering our programs. If you would like to review information available at the Dean's Reception, please visit: <http://www.udallas.edu/academics/cob/gsm/sr/orientation>.

- **REGISTERED STUDENT ORGANIZATIONS**

The University encourages students to form and belong to organizations and clubs that develop common interests compatible with the mission statement and whose activities are consistent with University policies and regulations. Recognition of a student organization or club does not imply the University's approval or endorsement of a student organization's particular point of view. Activities of recognized student groups are circumscribed by the student organization or club's mission statement as stated in the group's approved constitution. University policy supersedes any policy established by local, regional, or national organization with which campus groups may be affiliated.

Recognized student organizations and clubs may use campus facilities and services provided the group is properly registered with Student Activities. Organizations and clubs are obligated to register at the beginning of each academic year (August). Failure to register will result in the student group being placed on inactive status with the loss of privileges that accompanies University recognition. Two consecutive academic years of inactive status will result in withdrawal of recognition.

GSM students interested in forming a new campus organization or club should confer with the Student Programming and Events Manager. The procedure for seeking University recognition requires the submission of a written constitution that clearly states the purpose of the organization, membership criteria, leadership structure, and the by-laws by which the group will conduct its business.

After a review the proposed constitution and goals of the organization or club, a decision will be made regarding the awarding of campus recognition. Any group classified as a religious or service group must also seek the approval of the Director of Campus Ministry.

Membership in a recognized organization or club is limited to currently enrolled students, faculty, staff, and alumni. Membership is open to all who meet the prescribed criteria without respect to race, sex, creed, or national origin. The group's officers and members are responsible for their individual and collective actions on or off campus. Organization, club, or member recognition may be terminated immediately if the group fails to abide by their approved constitution or violates the Code of Student Conduct, state, or federal law.

In planning activities/events, student organizations and clubs must complete an "event information form." This form is available in the Student Activities and Leadership Center, and must be submitted two weeks before the proposed event is to take place.

Officers or individual members are NOT authorized to sign a purchase order or any contract in the name of the University of Dallas. Purchases or other contract agreements made may result in personal liability for the individuals involved. All activities must be funded through the organization/club.

Faculty and administrative staff may choose to serve as a resource to student organizations and clubs by providing general advice and counsel to group officers. Faculty or staff serving in this capacity are expected to provide guidance to help the club or organization carry out its mission within the parameters of the mission, rules and regulations of the University of Dallas and applicable federal, state, and local laws. For more information, consult the GSM Student Organization Handbook.

- **RISK MANAGEMENT TRAINING**

Effective September 1, 2008, all advisers and officers of university organizations are required to undergo risk management training. This training is mandated by Texas law. No organization will receive recognition from the University unless all pertinent members and the adviser have undergone the appropriate training. The Director of Student Activities will arrange the training sessions during the fall semester.

For a list of registered GSM Clubs and Organizations, please contact Justin Moore at jmoore@gsm.udallas.edu or 972-721-5392

- **INTRAMURAL SPORTS**

A variety of major sports are offered, including volleyball, basketball, soccer, flag football, and softball. Weekend sport events include water games, frisbee, tennis, and sand volleyball. Student participation in intramurals makes it one of the largest on-campus activities outside the classroom. Contact the Recreational Sports Office at x4101 for a schedule and more information.

Community Welfare and Student Conduct Policies

- **STUDENT CODE OF CONDUCT**

The University's jurisdiction and discipline shall be limited to conduct which occurs on University premises or which adversely affects the University community and/or the pursuit of its objectives. Full and part-time students pursuing undergraduate, graduate or professional studies at the University of Dallas are expected to honor the Code of Student Conduct. Failure to abide by this Code is considered to be misconduct and subject to disciplinary action:

1. Acts of dishonesty, including but not limited to the following:
 - a. Academic dishonesty in any form, such as cheating and plagiarism (incidents involving academic dishonesty are handled by the dean of the college through which the course is offered, or the dean's designee).
 - b. Furnishing false information to any University official, faculty member, or office.
 - c. Forgery, alteration, or misuse of any University document, record, or instrument of identification.
2. Behavior that disrupts or obstructs the normal operation of the University.
3. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct that threatens or endangers the health and safety of any person.
4. Theft (actual and attempted) of University property or the property belonging to a member of the University community.
5. Damage to University property or the property belonging to a member of the University community.
6. Hazing
7. Failure to comply with directions of University officials acting in the performance of their duties, and/or failure to identify oneself to these persons when requested to do so.
8. Unauthorized possession, duplication, or use of keys to any University premises, or unauthorized entry to or use of University premises.
9. Use, possession, or distribution of narcotic or other controlled substance except as permitted by law.
10. Use, possession, or distribution of alcoholic beverages except as expressly permitted by law and the Policy on Campus Alcohol.
11. Possession or use of firearms, explosive fireworks, other weapons, or dangerous chemicals on University premises.
12. Arson or the irresponsible use of fire. Setting a false fire alarm or issuing a bomb threat. Misusing or interfering with the fire equipment, smoke detectors, extinguishers, and hoses. Failure to follow a fire drill or other emergency procedures.
13. Creating a safety hazard in any form.
14. Conduct that endangers others or is considered disorderly, lewd, or indecent; behavior that breaches the peace.
15. Theft or other abuse of computer time, including but not limited to the following:
 - a. Unauthorized entry into a file to use, read, or change the contents or for any purpose.
 - b. Unauthorized transfer of a file.
 - c. Unauthorized use of another individual's identification and/or password.
 - d. Use of computing facilities to interfere with the work of another student, faculty member, or University official.
 - e. Use of the computing facilities to send obscene or abusive messages.

- f. Use of the computing facilities to interfere with normal operations of the University computing system.
- 16. Failure to comply with the judicial system, including but not limited to the following:
 - a. Failure to obey a judicial summons.
 - b. Falsification, distortion, or misrepresentation of information before a judicial officer or committee member at a Committee on Student Discipline hearing.
 - c. Disruption or interference with the conduct of a judicial proceeding.
 - d. Attempting to discourage an individual's proper participation in or use of the judicial system.
 - e. Harassment (verbal or physical) and/or intimidation of a witness or a member of the Committee on Student Discipline.
 - f. Failure to complete sanctions.
- 17. Violation of any University rule, regulation, or contract not specifically identified in the Code of Student Conduct.
- 18. Violation of any federal, state, or local law not specifically identified in the Code of Student Conduct.

- **PROCESS OF DISCIPLINARY HEARINGS**

When an alleged violation of the code of student conduct occurs, the Dean of Student Life or his/her designee will decide whether the report of the incident is to be dismissed or whether the alleged violation should be adjudicated by an administrative hearing before a judicial officer from the Office of Student Life. Student (s) involved in an alleged violation will be notified of this decision in writing (see "Interim Suspension", below, for exceptions). A letter will be sent to the student's University of Dallas e-mail address and on-campus mail box. A student's failure to check mail does not constitute an excuse for failing to comply with the judicial process.

If this letter sent to the student announces that there will be an administrative hearing, it will inform him/ her of the alleged disciplinary charge(s) and the basis for them; the student will have the opportunity to plead responsible or not responsible to the charge. The student has three University working dates from the date of the letter to respond. If the student fails to respond then he/she will be charged with failure to comply, will receive another letter with a hearing time and date designated in the letter, and will be fined \$25 for failure to comply; the fine will be placed on the student's account until the incident has been adjudicated, and adjudication may occur and sanctions be imposed in absentia.

