

STUDENT HANDBOOK

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

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

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

WELCOME

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

Please take time to read about the various procedures and policy statements that have a direct bearing on student life. Dominican has developed, with student input, policies on many important issues such as conduct, academic honesty, alcohol usage, drugs, sexual harassment, and grade changes.

This handbook is an important tool for learning more about Dominican University of California. I encourage you to use it often. Remember that the policies and procedures contained in the handbook are updated online. Visit Dominican's web page (www.dominican.edu) to view updated policies and procedures.

Enjoy your Dominican experience!

John Kennedy

Vice President for Student Life

UNIVERSITY HISTORY & INFORMATION

Joseph Sadoc Alemany, for whom our Library is named, was consecrated Bishop of California by Pope Pius IX in Rome in 1850. He left Rome and stopped in Paris to find helpers for his needs, especially women to establish schools in the Dominican tradition of education. He inspired one religious, Sister Mary Goemaere, a novice of the Holy Cross Convent in Paris, who had been trained for two years in Dominican traditions of religious life and education, to accompany him. They and several other religious set sail from Liverpool for New York on the steamer "Columbus" in October 1850. Sister Mary and two Dominican priests sailed from New York for Chagres, Panama. They crossed Panama by canoe and mule back and, upon reaching Panama City on the Pacific coast, took ship for San Francisco – where they arrived on December 6, 1850. Within a few days they left by ship for Monterey. There the bishop obtained for one year the loan of a house that would serve as convent and school. From this school, Santa Catalina, with its European traditions of education, Dominican University of San Rafael ultimately developed. In 1854, the population moved northward to Benicia, the new capital, and the California Catholic diocese was divided into two parts. Bishop Alemany became Archbishop of the northern section, and the fathers and sisters transferred their foundations north to Benicia, which was within the new archdiocese. In 1887, Archbishop Riordan gave permission to the Dominican sisters, headed by Mother Louis O'Donnell, to move the center of their administration from Benicia to San Rafael.

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

From this small beginning has come the campus we know today. Within fifteen years Angelico Hall was built for a music conservatory; a large wing was added to Meadowlands; Forest Meadows was purchased for athletics and outdoor dramatics; Fanjeaux was erected for a student residence and dining hall; Guzman Hall was built (1930) for academic and administrative purposes; and the property which separated Guzman from Fanjeaux, owned by Mr. and Mrs. John Buck, was purchased through the good offices of Joseph Tobin, sold to the University and named Benincasa.

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

The University was fortunate in having a series of early presidents who were women of outstanding caliber: Mother Louis O'Donnell, who established the campus, and Mother Raymond O'Connor, noted for her administrative ability and her devotion to Dominican traditions. Later Sister Thomas Vaughan and Sister Patrick Harney continued and enhanced the ideal of the earlier presidents. Sister Samuel Conlan, who served as fifth president of the University from 1968 to 1980, during times of academic confusion and unrest, not only held on to the best of the traditions of the past but encouraged innovation and experiment in administration, curriculum, and community relations. Dr. Barbara Bundy was the first lay president selected to lead Dominican University. She had been a faculty member in the University's humanities programs since 1971. In 1987, Neil Webb was chosen the University's first male president. He served only half a year before he and his wife were killed in a tragic plane crash. His death deeply affected life on campus. In 1988, the Trustees selected Joseph R. Fink to lead the institution. His official inauguration was in September 1989, although he began serving as President earlier.

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

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

The development of the curriculum, the addition of new fields of study, and the increase in the number and diversity of faculty and students necessitated campus expansion and renovation. The University acquired Bertrand Hall when the convent schools moved to their new campus in San Anselmo and erected three beautifully equipped buildings: Pennafort, a residence hall (1958); Caleruega, a dining hall and kitchen (1959); and Archbishop Alemany Library (1963). The name of the library shows the appreciation which Dominican University has for its Dominican past, since Archbishop Alemany in 1850 brought the first Dominican sister to California. The Conlan Recreation Center, which opened in the spring of 2000, is a state of the art recreation facility. It features the gymnasium used for recreational activities and intercollegiate competition, a multipurpose room, and an outdoor pool. In August 2002, the University opened a new residence complex – Edgehill Village. The complex consists of six apartment-style units that will accommodate a total of over 190 students.

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

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

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

CAMPUS BUILDINGS

Albertus Magnus: The name of this building, which is located just across the street from Bertrand Hall, comes from the medieval Dominican scientist, Doctor of the Church, and teacher of St. Thomas Aquinas, Albert the Great.

Alemany Library: Alemany Library is named for Archbishop Joseph Alemany, a Dominican priest, who was the first Archbishop of San Francisco. Archbishop Alemany invited Mother Mary Goemaere (the founder of the Dominican Sisters of San Rafael) to come to California from Paris in 1850 to establish schools in California. The Library was built in 1963. The Plaza in front of the Library is dedicated to Sister Marguerite Stanka, O.P., who retired in 1996 after fifty-two years of service to the University. She was Director of the Library from 1940 to 1983.

Angelico Hall: Angelico is the home of the Music Department and the locale for musical productions. The building is named after the nickname of St. Thomas Aquinas, the Angelic Doctor. It was built in 1921.

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

Bertrand Hall: Built in 1951, Bertrand was named for Louis Bertrand, who was the Dominican missionary called the Apostle to the Indies. Bertrand is a multi-purpose building that houses the Business Offices, Admissions, Financial Aid, Human Resources, and offices of various academic departments. Food and beverage machines are located in the lobby. The Administrative Services and Purchasing department, which includes Mail Services, is located in the basement.

Brown House: The Brown House is the shingled building between San Marco and the library. It used to be a teahouse and was located at the back of Bertrand near the Dominican Sisters Center. It was moved to its present location in 1948. It is currently used as a studio for the Art department.

Conlan Recreation Center: The Conlan Recreation Center opened in 2000. It is a state-of-the-art recreation complex, featuring a gym for recreational use, intramurals, and intercollegiate competition; an outdoor pool open from May until October; a fitness center; and a multipurpose room. The Center is named for Sister Mary Samuel Conlan, O.P., who served as the Dean of Students, Professor of English, and President of Dominican University.

Caleruega Hall: Caleruega, the modern chalet-style building on the corner of Magnolia and Palm, serves as the dining hall for the campus. Caleruega houses the Creekside Room and Shield Room that are frequently used for special events on campus. Built in 1959, the building is named for the small village in Spain where St. Dominic was born.

Chapel: There is currently a small chapel available to students on the second floor of Pennafort Hall. Mass is held M-F at 12:05pm and on Sunday evening.