At an administrative hearing, the student has the opportunity to present his/her side of the story to the judicial officer. The student has the right to have witnesses interviewed on his/her behalf and to request additional investigation of the incident; the judicial officer is entitled to set appropriate limits to such interviewing and additional investigation. As the University judicial process is not a court of law, students may not bring legal counsel with them. The University's primary relationship is with the student, and all hearings will be conducted solely in the presence of the appropriate members of the University community (with the possible exception of witnesses).

INTERIM SUSPENSION

The Dean of Student Life or his/ her designee may impose an interim suspension on a student for any of the following reasons:

1. to ensure the safety and well being of members on the campus community;
2. to ensure the student's own physical and emotional safety and well being;

3. to prevent disruption of or interference with the normal operations of the University.

During interim suspension, the student will be denied access to all University facilities, including classrooms.

When interim suspension is imposed, the Dean of Student Life or his/ her designee will within one University working day notify the Provost, the dean of the student's college or school, and the chair of the Committee on Student Discipline, or, in the absence of the chair, any other member of the committee. Within two University working days the Dean of Student Life or his/ her designee will confer about the situation with a three-person working group, consisting of the Provost or his/ her designee, the relevant dean or his/her designee, and the chair of the Committee on Student Discipline or, in the absence of the chair, any other member of that committee. The working group will review the situation, including any written appeal of the terms of the suspension or other written submission by the student (which should be delivered by email both to the Dean of Student Life and to the Provost no later than one University working day after the student is notified of the suspension), and determine the hearing venue and time and whether and how the terms of the interim suspension will be modified; the Dean of Student Life or his/ her designee will inform the student of this determination within one University working day. If for whatever reason the working group is not constituted, if it is not convened for conference, or if it fails to arrive at a determination, the student will automatically gain permission to attend classes in the University facilities under whatever supervision is arranged by the Dean of Student Life, though otherwise the original terms of the suspension will remain in effect.

APPEALS OF DISCIPLINARY DECISIONS

The primary issue in a review of a disciplinary decision is whether University policy, procedures, and practices have been properly applied, not whether a student agrees or disagrees with the decision.

A student may submit an appeal if it is based on at least one of the following three reasons:

1. Substantial new evidence exists, which, if heard, would likely change the outcome of the case.
2. The original hearing procedures were substantially flawed and therefore unfair.
3. The sanction is highly inconsistent with previous sanctions given for the same violation of the Code of Student Conduct.

The student may submit an appeal on-line from the Student Life page on the University of Dallas website or through a typed letter addressed to the Dean of Student Life and delivered to the Office of Student Life, documenting the reason(s) for appeal. Appeals must be received by the Office of Student Life no later than two University working days from the date of the original administrative hearing. Only appeals from the accused student will be considered. If more than one student is involved in the incident, each must file a separate appeal.

Appeal of decisions made by a judicial officer will be reviewed in a timely manner by the Dean of Student Life. The finding will be communicated in writing to the student. In the cases of lesser penalties, the review by the Dean of Student life is final and un-appealable (i.e., no additional appeals of it will be allowed).

If the judicial officer has determined that one of the server penalties such as probation, suspension, or expulsion is appropriate, the case will within three University working days be reviewed by the Dean of Student Life, who will also take into account any appeal submitted by the student as

described two paragraphs above. If the Dean reduces the penalty to a lesser penalty than probation, his/ her decision is final and un-appealable. If the Dean agrees with the judicial officer's recommended penalty or disagrees but still recommends one of the remaining severe penalties, the case along with this recommendation of the Office of Student Life will within two University working days be forwarded to the Committee on Student Discipline for its review. See the next section for a description of this review.

COMMITTEE ON STUDENT DISCIPLINE

The Committee on Student Discipline is a standing committee of the University, the membership and basic responsibilities of which are defined in the Faculty Handbook. When probation or a severe penalty has been recommended by an initial hearing within the Office of Student Life and the review by the Dean of Student Life has not resulted in a reduction to a penalty lesser than probation, the Dean forwards the case within two University working days to the Committee on Student Discipline for its review. The student will be advised of the date and time of the review.

The Committee on Student Discipline is not a court of law. Its review process is one of inquiry and considered judgment rather than advocacy. Rules and procedures that apply in criminal or civil proceeding are not applicable. The student is not entitled to be present for the review; if the Committee should decide to interview the student or any other parties, they may not be presented or accompanied by counsel.

To conduct the review, the Committee will for purposes of the review select from among members present a Review Chairperson and a Review Secretary. The presence of any three members of the Committee constitutes a quorum for purposes of this review. The Committee will examine the Code of Student Conduct and the written documents provided by the Office of Student Life and by the student, with the aim of either making an immediate decision or determining that further information is necessary. If the Committee determines that none of the three grounds of appeal (mentioned in the section "Appeals of Disciplinary Decisions," above) is met in the case, whether or not the student has submitted an appeal, the Committee will confirm the recommendation of penalty by the Office of Student Life: the Review Secretary will inform the Dean of Student Life (or his/ her designee) and the student and forward this recommendation to the President for final disposition (see the last paragraph of this section). If the Committee will further deliberate, as it sees fit, and determine either (1) to proceed to a decision as described in the second paragraph below (beginning 'The Committee will render its decision'), or (2) to undertake further inquiry.

If the Committee determines to undertake further inquiry, before adjourning the session it will decide where the inquiries will be directed and what form they will take. The Committee will not itself engage in new investigations but may request them from the Office of Student Life or the Campus Safety Office. The Committee may make inquiries of the Office of Student Life, the campus Safety Office, any office of the University, the student, witnesses, or anyone else mentioned in the documents provided to it, and these inquiries may take any form the Committee decides upon. When the Committee is satisfied with the responses it receives, it will render a decision as described in the next paragraph.

The Committee will render its decision by taking one of the following actions. It will either (a) reverse the decision with respect to whether the student is responsible for the violation, (b) recommend a lesser penalty than that recommended by the Office of Student Life, or (c) confirm the recommendation of the Office of Student Life. A reversal of the decision with respect to the student's being responsible for the violation will be reported by the Review Secretary to the Dean of

Student Life (or his/ her designee) and to the student; no penalty will be imposed, and the Committee's decision will be final and un-appealable. If the Committee recommends a lesser penalty than that recommended by the Office of Student Life and that penalty is lesser than probation, the Review Secretary will report this to the Dean of Student Life (or his/ her designee) and to the student; the Committee's recommendation becomes the determination of responsibility and of the penalty, and this determination is final and un-appealable. If the Committee confirms the penalty recommended by the Office of Student Life or recommends a lesser penalty that is still one of the server penalties of probation or worse, the Review Secretary will communicate this to the Dean of Student Life (or his/ her designee) and to the student and forward the Committee's recommendation to the President for final disposition.

The President will make his/ her decision after reviewing the recommendation of the Committee on Student Discipline and all documents submitted for the Committee's review and after making any further inquiries according to his/ her sole discretion. The President will communicate his/ her decision to the Dean of Student Life (or his/ her designee), the Chair of the Committee on Student Discipline, and the student; this decision is final and un-appealable.

COMPLIANCE WITH THE CODE OF STUDENT CONDUCT

Compliance with the Code: Because students have voluntarily chosen to be students at the University of Dallas, they are responsible for reading and adhering to all policies and regulations which are outlined in this handbook, the University of Dallas Bulletin, and other publications issued by the University. The courts have consistently given Institutions of Higher Education the power to hold students to higher levels of accountability.

Any changes to or deletions from existing policies and procedures will be announced.

Failure to read the rules and regulations is not an acceptable excuse for violations of University of Dallas policy. As a private institution the University explicitly reserves the right to judge whether it is in the best interest of the institution that a student be allowed to continue affiliation and may, for reasons deemed sufficient by the University itself, discontinue affiliation. By registering, the student concedes to the University the right to require withdrawal whenever the University deems the withdrawal necessary.

COMPLIANCE WITH OFFICIALS

All students are expected to respect and comply with the directions of University staff acting in the performance of their official duties.

COMPLIANCE WITH RULES AND REGULATIONS OF OTHER INSTITUTIONS

All students are expected to abide by the rules and regulations of other institutions when visiting or participating in any activities of these campuses. Violations of published regulations on other campuses or violations of local laws and statutes while on other campuses will be subject to disciplinary proceedings.

COMPLIANCE WITH FEDERAL, STATE, AND LOCAL LAWS

All students are subject to federal, state, and local laws. The University reserves the right to review conduct involving serious breaches of the law and to initiate disciplinary proceedings independent of the courts. The University may suspend a student pending disposition of court action.

- **THE CLASSROOM CODE OF CONDUCT**

No student should be denied the right to learn because of *disruptive, disrespectful or rude* behavior in the classroom. Stated below are the minimum standards. At their own discretion faculty may add behaviors to the list below if they believe these behaviors are *disruptive, disrespectful or rude*.

- Students must not engage in conduct that endangers others or is considered disorderly, lewd or indecent.
- Students must speak in a way that is courteous and respectful to both professor and other students.
- Students must be attentive and focused (e.g., no sleeping or side bar conversations).
- Electronics policy: Cell phones, pagers, and other electronic devices must be turned-off before entering the classroom (unless authorized by ADA requirements). If there are extenuating circumstances, the student must request permission from the professor and with permission leave the device on vibrate/silent mode.

- **APPROPRIATE USE OF LAPTOPS IN THE CLASSROOM**

Laptops are to be used as a tool to enhance learning in the classroom. The technology they bring to the classroom has many benefits, but they are not to be mistreated. Remember that laptop use should contribute to the learning environment, not distract from it.

- All laptops should be muted before class begins.
- Stay on task. Using your laptop for things that do not relate to the lecture is disrespectful and will not be tolerated. Students should not use laptops for work-related tasks or other outside assignments during class.
- Email is not allowed during lecture. This not only distracts you from learning, it distracts fellow classmates as well.
- Please do not surf the internet, instant message, or view videos while in class. Remember that the people around you can see your screen and hear your keyboard use.
- If laptops are not being used to take notes or for other lecture-related tasks, they should be closed.
- Laptops will not be allowed during exams unless special permission is granted by the professor.

Misuse of your laptop during class will effect participation and overall grades. Any additional disciplinary action is at the discretion of the professor.

- **ELECTRONICS POLICY**

Cell phones, pagers, and other electronic devices must be turned-off before entering the classroom (unless authorized by ADA requirements). If there are extenuating circumstances, the student must request permission from the professor and with permission leave the device on vibrate/silent mode.

- **CONSEQUENCES FOR CODE VIOLATION**

Students who violate the classroom code of conduct are subject to the following:

1st offense: Professor provides a verbal warning to the student and outlines the consequences if the behavior continues. Severe behavior may warrant a professor asking the student to leave the classroom. Any such student must comply with the request immediately.

2nd offense: Professor discusses the problem with the student as well as advisor and Dean of the college. The professor may ask the student to leave the classroom based on the severity of the behavior.

3rd offense: Professor may ask the Dean to withdraw the student from the course. Written notification is provided to the student and Student Records office.

DUE PROCESS

The student has one appeal that would occur after the 3rd offense. If the student is withdrawn from the course, a written appeal must be made to the dean within 48 hours of the withdrawal. The student is expected to attend class during the appeal process. The appeal is forwarded to the Academic Review Board (ARB). The ARB requests a statement from the professor. Based on these statements from the professor and student, the ARB makes a recommendation to the dean that the withdrawal either be sustained or overturned.

MULTIPLE CODE VIOLATIONS

If a student has 2 classroom code violations that have led to 2 course withdrawals, the student may be expelled from the university. In the case of an expulsion, the student has the right to an appeal and must make a written appeal to the dean within 72 hours of the expulsion notification. The student is expected to attend classes during the appeal process. The appeal is forwarded to the Academic Review Board. The ARB requests a statement from the professor. Based on these statements from the professor and student, the ARB makes a recommendation to the dean that the withdrawal either be sustained or overturned.

- **ALCOHOL AND ILLEGAL DRUG POLICY**

As a Catholic center of higher education, the University of Dallas is concerned about the moral development of its students and recognizes and accepts its obligation to abide by the laws of our society.

Although the University takes a firm stand on illegal drugs and drinking, it also recognizes that such a problem is sometimes best dealt with by counseling and education. A counselor is available on campus to students, free of charge. University Judicial Officers address issues involving substance abuse and may refer or mandate students to a counselor for evaluation and counseling.

The University of Dallas has the right, in accordance with the amended Family Educational Rights and Privacy Act, to notify the parents of students under the age of 21 who violate university policies or civil laws pertaining to alcohol or drugs. The decision to notify the parents will be made on a case by case basis by Student Life staff.

DRUGS

The University strictly prohibits the use, possession, sale, or offering for sale of illegal drugs. Beyond action taken by civil authorities, the University will handle alleged violations of the illegal drug policy through its established disciplinary channels. Possession and/or use of illegal drugs may result in

suspension or expulsion from the University. The consequence of selling, providing, or distributing illegal drugs normally consists of expulsion from the University.

Persons convicted of drug possession under State or Federal Law may not be eligible for federal student grants and loans for up to one year after the first conviction and five years after the second. The penalty for distributing drugs is loss of benefits for five years after the first, ten years after the second, and permanently after the third conviction.

Any items associated with the use of illegal drugs are prohibited and will be confiscated upon discovery. This includes but is not limited to bongs, hookahs, water pipes, roach clips, blow tubes, and dugouts. In cases where drug paraphernalia is found with illegal substances, a minimum fine of \$500 an item will be assessed.

ALCOHOL

Students are expected to abide by the University of Dallas Alcohol Policy as well as all applicable laws. Enforcement is a community wide responsibility, which is shared by Campus Safety Officers, Office of Student Life and Residence Life Staff, faculty, administrative staff, student leaders, and the student body in general.

The University of Dallas wishes to establish a healthy climate on campus regarding alcohol, one in which students feel free not to drink and understand the importance of drinking moderately. Underage and immoderate drinking is not tolerated.