Guzman Hall: Guzman Hall, named after St. Dominic's family, houses classrooms, the Offices of the President, Vice President for Finance and Administration, Academic Affairs, Institutional Advancement, Alumni Relations and Marketing and Public Relations. It was built in 1930. Behind Guzman is a small hexagon-shaped building that was formerly a gazebo for Meadowlands and is now faculty offices for the English Department.

Magnolia House: Purchased by the University in 2007, this magnificent Colonial mansion radiates East coast architecture. The original house was 3,000 sq. ft. and in 1928, the house was doubled when the library wing was added. Located on over 1.3 level acres, the estate encompasses a gated entry with a long gracious driveway, lawns, beautiful English gardens, mature landscaping, plus a 4 car garage and workshop.

Redwood Cottages: Located between Guzman and Angelico are the Redwood Cottages. Ralph Minor Hall houses the Nursing simulation lab and classroom. Martin de Porres Hall contains the E. L. Wiegand Nursing Skills Lab.

San Marco: San Marco, the art building, is located next to the bridge on the path from Anne Hathaway to the library. It takes its name from the monastery in Florence, Italy where Fra Angelico, a Dominican, lived and painted. The art studios are located within this building.

Science and Technology Building: This brand new facility houses various science and skill laboratories as well as classrooms and offices.

RESIDENCE HALLS

Edgehill Village is located behind Caleruega dining hall. The complex was named after the Edgehill Mansion located on the hill between Pennafort and the new Edgehill Village. There are six buildings in the complex; each building has eight apartment style units which accommodate four students per apartment in shared rooms. There is a laundry facility in the center of the complex but there are no kitchen units available to students.

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

Meadowlands, the former summer home of the deYoung family, was especially designed for entertaining, with its large Hunt Room and stately Great Green Table which can seat thirty diners. Meadowlands was built in 1888 and purchased by the University in 1918. About fifty students live in the building.

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

CAMPUS TRADITIONS

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

The Dominican University of California Shield and Motto

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

Dominican Day of Service

Every fall, Dominican students, faculty and staff participate in a number of volunteer projects around the campus and throughout Marin. Past projects have included a beach clean up, removing non-native invasive plants in the Marin headlands, and painting a local homeless shelter.

Mass of the Holy Spirit

Early in the academic year, the Dominican University community acknowledges its religious traditions with a special Catholic liturgy. All University students, faculty, and staff are invited and encouraged to participate. In recent years the Mass has been celebrated outdoors on the Anne Hathaway lawn.

Shield Day

Shield Day is the ceremony in the fall when the senior class welcomes incoming students, especially the first year class. The Senior Class designs a shield with a motto to present to the first year students. The design is a surprise to the first year students until its presentation. During Commencement activities, the shield of the graduating class is presented in its permanent carved wood form, and is displayed in Guzman Lecture Hall. The shields for the earliest graduating classes, between 1924 and 1957, were designed in stained glass and have been incorporated into the windows of the Meadowlands Assembly Hall. Beginning in 1958 shields were carved in wood and hung in the Shield Room of Caleruega Hall. Since 1984 shields have been hung in Guzman Lecture Hall.

Thanksgiving Ecumenical Celebration

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

GRADUATION TRADITIONS

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

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

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

Outstanding Student: the University presents The Outstanding Student award during Commencement to a graduating senior in recognition of exceptional contributions to the University and community and for academic achievement. The Outstanding Student is selected by a campus committee of faculty, staff and students from nominations made by the faculty, staff and graduating students. The names of the outstanding student award recipients are engraved on a plaque in the Guzman foyer.

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

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

INFORMATION & RESOURCES

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

ACADEMIC ADVISING AND SUPPORT SERVICES

The Academic Advising and Support Center (AASC) is located on the first floor of Bertrand Hall, Rooms 109 and 110. The Center offers academic advising, tutoring, disability services, first-year programs, academic assessment, international student services, and skill development free of charge to Dominican students. The University provides these services to help students reach their full academic potential. The Center is open Monday through Thursday 9-6, Friday 9-5, and by appointment. For information or to make an appointment, drop by the Center or call 415/485-3296.

Academic Advising

Students may work with both staff and faculty advisors. Professional advisors in the Academic Advising and Support Center provide academic advisement, course scheduling, and degree planning to prospective and current students who have not yet declared a major, as well as to students in cross-disciplinary majors such as Blended Liberal Studies/Teacher Education. Students with declared majors are advised by the chair or other faculty member within their major department.

Academic Excellence Workshops

AASC staff offer workshops throughout each semester on such topics as Reading for Results, Learning Styles, Test-Taking Strategies, Writing Research Papers, Time Management, Stress Management, and Documentation Styles. Check out their website or bulletin boards for more information about workshops.

First Year Programs

First Year Programs (Bertrand 109) are a resource for all first-year students who have questions as they adapt to university life. Programs designed to support students in the first phases of their academic journey include First Year Foundations, General Education courses designed to deepen understanding of the breadth and depth of human intellectual and creative expression in the arts, history, literature, music, philosophy, science, or anthropology; and Vision Quest, designed for incoming first-year students who are exploring social, academic, and career options.

Office of International Student Services (OISS)

The OISS manages both study abroad programs and international student advising for Dominican University of California. OISS supports international students both directly through specific services and indirectly through its support of an international ethos for the University. OISS provides orientation and programming to meet international students' interests and needs, including help with maintaining status and compliance with visa regulations. We welcome all international students—students who have studied, are studying, or want to study outside of their home countries. The International Student Services Coordinator can be reached in Bertrand 109.

Testing

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

The Teaching and Learning Center (TLC)

The TLC, located in Bertrand 110, is an academic resource for all Dominican students. It houses

eight computers, four tutoring carrels, and a conference area for group tutoring. Many helpful resources are available in the TLC, such as the Academic Skills Resource Manual. Here are some of the things you can do in the TLC: meet with a tutor; access online resources from a computer; take a placement test; take a CLEP test; take the computer competency exam; attend an academic excellence workshop; check out instructional books or videos; or obtain free math, writing, and reading handouts (and more).

Tutoring Services

Tutoring is available free of charge to all Dominican students. Every effort is made to provide tutoring in as many subjects as possible, such as algebra, anatomy and physiology, biology, calculus, chemistry, economics, nursing, Spanish, statistics, and writing. However, we cannot guarantee that tutoring will be available in any particular subject other than writing and math. Tutors are primarily students who have been referred to our center by faculty members. They have strong academic records and have demonstrated the skills to provide support and encouragement to students. A number of our tutors are professionals, hired on a part-time basis to assist students in several different subjects. Students are allowed one hour of tutoring a week per subject, as available. The Director of Learning Services may grant additional tutoring hours on a case-by-case basis. Tutoring Services is located on the first floor of Bertrand Hall, Room 110. In general, tutoring is available by appointment only and is provided on a first-come/first-serve basis. To sign up for a tutor, contact the Director of Learning Services at (415) 257-0153. After you submit an online tutor request, you will receive the name and number of an appropriate tutor to contact. You and the tutor will choose a time to meet that is convenient for you both. You are encouraged to meet in the Teaching and Learning Center (Bertrand 110), where you can access computers and other helpful resources.