UNIVERSITY OF DALLAS ALCOHOL POLICY

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

1. Students of legal drinking age are permitted to drink and store alcoholic beverages in moderation in their own residence hall rooms or in their student apartment, if all other residents and guests of that room or apartment are of legal drinking age. Students of legal drinking age must store alcohol in an inconspicuous manner (i.e. in the refrigerator or closet). If one roommate is of legal drinking age and the other roommate is not of legal drinking age, no alcohol can be possessed, consumed, or stored in the room or apartment. Students of legal drinking age are not permitted to consume alcohol in the rooms of underage students. In addition, no underage students may be present in a room where students who are of age are consuming alcohol.
2. Immoderate drinking by any student or drinking by students under the legal drinking age is prohibited. Immoderate drinking is defined as the use of alcohol, on or off campus, in a manner that results in intoxication or in behavior judged to be abusive, offensive, disorderly, unlawful, or dangerous to others.

SPECIFIC PROVISIONS RELATED TO THE USE OF ALCOHOL ON CAMPUS

1. The consumption of alcoholic beverages and the possession of open containers, except at University approved events (see Hosting Guidelines below), are restricted to the Rathskeller and the residence hall rooms and student apartments of legal age students, in which all residents of the room or apartment and guests are of legal drinking age.
2. Residence hall and student apartment residents who are of legal drinking age who host a social event in their room or apartment are responsible for seeing that persons under legal drinking age are not present and that there is no immoderate drinking at the event. The residents assigned to the room/apartment are also responsible for the behavior of their guests, damages, and cleanup.
3. Authority for the interpretation of the Campus Alcohol Policy rests with the Office of Student Life.

4. Alcohol, kegs, taps, and alcohol containers in violation of University policy will be confiscated. Confiscated items will not be returned. Beer bongos and beer balls are not permitted. Spiked punch and Jell-O shots, no matter what the alcohol content, are strictly prohibited. The possession of empty or open containers in the presence of underage students implies consumption and is prohibited. Collections of empty containers are prohibited on campus. The contents of open containers will be poured out in the presence of a University official.

- **SOCIAL HOST RESPONSIBILITY POLICY**

Student(s) hosting a party (either on or off campus) will be held responsible for the actions of or injuries to their guests arising from the negligent distribution of alcohol or illegal substances at the event.

HOSTING GUIDELINES

Organizations wishing to sponsor an event with alcohol must submit an Event/Program Alcohol Registration and Permit Form to Student Life at least ten days prior to the event. Specific policies for events requiring a permit are detailed on the Event/Program Alcohol Registration and Permit Form. If it becomes apparent that these guidelines cannot be met before or during an event, the host is required to cancel the event.

If the University learns that organizations or individuals are planning to have sponsored activities that violate state law or policies of the University, regardless of where held, the University may respond through administrative and/or judicial actions.

- **SEXUAL ASSAULT AND HARASSMENT**

The University of Dallas is committed to providing educational programming which promotes awareness and prevention of sex offenses. While a concern of the entire community, the primary initiative for such programming lies with the Office of Student Life and the Campus Safety Office. Sexual Assault offenses include the actual or attempted intentional touching of an unconsenting person's intimate parts (defined as genitalia, groin, breast, buttocks, or clothing covering these areas) or forcing an un-consenting person to touch another's intimate parts; rape, forcible sodomy; forcible oral copulation; and forcible sexual penetration, no matter how slight, of another's anal or genital opening with any object.

These acts must be committed either by force, fraud, intimidation, or against the victim's will where the victim is incapable of giving consent because of permanent or temporary mental incapacity and/or the influence of alcohol or drugs.

Students are encouraged to report sexual assaults. Reports may be filed with the Campus Safety Office. Reporting a sexual assault does not automatically initiate charges. The decision to go forward with charges at the University or with the police rests with the person reporting the assault.

In the end, the decision to report an offense and to pursue charges rests entirely with the student. The University physician and counseling service are also available to assist a student that has been sexually assaulted.

Sexual harassment is a form of discrimination prohibited under Title IX of the Education Amendments of 1972 and Title VII (as amended) of the Civil Rights Act of 1964. Sexual harassment is defined by the Office of Civil Rights of the Department of Education as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that is sufficiently severe, persistent, or pervasive to limit a student's ability to participate in or benefit from the education program, or to create an intimidating, hostile, or abusive educational environment.

The following types of conduct, when unwelcome, may constitute sexual harassment:

Inappropriate touching, patting, or pinching; physical assault or coerced sexual activity; demands or pressure for sexual favors; obscene phone calls, e-mail, or gestures.

Any student who believes that discriminatory practices based on gender have occurred may discuss their concerns and file a formal or informal complaint with the Title IX Coordinator.

Title IX Coordinator
Ms. Janis Townsend
Director of Human Resources
Carpenter 223
972.721.4142

- **HAZING**

Hazing is defined as any intentional, knowing, or reckless act occurring on or off campus committed by one or more persons that endangers another student's mental or physical health or safety. This includes, but is not limited to, actions for the purpose of pledging, being initiated into, affiliated with, holding office in, or maintaining membership in any organization whose members are or include students.

A student commits an offense if the student:

1. engages in hazing,
2. solicits, encourages, directs, aids, or attempts to aid another in the act of hazing,
3. intentionally, knowingly, or recklessly permits hazing to occur, or
4. has firsthand knowledge of the planning or attempt of a specific hazing incident involving a student and fails to report this information to the Dean of Student Life or other appropriate official.

An organization commits an offense if:

1. the organization condones or encourages hazing, or
2. an officer or any combination of members, pledges, or alumni of the organization commits or assists in the commission of hazing.

Beyond criminal or civil penalties, the University will handle alleged hazing policy violations through its established disciplinary channels. The sanction for violating the hazing policy may include suspension or expulsion from the University.

- **MEDICAL CARE POLICY**

In the event of a medical emergency, the University reserves the right for professional staff to demand that a student receive medical attention. This might mean mandating transport by ambulance or other means to an emergency room or urgent care facility. In the event of a mental health crisis, University professional staff may require that a student seek an immediate evaluation. *Students who present a danger to themselves or others and/or who refuse to obtain proper care may be separated from the University.*

Due to liability concerns, University staff may not transport students off-campus to receive medical care.

- **DUE PROCESS OUTLINE FOR ADMINISTRATIVE HEARINGS**

When an alleged violation of the code of student conduct occurs, the student(s) involved will be notified in writing. A letter will be sent to the student's local address. Failure to check the mail does not constitute an excuse for failing to comply with the judicial process. Students have three days from the date of the letter to respond. If the student fails to respond then he or she will be charged

with failure to comply and will receive another letter with a pre-scheduled administrative hearing time and date designated in the letter as well as an automatic Failure to Comply fine of \$25, which will be placed on the student's account.

If the student fails to attend the pre-scheduled hearing, the judicial officer has several options: a hold may be placed on the student's account until the incident has been adjudicated; the student may be dropped from classes; or a decision and possible sanctions may be handed down in absentia.

At an administrative hearing, the student(s) has the opportunity to present his/her side of the story to the judicial officer. The student may request that the judicial officer call witnesses or otherwise investigate the incident. The judicial officer will determine whether or not calling witnesses or conducting further investigation is warranted. As the University judicial process is not a court of law, students may not bring legal counsel with them. The University's primary relationship is with the student, and all hearings will be conducted solely in the presence of the appropriate University staff and students.

- **DISCIPLINARY SANCTIONS OUTLINE**

It is expected that students will complete their disciplinary sanction(s) by the deadline established at the time the sanction was imposed. Failure to meet the deadline date will result in a disciplinary hold being placed on the student's registration for the next academic term. A disciplinary hold will also be placed for 'Failure to Comply' with a judicial summons if a hearing is not held in absentia. A hold may also be applied as a sanction.

Disciplinary records are maintained in the Office of Student Life. Routine records are expunged one year after graduation or one year after the student has withdrawn from the university. However, the University of Dallas reserves the right to place a 'Permanent Hold' on the judicial records of any student when such records are deemed to be of a serious nature. These records will not be purged and will be kept permanently.

Students' disciplinary records will be confidential except to authorized university personnel. Records will be released to an outside agency only by court order or by a signed consent/release from the student. The University of Dallas reserves the right to dismiss any student for falsification of any official University records.

The following sanctions may be imposed singly or in combination upon any student found to have violated the Code of Student Conduct:

- **Expulsion** - permanent separation of the student from the University.
- **Suspension** - separation of the student from the University for a specific period of time, after which the student is eligible to return. Students who have been suspended for disciplinary reasons are no longer in good standing and therefore may not use the facilities, programs or services of the University of Dallas until such time as they are reinstated. Permission to be readmitted from suspended student status is made by the Dean of the College of Business in conjunction with the Dean of Student Life.
- **Disciplinary Probation** - written notice to the student that continued enrollment at the University is in grave jeopardy because of unacceptable conduct.
- **Expulsion from University Housing** - permanent separation of the student from University housing.

- **Suspension of Residence Life Privileges** - separation of the student from University housing for a definite period of time, after which the student is eligible to return at the discretion of the Office of Student Life.
- **Residential Relocation** – relocation of a student(s) to another room or student apartment.
- **Residence Life Probation** - warning that continued misconduct in University housing will result in residential relocation, suspension from Residence Life privileges, expulsion from university housing, and/or other designated sanctions.
- **Required Assignment/Educational Seminar** - required research or participation in an educational seminar or other educational project.
- **Counseling** – At the discretion of the Office of Student Life, a student may be required to seek ongoing counseling as a condition of continued enrollment at UD.
- **Community Service** - required, unpaid service for the betterment of the community.
- **Restitution** - compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
- **Confiscation** - the right to take items prohibited by the University, items which compromise safety, or items creating an annoyance.
- **Fines** - Imposition of monetary penalty for a misconduct violation.
- **Sanction Pending** - a sanction that has been imposed will be held in abeyance for a specific period of time pending good conduct. Further violation during the specified time will result in immediate enforcement of the sanction pending, in addition to the imposition of additional sanctions.
- **Reprimand** - a written notice that the student has violated the Code of Student Conduct and that further violation of the Code of Student Conduct will result in a harsher sanction.
- **Warning** - a verbal warning to the student that the student has violated the Code of Student Conduct.

CAMPUS SAFETY

- The Office of Campus Safety is located on the first floor of the Haggard University Center. Campus Safety provides security, fire protection and prevention, emergency first aid, safety programs and inspection, and enforces the Code of Student Conduct and investigates violations of the Code as well as criminal offenses occurring on University property.
 - Emergency phones are clearly identified in select parking lots throughout campus.
 - Lost and found is located in the Office of Campus Safety. Articles are kept for 30 days and then donated to charity.
 - Students must carry their identification cards on their person at all times while on campus. Students are expected to cooperate with Campus Safety Officers in the performance of their duties. Anyone witnessing a crime (or any suspicious activity) should notify Campus Safety immediately.
 - The Office of Campus Safety telephone numbers are 972.721.5305 (for routine calls) and 972.721.2911 (for emergency situations only). For tips on crime prevention, security awareness, and crime statistics, consult <http://www.udallas.edu/aboutus/offices/cso>.
- **PARKING & MOTOR VEHICLE POLICIES**

Vehicles parked on UD property by students, faculty or staff must display a current UD registration decal. These decals are available, twenty-four hours a day, from the Campus Safety Office located on the first floor of Haggard University Center. If a registered vehicle is sold, or otherwise disposed of, the old decal must be removed, Campus Safety must be notified, and the replacement vehicle registered. Decals may not be mounted to any nonpermanent device or transferred from one vehicle to another. To register a vehicle, all students must fill out the online registration form available at <http://www.udallas.edu/aboutus/offices/cso> and show a current UD Identification Card. To be registered, vehicles must be in operating condition with current state registrations, inspections and tags.

The University of Dallas has enacted the following parking and traffic regulations for safety and security, as well as to make parking and traffic flow at UD as efficient as possible. They apply to all students and visitors. Voluntary compliance with these regulations is the goal, rather than to assess fines. Parking fines have been enacted to deter violations. **A onetime waiver on a failure to register citation will be given with the purchase of a current decal within 5 days of receiving the first citation. A one day temporary parking permit will be available free of charge.**

The non-refundable registration fee is as follows:

- Parking Fees for Students enrolled in: **the University of Dallas' Graduate School of Management (GSM), the English Language Program (ELP), and University of Dallas School of Ministry Degree Programs:** If a permit is purchased in the fall semester, the fee is \$47.50 for the entire academic year and will expire on August 31st. If a permit is not purchased until the spring semester, the fee is \$28.50 and will expire on August 31st. If the permit is purchased for the Spring Term only or the Fall Term only, the fee is \$28.50 and will expire at the end of that trimester. If a permit is not purchased until the summer, the fee is \$10 and will expire on August 31st. Students that attend only at Frisco or are exclusively taking courses online do not have to purchase a permit and should park in Visitor parking.

1. The university is unable to provide "close-in" parking for all vehicles. Purchasing a parking permit **does not** guarantee a parking place nor does the perceived lack of parking space justify violation of any parking regulation.
2. Rules and regulations are enforced year round, including weekends, holidays, breaks, study days, and summer (with the exception of VISITOR spaces, which are enforced 7 am to 5 pm weekdays).
3. The speed limit on all University property is 20 MPH. Violators may be ticketed.
4. The fact that a citation is not issued when a vehicle is illegally parked does not mean nor imply that the regulation or rule is no longer in effect.
5. UD is not responsible for loss or damage to vehicles parked on or in transit on UD property.
6. Any vehicle operated or parked on University property must comply with the state registration requirements and display a current vehicle registration sticker and license tags. Additionally, proof of liability insurance must be carried in the vehicle and shown to UD Campus Safety upon request. Failure to meet these requirements may result in the vehicle being banned from campus.
7. Any inoperable vehicle on the UD campus may be towed at the owner's expense.
8. Throughout the year the campus may host special events that require reserved parking for the patrons. This may result in some inconvenience to students, but does not authorize drivers to violate parking regulations.
9. Any questions regarding the parking and traffic regulations may be directed to UD Campus Safety Department. The department is open 24 hours a day, seven days a week and may be contacted at any time by calling 972-721-5305 or by using the emergency phones that are strategically located throughout the campus.

- **Motor Vehicle Registration**

1. All vehicles parked at any time on UD property must display a current parking permit. Permits may not be falsified, transferred to another person or vehicle, forged or altered. Permits must be permanently affixed to the inside of the vehicle's front window, lower left side. Motorcycle permits must be readily visible.
2. All expired UD parking permits must be removed from the vehicle prior to affixing the current year permit.
3. Purchasing a new vehicle or changing from the vehicle originally registered requires a replacement permit. Additionally, lost, stolen or damaged permits must be replaced immediately. The fee for a replacement permit is \$5.00 when the remains of the original permit are returned. Otherwise, the replacement fee will be the cost of purchasing a permit for the remainder of the current year. **This fee applies to all permit types.**
4. Temporary permits are available 24 hours a day, 7 days a week at the UD Campus Safety Department for those with a current parking permit. There is no charge for a temporary permit; however, these will be issued for a maximum of 14 days. If another vehicle is being used for longer than 14 days, a permanent permit must be purchased.