ATHLETICS & RECREATION

The Dominican University Athletics and Recreation program is comprised of intercollegiate and recreational sports. In the athletics program, the University is a Division-II member of the Pacific West Conference of the National Collegiate Athletic Association (NCAA). The programs offered at Dominican are men's and women's soccer, basketball, and golf; women's volleyball and softball; and men's lacrosse. Students interested in participating in intercollegiate athletics should speak with the team's coach.

Participating in intercollegiate sports at Dominican requires a strong commitment of time, energy and perseverance. The priority for all student athletes is their academic program; hence practices are usually scheduled in the late afternoons and evenings to minimize interference with class schedules. All student-athletes participating in intercollegiate sports must meet all NCAA regulations regarding eligibility and academics by making normal progress towards an undergraduate degree. Physical examinations are required for all student athletes.

The goal of Athletics at the University is to make involvement in intercollegiate athletics a positive and memorable experience for the student athlete, as well as providing school spirit and enthusiasm for the whole campus community. Student athletes should also refer to the Student Athlete Handbook, published by the Department of Athletics and Recreation, for more detailed information about the athletics program.

Our Mascot - The Penguins

How did Dominican University end up with the nickname and mascot 'Penguins'? In the mid-1970's, students at the University wanted a nickname and mascot for their athletics teams. The Dominican Sisters of San Rafael who founded the University in 1890 had a distinct presence on campus with their long white habit, black mantel and veil, resembling a penguin. With a good sense of humor intact, the student body voted in the nickname Penguins - which twenty years later is alive and well! Youngstown State in Ohio is the only other four-year school in the United States to have the nickname Penguins. Ironically, the professional hockey team, the Pittsburgh Penguins of the NHL has the same official colors as Dominican University — black, gold, and white.

Recreational Sports & Activities

A wide range of participation-oriented recreation sports and activities are offered for the entire University community. Intramural sports are offered in flag football, volleyball, soccer and basketball. Instruction is offered in a variety of activities including aerobics, dance, self-defense, world beat, yoga, NIA and Jazzercise. A new Wellness Program offers weight training classes, personal training, health & physical fitness assessments. Dominican recently partnered with the San Francisco Yacht Club in Belvedere to offer the DU Sailing Club to students and alumni. No sailing experience is required to participate. The University has access to FJ sailboats, coaches, and facilities during weekday afternoons throughout the school year. A select group of students compete in regattas against other West Coast universities.

The Conlan Recreation Center

The Conlan Recreation Center first opened its doors in the spring of 2000. This state-of-the-art center has quickly gained the reputation as being one of the finest small recreation facilities in Northern California. The center includes a gymnasium with 2 full sized basketball and volleyball courts, a 2500 sq. ft. fitness center containing free weights plus aerobic and cardio machines, a multipurpose room used for activity instructional classes, aerobics and dance, a six lane swimming pool, and 6 outdoor championship tennis courts. All students have free access to the recreation facilities at Dominican. A student ID card is required to gain entry.

CAREER AND INTERNSHIP SERVICES

Career and Internship Services provides career development programs and services to empower students to develop skills for lifelong career satisfaction. It is located in the Campus and Community Resource Center across from Pennafort Hall and next to Edgehill. Office hours are Monday through Thursday 9-6 and Friday 9-5. Drop-In hours are Monday through Thursday 2-4pm and Friday 11am-12noon. To schedule an appointment, drop by the Center or call 415-485-3283.

Individual Career Counseling

Career counselors provide personal career counseling to assist students with choosing a major, self-assessment, exploring career options in their major, finding an internship, writing a professional resume, preparing for the interview, applying to graduate school and strategizing the job search. Counselors also offer self-assessment exercises to freshmen in Vision Quest classes.

Internship Program

Career counselors assist students in locating internships related to their majors, provide the internship packet and guide students throughout the internship experience.

Career Workshops and Events

Each semester, workshops are offered in *Resume Writing* and *Interviewing Effectively*. In October, a Career and Internship Fair is held to connect students with employers, internships and graduate schools. Other career events offered are *Professional Etiquette in the Workplace Dinner*, *Planning for Graduate School*, and *Winning Strategies for Launching Your Career*, the Majors Fair, and a variety of information sessions.

Job and Internship Listings

Register on the Dominican Career Network: www.ecampusrecruiter3.com/dominican to access full and part-time job listings and internships for Dominican students. Students can also post resumes, be notified of particular jobs/internships, and apply for positions online.

Career Resource Library

A variety of career-related books, guides, periodicals, and DVD's are available for students.

DISABILITY SERVICES

Dominican University of California is committed to providing effective, reasonable accommodations

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

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

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

Definition of Disability

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

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

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

Procedures

Procedures for students to follow in seeking accommodation are listed in the University Catalog, including under the General Academic Policies and Procedures, Policies and Procedures for Students with Disabilities.

EMERGENCY NOTIFICATION SYSTEM

All students are enrolled in the University's emergency notification system, a program that will send critical information to students in the event of an emergency or a situation on campus. The system is set-up so that once activated, text messages and voice messages are immediately sent out to the campus community with important information. This system is used only in emergencies, but it is critical that students follow the directions and instructions provided by the system. For example, the system will be used to notify students to lock themselves in their rooms or remain inside classrooms (shelter in place situation), or to notify students that the campus has been closed for safety reasons. When situations arise on campus, University personnel or local civil agencies will initiate procedures to inform students of the nature of the situation and steps to follow.

HONORS & RECOGNITION

Honors Organizations

- **Alpha Chi** is a national honorary society for juniors and seniors (minimum 3.5 GPA).
- **Alpha Lambda Delata** is the honor society for first-time freshmen
- **Alpha Sigma Lambda** is the national honorary society for adult learners.