- **VISTORS**

1. A visitor is defined as one who has no affiliation, association, or relationship with UD as a student or employee. Students are not considered visitors during Christmas break, Spring break, summer, or study days.
2. Visitors to UD should be given parking guidance by the person or organization inviting them to campus.
3. Visitors using vehicles that have a current UD parking permit must comply with the rules and regulations that apply to that permit.

4. One-time visitors to the University should use the designated visitor parking spaces located in front of Carpenter Hall and behind the Library. Long-term visitors will be issued a temporary parking pass upon written request from the sponsoring department or office. Guests of the University and other sponsored visitors are given a parking pass to be displayed on the dashboard of their vehicle. These parking passes are issued by the Campus Safety Office upon receipt of a signed written request from the sponsoring on-campus group or department.

- **FINES**

1. If name or permit number are not known this citation is issued to the owner/operator of the vehicle. Students are responsible for any citation issued to their vehicle.
2. Fines must be paid within seven (7) days. Fines can be charged to the student account.
3. Campus Safety Officers will issue citations for observed Parking or Traffic violations. A copy of the citation will be attached to the vehicle in violation or, when the violator is present, will be presented to the violator. The Campus Safety Office maintains records of all violations. Citations for violators who cannot be stopped or who will not stop are forwarded to the registered owner of the vehicle. NOTE: Campus Safety Officers are not empowered to void a written citation.
4. Unless otherwise posted or published, all traffic and parking rules are in effect seven days per week, twenty-four hours per day. No deviation from published rules, or issue of special parking permits will be made without the prior approval of the Campus Safety Supervisor

- **APPEALS**

1. All citations issued by the UD Campus Safety Department may be appealed within a reasonable amount of time, preferably within 5 days of the date of the citation. Only appeals for legitimate discrepancies with regard to the current parking policy will be heard. Appeals must be made by completing the online ticket appeal form at www.udallas.edu/cso or the hard copy form located at the Campus Safety Office.
2. **Information Regarding Appeals:** You cannot appeal a ticket because you believe it is unfair. If you are illegally parked for any reason, and/or for any amount of time, your appeal will be denied. Opinions that you do not believe the fines imposed or the rules are unfair will not be permitted during the ticket appeal hearing. Attending a Ticket Appeal Hearing Appeals are held by appointment only. You will be required to make a decision to attend the appeal hearing or not. If you choose to attend then you must appear. Failure to appear will result in your appeal being denied. Individuals appealing parking violations will be notified as to when and where to appear. You will receive an e-mail regarding your appeal, which may take up to two weeks to process.

- **IMMOBILIZED (BOOTED) OR TOWED VEHICLES**

1. Vehicles that have been charged with three (3) or more citations may be immobilized or towed. There is a \$50 service charge to release an immobilized vehicle. The owner of a vehicle towed from campus is responsible for all costs related to the towing and storage of the vehicle.
2. The University shall not, nor shall any of its authorized personnel, be liable or assume any responsibility for any loss or damage resulting from a vehicle being immobilized or towed.
3. The payment of fines for traffic citations does not remove citations from the record. Citations accumulate during the academic year.
4. Vehicles illegally parked (regardless of number of violations) are subject to being immobilized or towed when parked in or obstructing a fire lane, reserved space, handicap or handicap access space, overtime in a loading zone, blocking another vehicle in a parking space, or blocking a driveway, aisle, entry or exit to any parking area.

5. If a vehicle has been towed or immobilized, the individual seeking release of the vehicle may obtain the necessary information from the UD Campus Safety Department by calling 972-721-5305

- **DISCIPLINARY ACTION FOR EXCESSIVE VIOLATIONS**

1. An indefinite number of parking citations will not be tolerated.
2. Persons who have been charged with three citations may be notified that their parking privileges are in jeopardy.
3. Upon receipt of the sixth citation, parking privileges may be immediately suspended.
4. Failure to comply with the terms of the suspension, or continued receipt of citations may result in an additional \$100.00 fine along with the offense fine, immediate towing, and disciplinary action by the Dean of Student Life.

- **RESIDENCE HALLS MOVE IN/OUT PROCEDURES**

1. Special loading/unloading areas will be designated for fall "move in" and spring "move out" of residence halls and identified by temporary signs.
2. Visitors (parents) and students are expected to show courtesy to others by moving vehicles from these zones into other authorized parking spaces as soon as possible.
3. Vehicles are forbidden from driving or parking on sidewalks or grass at any time. Violators are subject to having their vehicles towed at owner's expense.

- **MISCELLANEOUS INFORMATION**

1. All persons should lock their vehicles while parked on campus.
2. Theft of, damage to or accidents involving vehicles should be reported to UD Campus Safety immediately.
3. Theft of or damage to personal property or property owned by UD (while on campus) should be reported to UD Campus Safety immediately.
4. All lost and found items should be reported to or brought to the UD Campus Safety Department as soon as possible.
5. Students may not leave their vehicle on UD property during a semester in which they are not enrolled (including summer) without the consent of the UD Campus Safety Supervisor.
6. The University of Dallas strongly discourages Students, Faculty or Staff from leaving vehicles on its property unmoved for any reason. However, should it become necessary to leave a vehicle for longer than 48 hours due to breakdown or other reason the Campus Safety Office must be advised as to the nature of the problem and the owner's plans to move the vehicle. Vehicles that do not have a current license plate, vehicle inspection sticker or current registration decal may be treated as an abandoned vehicle.
7. Registration decals are placed on the inside of the front windshield of the vehicle, above or beside the state mandated stickers, OR in the center of the windshield behind the rearview mirror, below the tinted area. The decal must be clearly visible to a person standing in front of the vehicle. Hang tags must be displayed from the rearview mirror. On motorcycles, attach the decal on the lower left corner of the windshield, or on the center line side with the front fork facing outward. It must be visible from the front. Or, the owner may fabricate a metal plate on the rear of the vehicle and attach the decal there.
8. Parking Violations (*Citations are issued 24 hrs a day, 7 days a week.*) A list of the parking violations may be found on the UD Campus Safety website,

- **SPECIAL REGULATIONS**

1. Any possession of narcotics or of weapons (even with a State of Texas "Concealed Carry" permit) on the UD campus is in violation of UD regulations.
2. Bicycles should be secured in bicycle racks and registered with the UD Campus Safety Department. Riders must comply with all state and local laws. Pedestrians have the right of way.
3. Special temporary disabled/handicap permits may be obtained from the UD Campus Safety Department by presenting a doctor's certificate stating length of disability. The special permit allows parking in all parking areas and visitor lots. It DOES NOT allow parking in State handicap spaces, reserved spaces, fire lanes, or 10 minute zones. A current UD permit is required to obtain a temporary disabled/handicap permit.
4. All buses, RV's, trailers, and boats must obtain permission from the UD Campus Safety Chief before parking on UD property. **NO PERMANENT PARKING ALLOWED FOR THESE VEHICLES.**

Campus Ministry

The Office of Campus Ministry is located in Upstairs Haggard next to the Health Center.

Chaplain—Fr. Rudy Garcia
Director of Campus Ministry – Denise Phillips
Phone: 972.721.5375

ANSELM CAMPUS MINISTRY CENTER

The Anselm Campus Ministry Center is located on the second floor in the west end of the Anselm building. The center is equipped with a full kitchen and comfortable living-room type atmosphere. It serves as a meeting place for various campus ministry events and dinners, as well as a place for students to gather and socialize. All are welcome.

CAMPUS MINISTRY ACTIVITIES & PROGRAMS

The Campus Ministry Office provides student directed activities that provide opportunities for community volunteer work, personal and spiritual growth, faith sharing, and formation in liturgical ministry. All students are invited and encouraged to actively participate regardless of their religious affiliation.

COMMUNITY OUTREACH

A number of programs are available for students to volunteer their time and skills on a weekly, monthly, and annual basis. These include Alternative Spring Break, Hearts and Hammers, University for Dallas, Crusaders for Life, Best Buddies, and serving meals at the Dallas Life Foundation. Contact Campus Ministry at 972.721.5375.

DINNER & DISCOURSE

Lively forums on current topics of faith (along with a home cooked meal) are scheduled throughout the year in Anselm Campus Ministry Center. Professors from all academic disciplines at the university as well as speakers from around the Dallas-Fort Worth Metroplex provide food for thought.

LITURGICAL MINISTRY

The Church calls all the baptized to a full and active participation in a life of prayer. Those Catholic students who wish to respond to this call as musicians, lectors, extraordinary ministers of the Eucharist, hospitality ministers are welcome to be spiritually and technically trained through the Office of Campus Ministry. Interested students should contact Denise at 972.721.5168.

RETREATS

The Office of Campus Ministry arranges a variety of retreats throughout the year. Spiritual direction is available year-round.

PEER MINISTRY

Peer ministry is an opportunity to serve one's peers as a messenger of the Gospel of Jesus Christ. Peer ministers become leaders by planning and coordinating student retreats, sponsoring theological forums, and gathering regularly to pray and to train other students as Peer Ministers.

CONFIRMATION

Classes for Catholic students seeking the Sacrament of Confirmation are available during the academic year. Contact Denise Phillips at 972.265.5168.

RITE OF CHRISTIAN INITIATION OF ADULTS (RCIA)

Inquiry classes for those of other faith traditions seeking to learn more about the Catholic Church begin in September. There is absolutely no obligation to conversion to the Catholic faith on the part of those who come to inquire. Contact Denise at 972.721.5168.

PRAISE AND WORSHIP

This is an ecumenical meeting of students who gather to lift their hearts and voices in joyful song. Each semester the students choose a time and day to gather. The setting for this gathering is the Church of the Incarnation. Please call the Campus Ministry Office at 972.721.5375 for more information.

CELEBRATION OF THE EUCHARIST

Mass is celebrated at the Church of the Incarnation:

- Saturday (Anticipatory) 5:00 pm
- Sunday 9:00 am, 11:00 am, *7:00 pm
- Monday - Wednesday - Friday 12:05 pm
- Monday - Thursday *5:00pm
- *These times during Academic Year only

The Eucharist is also celebrated in these locations near campus:

Dominican Priory:

- Monday – Friday at 7:15 a.m.
- Saturday at 9:15 a.m.
- Sunday at 11:15 a.m.

Cistercian Abbey:

- Monday - Saturday at 6:30 a.m.
- Sunday at 9:00 a.m.

Holy Trinity Seminary:

- Sundays at 9:15 a.m. (During the academic year)

SACRAMENT OF RECONCILIATION

Reconciliation is offered at the Church of the Incarnation:

Tuesday & Friday: 11:00 a.m. – 11:45 a.m. and
4:00 p.m. – 4:45 p.m. (during the academic year)

Saturday: 3:45 p.m. – 4:45 p.m.

Advent and Lenten Communal Penance Services with individual Confession are celebrated as well. Confession is also available by appointment. Call Fr. Tony at 972.721.5118.

- **IRVING AREA CHURCHES**

Cavalry Temple (Assembly of God)
4401 N.HWY 161 75038
972.261.1919
www.calvarychurch.cc

MacArthur Blvd. Baptist Church
8001 Mustang Dr.
972.373.9833
www.macarthurchurch.com

Irving Bible Church (Non-Denominational)
2435 Kinwest
972.560.4600
www.irvingbible.org

Church of the Redeemer (Episcopal)
2700 Warren Circle
972.255.4171
www.redeemer-irving.org

DFW Hindu Temple
1605 N. Britain Rd.
972.445.3111
www.dfwhindutemple.org

Oak Haven Methodist Church
1600 N. Irving Heights
972.438.1431

Temple Emanu-El (Jewish)
8500 Hillcrest Rd., Dallas, TX 75225
214.706.0025
www.tedallas.org

Temple Shalom (Jewish - Reformed)
6930 Alpha Road
214.661.1810
www.templeshalomdallas.org

Holy Trinity: ELCA (Lutheran)
2901 N. O'Connor Blvd
972.659.1387
www.lutheransonline.com/htlcirvingtx

Our Redeemer Lutheran Church—MO Synod
2505 W. Northgate Dr
972.255.0595
www.orlc.org

Park Cities Presbyterian
4124 Oak Lawn Ave
214.224.2500
www.pcpc.org

Woodhaven Presbyterian
3650 N. O'Connor Blvd.
972.541.0747
www.woodhavenpres.org

RESIDENCE LIFE

For GSM students living in the resident halls, please see the undergraduate policy on Residence Life. <http://www.udallas.edu/universitylife/studentlife/residencelife>.

With questions or concerns contact Betty Perretta at 972.721.5394

OTHER POLICIES

- **SMOKING POLICY**

The University of Dallas prohibits smoking in all buildings. Students, staff, faculty and visitors are asked to smoke outside of buildings, at least twenty five feet from main entry doorways to public buildings, and to deposit extinguished tobacco in appropriate containers. Smoking is prohibited where signs are posted. Please observe signs and use the ash urns provided around campus.

- **FILM/VIDEOS**

The University reserves the right to prohibit the showing of a film or video which, when taken as a whole, appeals primarily to prurient interests, depicts patently offensive sexual or violent behavior, or lacks literary, artistic, political, or scientific value.

By permitting a film to be shown, the University is not endorsing or condoning a particular picture or video's content or artistic expression. From an educational perspective, the University may require that a film or video be shown in a specific location and in the context of critical analysis and/or discussions involving opposing viewpoints.

- **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act of 1974 (Buckley Amendment) ("FERPA") allows the student to determine who will have access to that student's education records. Every student

will have this determined annually, by the Office of the Registrar. Persons desiring information pertaining to this act should contact the Office of the Registrar.

At the University all academic records of students who enroll are kept in accordance with the provisions of The Family Education Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99).

All registered students have the right to inspect and review their education records maintained by the school. Schools are not required to provide copies of records unless it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

There are some records to which the student has no right of access. These are: financial records of parents; confidential letters and recommendations written prior to January 1, 1975; those confidential letters and recommendations for which a waiver of rights to access has been assigned, provided the student is given the names of those writing letters; doctors' and psychiatrists' records. However, these may be reviewed by the student's own physician.