- **Beta Beta Beta** is the national science honorary society.
- **Gamma Sigma** is the Dominican University honor society for undergraduates. Students must have junior standing and a cumulative grade point average of 3.6 at Dominican and have completed at least twelve computable units at Dominican University. To continue as a member, the student must maintain a 3.6 average.
- **Pi Lambda Theta** is both an honor society and a professional association in education open to undergraduate and graduate students, as well as professional educators.
- **Pi Sigma Alpha** is the national political science honors society. Members must be at least juniors who have completed at least ten semester-credits of work in political science including at least one upper-division course, with no grade lower than a B in those courses, and have at least a 3.5 cumulative grade point average.
- **Psi Chi**, the national honor society in psychology, has a chapter at Dominican University, open to both undergraduate and graduate students with either majors or minors in psychology. Membership is based on scholastic achievement. Contact the Department of Psychology for additional information.
- **Sigma Theta Tau** is the national nursing honorary society.

Academic Recognition

The **Deans' List** is announced and posted each semester. Please consult the University Catalog or the Office of the Registrar for the specific requirements and further information.

Honors at Entrance is awarded at the discretion of the Admissions Committee to incoming students who show evidence of outstanding academic ability. These students will be recognized by the University community at Shield Day in the early fall.

INFORMATION TECHNOLOGY

The Information Technology department, IT, is responsible for designing, implementing and supporting all the computer and phone related services at Dominican University of California. The following sections provide a brief introduction of the various resources and systems that may be utilized while at Dominican. As technology systems change faster than we can print catalogs and handbooks, we have provided URLs so that you can access more detailed and more current information online. Please note that the misuse of phone service or the internet (harassing messages, obscene emails or images, prank calls, etc) is a federal offense as well as a violation of the student code of conduct.

Penguin Pass

The Penguin Pass is the unified identification, communication and purchasing system at Dominican. The Penguin Pass provides each student with a photo ID card, a user ID/password and an email address. With their Penguin Pass students can access the following services:

- <http://my.dominican.edu> , the student portal system at Dominican.
- Door access to various facilities on campus.
- Send and receive email with your @students.dominican.edu email address.
- Utilize campus computers and use wireless network.
- Check out books from the Library and use the online research database.
- Purchase Meal Plan meals and pay for Laundry services
- Access online Blackboard Courses.
- To gain access to the Conlan Recreation Center.
- To print in the University's computer labs or make photo copies
- To be used as a debit card in the café or at the Bookstore

How to Get Information and Help

There are a number of resources available for technology assistance. The IT Home page for students is accessible at <http://my.dominican.edu>. Go to the "My Organizations" section and select "DU Students". From this organization you can find most everything that you may need. If your computer cannot access the online IT Help Desk, please call x0123 (415.257.0123).

Technology Use Policies

The full technology policies are available online at <http://my.dominican.edu>. Login with your Penguin Pass; go to the DU Students organization under "My Organizations", then "Technology" and then "Policies".

E-Mail

Email is an exceptional mechanism for communication within the University and used to a great extent by faculty and administration. Each student is provided a Dominican email address @Students.Dominican.edu with their Penguin Pass and the University expects that students will read messages sent to this address. Beginning with the 2008 summer term we will be moving all student email to a Google provided service. With this service students will be responsible for reading their email, or configuring forwarding to an existing account. For complete information on how to use the Dominican provided email services, please visit the following site: <http://www.dominican.edu/academics/resources/technology/policies/email.html>

On-Campus Student Internet Access

On-Campus students have internet access from their dorm rooms. If your Internet access is not working, please call the IT Help Desk at x0123 and provide your name, number and dorm room number so that we can assist. If you connect your personal PC to the student network we require that your computer is secure and virus free. This will assist in keeping the student network from being heavily infected with viruses, worms and other malicious software. For information on how to secure your PC from virus's, worms and Trojan horses please go to <http://www.dominican.edu/academics/resources/technology/secure.html>.

As with many other Universities, Dominican has seen P2P (peer to peer) software significantly degrade network performance. As a result of this P2P software use is restricted to the hours of 7 PM to 7:00 AM each weekday. For more information on on-campus student Internet access, go to <http://www.dominican.edu/academics/resources/technology/policies/dormnetwork.html>.

If Dominican sees that an individual PC is using an inordinate amount of network bandwidth we will attempt to broadcast a warning to the computer and if the problem persists we will then set bandwidth to modem speeds on that computer. To find out what computers are currently being filtered, please visit <http://ithome.dominican.edu/students/SlowedStudentPCs.asp>

On-Campus Student Telephones and Voice Mail

There is one phone line in every room in the residence halls which provides local and on campus service. If students wish to place a long distance call, they must use a personal calling card. Students must provide their own telephone.

Student Computer Support Policy

Dominican does not take responsibility for any student computer failures or problems unless they relate to problems with the Dominican provided services. There may be instances where students' computers are not working due to viruses, software configuration problems or hardware failures completely unrelated to any Dominican provided network services. As time permits the Dominican IT Department is willing to help students diagnose, and repair when possible, problems with student computers. Due to the nature of "other emergencies," students who need such assistance will have to coordinate with the IT department to set a time to stop by for help. Please call the IT Department at x0123 to set a date and time for computer help. Dominican is not responsible for any data loss or other problems resulting from computer assistance from the IT Department.

STUDENT LIFE OFFICES

The members of the Student Life staff are professionals who are able and ready to assist all students at Dominican. The staff works collaboratively in addressing student needs and concerns, and works closely with students in improving their experience at the University. Students are encouraged to visit the offices below, or to stop by the Student Life Office in Ann Hathaway for further information.

Student Health Center

A nurse practitioner directs the operations of the Health Center and sees students during regular scheduled hours (see hours posted at Health Center located in the lobby of Bertrand Hall). Call 485-3208 to make an appointment. Services provided at no fee include acute care for medical problems and minor injuries (diagnosis and treatment); health counseling for sexually transmitted diseases, smoking cessation, weight reduction and other health related concerns; and referrals to specialists when appropriate. Hepatitis B (for those 19 and under) and measles mumps and rubella vaccines are available at no charge. Hepatitis B (for those over 19), tetanus, meningococcal meningitis and TB skin tests are offered for a fee.

Campus Ministry

Campus Ministry serves the religious and spiritual needs of a diverse student body. While anchored in the Catholic tradition, the Campus Ministry Office employs an ecumenical approach in responding to concerns of all students striving toward enhanced spiritual maturity. Campus Ministry provides many opportunities for students of any age or religious tradition to participate in liturgies, retreats, Bible studies, community service projects, social celebrations, spiritual direction, immersion trips to Tijuana, Mexico, and homeless shelters in the central valley, and informal counseling. The Director of Campus Ministry has an office in Ann Hathaway, while the Associate Director of Campus Ministry has an office on the ground floor of Pennafort Hall. The Pennafort Chapel is located on the second floor of Pennafort Hall.

Dominican University celebrates a Sunday liturgy on Sunday evenings at 7:30 PM and daily liturgies as well as other religious services during the week. Check our web site at:

http://www.dominican.edu/Student_Life/Campus_Ministry.cfm

Counseling Services

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

Residential Life

The Director of Housing has an office in Pennafort Hall. The University provides on-campus housing for undergraduate and graduate students of all ages. One of the primary goals of the residence life program is the development of community among campus residents. Please refer to the Residence Life Addendum at the back of this handbook for more information about living on campus and the additional rules and regulations that govern residence life.

STUDENT CLUBS, ORGANIZATIONS, AND EVENTS

A Student Voice

Through elected and appointed representatives to various Dominican University of California committees and governing groups, students may voice their opinions on institutional matters. Students are listened to, and their ideas are helpful as the University reviews and considers policies and procedures and major issues that have an impact on the quality of residence life. In addition, students are encouraged to plan and promote different co-curricular or extra-curricular activities and events on campus. These activities can include trips to galleries and museums, hikes in West Marin, barbeques on campus, or programs that bring guest speakers or performers

to the campus – all ideas are welcome! We strongly encourage students to plan activities and events that promote the celebration of various cultures. Students wishing to establish a club or hold an event on campus are encouraged to speak to a member of the Student Life Staff or to bring their ideas to ASDU to seek additional resources. The number and types of clubs on campus changes each year, so please speak to your ASDU representative or a member of the Student Life Staff for additional information.

Associated Students of Dominican University (ASDU)

The primary group that helps students plan and provide campus activities, distribute activity funds, initiate changes in policy, and represent themselves to the University's administration and the broader community is ASDU. This group of elected student representatives serves both as the student activities association and the student government board. The members of the ASDU Senate are composed of representatives from the major student constituencies: the traditional-aged resident and day students, the adult day and evening (Pathways) students, and the graduate students. Opportunities exist for involvement in many activities on and off campus. ASDU is committed to helping student clubs and organizations through funding and publicity. All ASDU meetings are open to the public and to any student wishing to attend. In addition, students who perceive a need for a new and different organization on campus are invited to discuss their ideas with ASDU, the Dean or Assistant Dean of Students, or the Director of Housing.

Student Organizations: Political Activity Policy

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

STUDENT LEADERSHIP OPPORTUNITIES

Institute for Leadership Studies: Advancing the study, teaching, and practice of effective, ethical leadership

The Institute for Leadership Studies is a consortium of faculty and staff in cooperation with members of the Dominican campus and leaders from business, government and community organizations committed to providing leadership development opportunities through education and training, public lectures and workshops, leadership and change management research and strategic planning services. The Institute serves as an incubator for leadership learning ideas and actions. It serves as one of the University's portals to and from Marin and the greater Bay Area to contribute expanding options for leadership practice, which may facilitate constructive change in our community. It promotes community leadership and socially responsible leadership. The Institute serves as a partner to our campus and our community as we strive toward continuing to achieve our Dominican values of service and community based on knowledge and reflection.

STUDENT RESOURCES

Academic Affairs Office

Dominican University's academic programs are organized into three schools, The School of Arts and Sciences, The School of Business and Leadership, and The School of Education. The Provost, who is located in the Office of Academic Affairs on the second floor of Guzman Hall, coordinates the work of the Deans and has responsibility for the University's academic programs.

Admissions

The Admissions Office, located in Bertrand Hall, has the responsibility for counseling prospective students at high schools, community colleges, college and high school fairs, and on campus to assist them in making the choices about higher education.

Alumni Relations Office

The Alumni Relations Office is located in Guzman Hall. Although its primary focus is the former Dominican University of California student, the Alumni Association also provides opportunities for its future alumni by including current students in certain events. The alumni reunion weekend is scheduled each spring on campus to help reconnect alumni with each other and their alma mater. All alumni and current students are encouraged to utilize the Dominican Alumni Online Community which can be accessed 24 hours a day, 365 days a year at <http://alumni.dominican.edu>. The Alumni Career Services Liaison Committee works closely with the Office of Career & Internship Services to speak to students about various professions, to provide internship opportunities, to serve as mentors, and to open doors to job interviews. The Alumni Association also raises funds for student scholarships and for campus improvements.

Bookstore

In addition to textbooks for your courses, the Bookstore carries reference books, study guides, leisure reading, magazines, greeting cards, sundries, Dominican apparel and other memorabilia, school supplies, and much more. Contact the Bookstore for information about hours of operation and with any questions about books for classes. The Bookstore is located on the ground floor of Fanjeaux Hall and managed by the Follett Corporation.

ELS Language Centers

ELS Language Centers, a division of Berlitz International, the world leader in language instruction, operates an intensive English language program on the Dominican campus. Over 100 students from all over the world study English each four-week session on a year-round basis. ELS Language Centers provides an opportunity for Dominican University students to develop friendships with students from all parts of the world, and activities are sponsored to help facilitate this process.

E-Mail Accounts

Please see the section on "Information Technology" for more information about email accounts.

Financial Aid: Questions & Answers

Financial aid staff is available to help answer questions about scholarships, grants, loans and work study. Walk in hours are from 9-6 Monday through Thursday, and 10-5 on Fridays. The staff can also be reached by phoning 257-1350 or by email at finaid@dominican.edu.

Financial Aid: Selective Service

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

Financial Aid: Student Employment

Full-time students are not permitted to hold a regular full-time position at the University. Student employment opportunities become available at the start of the Fall semester, and students can continue to find part time jobs on and off campus up to the end of the Spring semester. There is a Student Employment Fair during the first week of the Fall semester each year, afterwards job openings are posted outside the financial aid office. Most student employment is through the Federal Work Study program, the amount of your award represents a job opportunity and the

maximum amount you may earn over the course of a year. For students without a work study award, there are limited positions available.

Financial Aid: Student Employment for International Students

International students may apply for International Work Study, and applications are available in the financial aid office the first week of the Fall semester. International students, whether on F-1 (student) or J-1 (exchange) visas, are permitted to work on campus as long as the following conditions apply:

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

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

Important Deadlines and Information: Each year, students receiving financial aid (grants, loans and federal work study) must reapply by March 2nd for the upcoming academic year. This includes both the Free Application for Federal Student Aid (FAFSA) and the Dominican Financial Aid Application. Students who wish to apply for a Cal Grant, and do not currently have one, must also submit a Cal Grant GPA Verification Form by the March 2nd deadline. The Registrar's Office will submit this data for current students with more than 24 completed college units. Students with less than 24 units should contact their prior college or high school.

Remember, continued eligibility for Dominican scholarships and grants requires full time enrollment (12 or more units for undergraduates, 9 or more for graduates) and completing satisfactory academic progress. Most other aid requires at least half time enrollment and satisfactory academic progress. For more specific information, refer to your Financial Aid Guide or visit the website.