Eligible students have the right to request that a school correct records that they believe to be inaccurate or misleading. If the school decides not to amend the record, the student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the student has the right to place a statement with the record setting forth the student's view about the contested information.

A school is not required to consider requests for amendment under FERPA that: seek to change a grade or disciplinary decision; or seek to change the opinions or reflections of a school official or other person reflected in an education record.

Generally, schools must have written permission from the student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records to the following parties or under the following conditions (34 CFR § 99.31): school officials with legitimate educational interest; other schools to which a student is transferring; appropriate parties in connection with financial aid to a student or the result of a judicial or quasi-judicial hearing; organizations conducting certain studies for or on behalf of the school; to comply with a judicial order or lawfully issued subpoena; and state and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them.

- **POLICY ON STUDENT TRAVEL**

Only vehicles owned and/or operated by the University of Dallas are covered by the University's insurance policy. The insurance policy does not provide liability or collision coverage if a student uses his/her own vehicle or if a student travels in a vehicle not owned by the University for whatever reason. In such cases students travel at their own risk and insurance coverage is the responsibility of the vehicle's operator.

University registered student organizations must have signed waivers of liability statements (prior to departure) from all who will be traveling to any organization-sponsored event. Such waivers are available from the Director of Student Activities.

- **STUDY TOUR BEHAVIOR POLICY**

Students are expected to conduct themselves in a responsible and professional manner while on study tours. The University of Dallas requires all participants in the program to comply with all rules and regulations of the university as well as abide by any applicable state or local laws of the cities being toured. Should any violations occur, the Program Director holds full authority to terminate enrollment in the program. More details are outlined in the release of liability form that all participants must sign before departing on any intentional or domestic tour.

Study Tour participants should remember that their actions during personal time are not regulated by university rules, so long as behavior does not interfere with official class time, endanger other participants, or violate laws. Students' actions are a representation of the University of Dallas and misbehavior will not be tolerated. Students are expected to be alert and awake during class sessions and on site visits. Based on the class itinerary, everyone is expected to adhere to the dress code dictated by the nature of the official visits.

Additionally, students are expected to be fully prepared to interact in a substantive fashion with the hosts during class visits as a result of completing the online course material prior to the trip. The goal is to hold meaningful discussions with the representatives of the companies and government agencies that are visited and to reflect a professional image of GSM and its students.

- **POSTING POLICIES**

Academic Buildings: (Braniff, Carpenter, Gorman, Science Building, Lynch) Signs are to be attached to bulletin boards only, not to painted surfaces, windows, doors, brick, etc. Permission to post a sign may be obtained by the administrative assistant in each academic department of the academic buildings. After the event, signs are to be removed by the organization and/or individual who placed the sign. Signs placed in unapproved locations will be removed.

Haggar University Center: Signs approved by the Director of Student Activities may be posted on the approved Student Life bulletin boards. Any sign displayed from the Haggar Bridge must be attached to the wall below the banister, not on the wooden banister itself. Signs may be attached with masking tape only, and must hang a minimum of 6' from the floor. Signs must be stamped directly (stamping and then making copies will not be allowed) and may only be posted for two weeks maximum. A maximum of one Haggar Banner and six flyer-style signs will be allowed per event, and criteria for content can be found below. Signs and banners must be removed after the event by the organization and/or individual who placed the sign. Signs may be attached to bulletin boards, concrete pillars, and/or wooden slats (by bookstore), but not to painted surfaces, windows, doors, glass, brick, or any other surface not explicitly identified as acceptable. Use masking tape (or thumb tacks/staples on bulletin boards) - no scotch tape, duct tape, or other adhesive. Signs placed in unapproved locations, or without a valid stamp, will be removed.

Acceptable Flyer Criteria: Any flyer advertising alcohol distribution/sales must also advertise the distribution/sale of food and non-alcoholic beverages. Further, these events must present an alcohol registration form/permit signed by Aramark, Campus Safety, and/or the Office of Student Activities, prior to flyer approval. The Office of Campus Ministry must first approve any flyer that

contains religious ideas or events. Before a flyer may be approved for posting, the event must be registered with the Student Activities and Leadership Center.

Flyers must be typed or tastefully drawn, and the Office of Student Life must deem content suitable.

* Note: Signs stamped by the SALC employees and approved by Student Life staff are only approved for posting in the Haggar Student Center. The Office of Student Activities exercises no jurisdiction over posting policies for other buildings on campus.

Residence Halls: Please note the rules that apply to posting in academic buildings. The Office of Student Life, however, must approve and date stamp signs or banners posted in the residence halls.

Exterior Walls of Buildings: All signs to be posted outside on the campus must be approved by the Student Activities Coordinator in Haggar University Center, in advance of placement.

Chalking: Chalking of any sidewalk on campus, including the 'Mall' area must first be approved by the sponsoring organization advisor. The group or individual is also responsible for cleanup after the announced event.

- **SOLICITATIONS AND CONCESSIONS**

The facilities of the University of Dallas exist for the purpose of supporting the educational programs of the University. As a private institution, the University has the right to restrict the use of the facilities by organizations or groups not associated with the University. Door to door canvassing is not permitted on University property.

- **FUND RAISING**

Recognized student organizations and clubs may sponsor fund raising activities when approved in advance by the Office of Student Life and the Office of Institutional Advancement, provided that the following requirements are satisfied:

1. The proposed fund raising activity is legal and not contrary to the interests of the University of Dallas.
2. The proposed fund raising activity is directly related to the purpose and programs of the sponsoring student organization.
3. The proceeds of the fundraiser are dedicated exclusively for the purpose for which the funds were raised.

- **RELIGIOUS ACTIVITIES, ORGANIZATIONS, AND ADVERTISING**

Any programs, clubs/organizations, or advertising of a religious nature must be approved in advance by the Director of Campus Ministry. No religious organization or order may recruit or conduct other activities on the University of Dallas campus without the approval of the Director of Campus Ministry. This policy includes groups that are affiliated with religious orders that do volunteer or other service-related work.

Please submit requests for approval at least one week in advance to the Director of Campus Ministry. Priests or religious wishing to come onto campus will need a letter of good standing from their Bishop or religious superior before a request will be considered.

Graduate School Of Management Campus and Locations:

IRVING CAMPUS

The University of Dallas
1845 E. Northgate Drive
Irving, TX 75062
972.721.5000

FRISCO LEARNING CENTER

7460 Warren Parkway, Suite 100
Frisco, TX 75034
972.265.5700

IRVING CAMPUS MAP

<http://www.udallas.edu!/virtualroot!/resources/132/map.pdf?init=1&return=http%3a%2f%2fwww.udallas.edu%2fsearchresults>

Notice

The University of Dallas is an equal opportunity, co-educational and Catholic institution of higher learning. It is open to students and faculty of all faiths, and does not discriminate in admissions or employment on the basis of race, color, sex, age, handicap, or national origin.

Every effort has been made to include in this Handbook information that, at the time of posting, is accurate and pertinent. The provisions of this handbook are subject to change by the University of Dallas without notice.

Because students have voluntarily chosen to be students at the University of Dallas, they are responsible for reading and adhering to all policies and regulations which are outlined in this handbook, the University of Dallas Bulletin, and other publications issued by the university.