Food Service

Caleruega is the main dining hall of the university; it offers a variety of dining options, from a choice of sustainable local farm fresh foods, vegan and vegetarian options. The dining hall is set-up in such a way to offer a variety of choices to students.

Hours of Operation

Breakfast	7:30-9:30	Monday-Friday
Lunch	11:30-2:00	Monday-Friday
Dinner	5:00-7:30	Monday-Thursday (5:00-6:30 Fri-Sun and Holidays)
Brunch	10:30-12:30	Saturday, Sunday, and Holidays

Meal plans

Three meal plans are available to resident students; 10, 14, or 19 meals per week. The weekly meal plan schedule is Monday breakfast through Sunday Dinner, for a total of 19 meals per week. Any combination of meals may be used for the 10 and 14 meal plans.

Flex Dollars

Dominican offers the Penguin Pass, a flexi dollar plan to cover those times when the regular meal plan is not enough or when you want to treat family and friends. The Flexi plan is similar to a debit

system. Any denomination of money can be deposited into your flex plan and then used in either the dining hall or Chilly's Café located in the corner of the Shield Room. Your Flex dollars can be used if you have exceeded your meal plan limit. Flex dollars can be used in Chilly's Café to purchase coffee drinks, beverages, pre-made sandwiches and salads. If you have exceeded your meal plan limit or have a guest visiting the campus you can use your Flex dollars to cover the cost of a meal in the dining hall.

Chilly's Café, is open during the academic year and closes during the winter break and summer break. The chefs prepare a daily variety of pre-made sandwiches and salads, also available are chips, pastries, cereals, and cookies. The café offers a full selection of coffee and espresso drinks, smoothies, and ice cream treats. The Café is a great place to relax, meet friends, or just escape the pressure of college.

Insurance

The University requires ALL students registered for 6 or more units to be covered under a medical insurance plan. Each student will automatically be enrolled in the University sponsored plan and will be charged on July 15, 2008 for fall semester and December 15, 2008 for spring 2009 semester. Students who provide proof of medical insurance and complete the waiver form on or before September 15, 2008 or February 15, 2008 will have the charges reversed. Charges are NOT REFUNDABLE after the above dates, so please make sure you show proof of coverage.

In addition, the University strongly encourages resident students to look into a renter's insurance policy (either an individual policy or through a parent's homeowners policy) as Dominican is not responsible for lost, stolen, or damaged personal items.

Library Services

The Alemany Library has a large collection of materials that supplement classroom instruction and assignments, computer workstations, and spacious, pleasant, quiet study areas. Library collections include books, periodicals, reference materials, online databases, and course reserves. Librarians are available at the Reference Desk or by appointment to provide reference assistance, bibliographic instruction, and assistance in using the databases and other electronic information resources. Library orientation tours are available at the beginning of each semester. Come to the Library circulation desk or call ext. 3251 for a schedule of tours and current Library hours.

Lost and Found

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

Parking

The main parking lot for Dominican University is located off Grand Avenue at Acacia Avenue in the Conlan Recreation Center parking lot. Parking in this lot is not restricted and is free of charge. The lot is lighted for nighttime use. Campus Security patrols the lot at regular intervals, and personal escorts from campus buildings to the lot are available by calling Campus Security at 269-6070. Escorts can also be arranged in advance. Limited parking is also available on Magnolia Avenue near the Library and Caleruega Hall. Acacia Avenue is reserved for faculty and staff with special permits – please be sure to check all posted signs. Please remember that Dominican University is located in a residential neighborhood of San Rafael. Students are responsible for obeying speed limits, following directions on traffic and parking signs, and for parking in legal parking spaces only. **Vehicles parked out of compliance will be tagged with a red violation sticker AND/OR TOWED at the vehicle owner's expense.**

Students may not park in front of neighborhood homes on Palm and Olive Avenues and under no circumstance should they block access to a neighbor's driveway or home. Students speeding on neighborhood streets or elsewhere on campus will be fined and/or prosecuted. The proper signage is posted at designated areas on University property for parking guidelines. It is the responsibility of the person parking their vehicle to read and follow the instructions of the signage posted.

Residence hall parking is strictly regulated and enforced. Parking spaces with numbers

painted in the space or on the curb-stop are reserved for residence students only. Cars parked in any of these spaces will have specialized resident parking permits indicating the numbered space in which they are allowed to park. Cars illegally parked in any residence hall space will be towed at the owner's expense. Resident students with parking will have a permit visibly posted in the right corner of their rear window, and these vehicles should ONLY be parked in residence hall spaces. Resident students with parking decals parked elsewhere on campus are essentially taking up two spaces and will be cited if not parked in their designated space in the residence hall lots.

Parking is not permitted in the following areas:

- At a red curb
- At a loading zone or yellow curb
- In handicapped parking spaces without displaying proper license or placard
- In a driveway, fire lane, or in front of a fire hydrant
- In a pedestrian walkway or path
- On a lawn
- On any landscaped area
- On any other no parking designated area

All vehicles parked in violation of the campus parking regulations will be towed at owner's expense. The average cost of towing is \$250.00, plus vehicle storage charges. Please work with the University to provide a safe and secure campus by respecting parking restrictions and parking in the Forest Meadows lot to help maintain our beautiful environment.

Study Abroad

For preliminary information regarding study abroad programs, visit the Academic Advising & Support Center and the Office of International Student Services (OISS) in Bertrand Hall. Any proposed program of study in another country must be planned in consultation with one's advisor, the Office of the Registrar, and if applicable, the Financial Aid Office.

DOMINICAN UNIVERSITY POLICIES

SCOPE OF POLICIES

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

AIDS POLICY

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

ANIMAL/PET POLICY

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

ALCOHOL & DRUG POLICY

Dominican is committed to fostering the intellectual, spiritual, ethical, and social development of its students. Consistent with these goals, Dominican expects the members of the campus community, including students, to respond responsibly regarding the use of alcohol and other drugs. This University's alcohol/drug policy focuses on these priorities:

1. Federal laws and laws of the State of California.
2. Dominican promotes the concept of wellness to its community. The abuse of alcohol or other drugs is inconsistent with that goal.
3. Students over the age of 21 who choose to drink, either off campus or at campus locations where alcohol is permitted, will do so in moderation and with mindfulness of the welfare of the entire campus community. In addition, these students will discourage the use of alcohol by those under the age of 21.
4. Many students at Dominican University of California choose to abstain from alcohol and other drugs. They should be free from pressure from other students to engage in activities that are not in harmony with their principles.
5. The University seeks to educate and support its students and the broader community about alcohol and other drugs.
6. The University and in special situations the local authorities will take punitive action against students who violate alcohol and drug abuse policies.

The following policies and procedures are based on the above priorities and with the

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

Federal Laws

Under federal law, the manufacture, sale or distribution of all Schedule I and II illicit drugs (e.g. cocaine, met amphetamine, heroin, PCP, LSD, Fentanyl, and all mixtures containing such substances) is a felony with penalties for first offenses ranging from five years to life (twenty years to life if death or serious injury is involved) and fines up to \$4 million for offenses by individuals (\$10 million for other individuals). Federal law also prohibits trafficking in marijuana, hashish and mixtures containing such substances. For first offenses, maximum penalties range from five years to life (twenty years to life if death or serious injury is involved) and fines up to \$4 million for offenses by individuals (\$10 million dollars for other than individuals). Penalties vary depending upon the quantity of drugs involved. For second offenses, penalties range from ten years to life (not less than life if death or serious injury is involved), and fines up to \$8 million for individuals (\$20 million for other than individuals). The illegal trafficking of medically useful drugs (e.g. prescription and over-the-counter drugs) may result in a prison sentence for a first offense of up to five years and ten years for a second offense.

Federal law also prohibits illegal possession of controlled substances, with prison sentences up to one year and fines up to \$100,000 for first offenses; and for second offenses, imprisonment up to two years and fines up to \$250,000. Special sentencing provisions apply for possession of crack cocaine, including imprisonment of five to twenty years and fines up to \$250,000 for first offenses, depending upon the quantity of crack possessed. Under federal law, distribution or possession with intent to distribute a controlled substance on University property requires a sentence enhancement of up to twice the prescribed sentence for the original offense, and at least twice the prescribed amount of parole time. In addition, a mandatory prison sentence of at least one year is imposed for any offense except possession of less than five grams of marijuana.

Persons convicted of possession or distribution of controlled substances can be barred from receiving benefits from any and all federal programs (except certain long-term drug treatment programs), including contracts, professional and commercial licenses and student grants and loans. Health care providers are barred from receiving federal insurance program payments upon conviction of a criminal offense involving distributing or dispensing controlled substances. Property, including vehicles, vessels, aircraft, money, securities, or other items of value which are used in, intended for use in, or traceable to transactions that involve controlled substances in violation of federal law are subject to forfeiture to the government. Finally, aliens convicted of violating any state, federal, or foreign law or regulation is subject to deportation and exclusion from entry into the United States.

California Laws

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

Penalties for a first drunk-driving offense include attending an alcohol/ drug program, fines up to \$1,000, up to six months in jail, and driver's license suspension up to six months. Second offenses are punishable by fines up to \$1,000, imprisonment up to one year, driver's license suspension up to eighteen months, and/or a required drug/alcohol program of up to thirty months. Third and fourth offenses carry similar sanctions, plus three- and four-year revocations of driver's license, respectively. Driving privileges are suspended for six months for refusing to submit to a blood

alcohol content text, for two years if there is a prior offense within seven years, and for three years with three or more offenses within seven years.

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

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

Health Risks

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

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

Long-term abuse of alcohol results in ulcers, gastritis, pancreatitis, liver disease, hepatitis, and cirrhosis and is associated with cancers of the digestive tract. Chronic heavy consumption can lead to stroke, heart disease, hypertension, anemia, susceptibility to tuberculosis, gastrointestinal bleeding, impotence and fertility loss. Episodic binge drinking can cause toxic reactions leading to death when large amounts are consumed or when alcohol is combined with other drugs. The most common negative health consequences from occasional drinking are trauma-related (accidents and violence), and involve both the drinker and non-drinking victims.

Other Depressants: These drugs include narcotics (for example, opium, heroin, morphine, codeine, and synthetic opiates) and sedative-hypnotics and anti-anxiety medications (for example, Nembutal, Seconal, Quaalude, Miltown, Equanil). All are central nervous depressants that slow down physical and psychological responses. The most serious risk is toxic reaction, or overdose, which causes death when respiratory, cardiac, and circulatory systems slow down and cease to function. Sedatives and anti-anxiety drugs can cause temporary psychosis, hallucinations, paranoid delusions, interference with short-term memory, impaired judgment and motor performance.

Stimulants: These drugs include amphetamines, methamphetamines, and cocaine (crack).

Stimulant drugs are exceedingly dangerous to both physical and mental health. Physical complications include heart attack, stroke, permanent brain damage, fatal heart rhythm abnormalities, convulsions, and physical exhaustion. Psychological complications include psychosis, paranoia anxiety, violent behavior, and depression that may lead to suicide. Injection of these drugs may lead to serious infections, including AIDS.

Hallucinogens: These drugs include mescaline, psilocybin, LSD, MDMA (ecstasy), and various mushrooms. They involve health risks such as panic reactions, flashbacks, toxic reactions (overdose), hallucinations, and death. Psychological states induced can include paranoia and Psychosis. Misidentification of mushrooms can lead to serious or fatal illness.

PCP: PCP users often become violent and oblivious to pain, leading to serious injuries to themselves and others.

Marijuana: This drug simultaneously creates physical symptoms akin to both depressants (relaxation, sleepiness) and stimulants (increased respiratory and heart rates). Chronic marijuana smoking results in respiratory difficulties, bronchitis, and probably both emphysema and lung cancer. Episodic use can cause panic reactions, flashbacks, and depression. Psychosis may occur in susceptible individuals, and severe toxic reactions may result from ingestion of large quantities. (Source: http://www.humboldt.edu/~judicial/html/alcohol_drug_policy.shtml)

Responding To Violations of The Drug Policy

The University considers violations of the Drug Policy to be significant and a direct challenge to the health and safety of the campus community. Students in violation will be referred to the Dean of Students and/or the Student Conduct Board, and civil authorities may be contacted if warranted. The case of each student violator will be responded to in an individual manner. Factors that will be considered in determining the University's response include the impact of the violation on the safety and security of the campus community and neighborhood, and the number and severity of the current and/or previous violations. Students who sell or distribute controlled substances on campus are subject to dismissal from the residence halls and possible expulsion from the University. Visitors (non-students) found distributing or selling controlled substances will be reported to local law enforcement.

Wellness

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

Responsible Drinking

Dominican University of California encourages each individual member of the campus community to consider the impact of alcohol usage on his/her own life and on the broader community. The University encourages anyone who chooses to drink to do so responsibly. Students and other members of the campus community should know their limits of alcohol intake. Some people cannot "handle" even one drink before becoming intoxicated. Students should know their limits and take precautions to stay within them. In recent years, designating a driver who refrains from drinking has become a popular way to make sure that at least one person in a group does not drink and drive. Having a "designated driver" is an act of responsibility.

Students whose drinking impacts the campus community, for example, it disrupts a residence hall suite or section of a hall, or impacts the neighborhood, is not acting responsibly. Students who live on campus are referred to the residence hall policies section of this handbook for additional information about the alcohol policy.

Abstaining From Alcohol

The number of students nationally and on campus who choose not to drink is high. Many college and

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

Education And Support

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

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

Responding To Violations of The Alcohol Policy

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

The Alcohol Task Force, comprised of students, faculty, and staff who helped in the development of the alcohol policy, recognized that violations of the alcohol policy demand responses on the part of the University that reflect the severity of the offense. Each violation earns points, based on the severity of the offense and the student's history or record of alcohol misuse. The more points a student accumulates, the more harsh the sanction. Repeated violations may move the student's offense up one level and may merit a higher number of points than violations typical of the offense category. An accumulation of six points usually will result in the removal of a student from the University or the residence halls.

Level One Violations

Level one violations are serious violations of the Dominican policy, but usually are not serious enough to warrant legal action by civil authorities. Level one violations usually earn one point. Examples of a level one violation are the drinking of and possession of alcoholic beverages (on their person or in their room) by a student under the age of 21. Students guilty of a level one violation will participate in an online alcohol education course, and will be fined a minimum of \$25. Fine amounts will increase when the violation is a result of the student hosting a party. Repeated level one violations will result in increased fines and possible referral to the Conduct Board.

Level Two Violations

Level two violations are more serious in nature, may attract attention of civil authorities, and may be referred to the Student Conduct Board. Such violations will merit three points. Level two violations may include noise disturbances resulting from usage of alcohol; the destruction of property; rude, offensive, or abusive behavior; and influencing other persons to drink against their

will. Providing alcohol to a minor is classified as a level two offense. Students guilty of a level two violation will meet with a member of the Student Life staff and will be required to participate in an alcohol assessment either online or with the assistance of a professional alcohol counselor (to be determined by the staff person). The assessment will help the staff determine an appropriate course of action in working with the student. The student violator will be fined \$50. The student also may be required to perform community service for a number of hours appropriate to the violation.

Level Three Violations

Level three violations are the most serious violations. If pursued by civil authorities they may result in civil action being taken against the student. Most, if not all, are illegal in addition to being violations of the Dominican policy. Students guilty of level three violations will receive the harshest penalties, up to and including expulsion from the residence halls or the University. Six points are assigned to violations in this category. Examples of level three violations are: having sexual activity with someone under the influence of alcohol; and actions requiring the presence of police on the campus or a police investigation that finds the students guilty of breaking civil laws.

Additional Examples Of Alcohol Policy Violations

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

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

Appealing Responses For Alcohol Violations

Students disciplined for alcohol policy violations may file an appeal to the Dean of Students within a reasonable period of time. A "reasonable time" is usually ten working days. Students wishing to appeal should follow the procedures for filing an appeal as described in the student handbook.

CELL PHONE POLICY

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

CHILDREN IN CLASSROOMS

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

COMMITMENT TO DIVERSITY

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

DISCRIMINATION & HARASSMENT POLICY

Dominican University is firmly committed to being a community in which students, faculty, and staff are consistently treated with both consideration and respect, and are protected from discrimination or harassment.

University policy prohibits discrimination or harassment based on race, color, religion, creed, gender, sexual orientation, marital status, age, national origin, ancestry, veteran's status, disability, medical condition, or any other basis that is protected by federal or state law. Some of the laws that govern these prohibitions include Title IX of the Education Amendments of 1972, Titles VI and VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, The Age Discrimination in Employment Act of 1967, the Americans With Disabilities Act, and the California Fair Employment and Housing Act.

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

1. Verbal conduct such as epithets, derogatory jokes or comments, slurs, unwanted sexual advances or invitations;
2. Visual conduct such as derogatory or sexually oriented posters, photography, cartoons, drawings, or gestures;
3. Using University computers, email, or web service as a mode of communicating verbal, written, or visual messages (see 1 & 2);
4. Physical conduct such as assault, unwanted touching, or blocking/interfering with normal movement or activities;
5. Making submission to sexual advances or requests for sexual favors a term or condition of any aspect of an individual's education or employment; and
6. Creating a working or educational environment that could be perceived by a reasonable person as intimidating, hostile, or abusive.

Dominican's policy prohibiting discrimination and harassment applies to all individuals involved in

University operations, applicants for admission or employment, and any persons doing business with or for the University. The University has appointed the Director of Human Resources as the individual who serves as Dominican's Title IX/Affirmative Action Coordinator. In this role, he/she is the campus's primary resource on issues relating to perceived discrimination and/or harassment. Any member of the University community who would like advice or assistance in dealing with any incident or action that is perceived as discriminatory or harassing should feel free to contact the Director of Human Resources or the Associate Dean of Students.

The University has also put in place a set of grievance procedures that specify exactly what steps should be taken to resolve a problem of perceived discrimination or harassment. An individual who has a problem of this nature is first encouraged to try to deal with it on an informal basis; if this approach doesn't lead to a satisfactory resolution (or if the individual prefers to omit this step), a formal grievance may be filed.

No individual shall be penalized in any way for having reported or threatened to report discrimination or harassment, or for cooperating or participating in an investigation of a complaint or hearing for discrimination or harassment. For additional information regarding discrimination and harassment, please visit the website at http://www.dominican.edu/Student_Life/

FERPA: FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, 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;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; 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 tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

HAZARDOUS MATERIALS POLICY

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

HONOR CODE

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

Academic Honor

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

The faculty, administration, and staff recognize their obligation to provide continuing guidance as to what constitutes academic honesty and to promote procedures and circumstances that will reinforce the principle of academic honor. Fundamental to the principle of independent learning is the requirement of honesty and integrity in the performance of academic assignments, both in the classroom and outside. Students should avoid academic dishonesty in all of its forms, including plagiarism, cheating, and other forms of academic misconduct.

The University reserves the right to determine in any given instance what action constitutes a violation of academic honesty and integrity.

Plagiarism

Plagiarism is an act of academic dishonesty and is a serious ethical and scholarly violation unless the words, phrases, or sentences are in quotation marks and the sources are given in full. Broadly

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

There are two main forms of plagiarism:

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

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

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

Cheating

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

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

Penalty for Student Acts of Plagiarism or Cheating

Should an incident of plagiarism or cheating occur, the faculty member is expected to take swift action. If, after investigating the incident and consulting with the chair of the department within which the course is offered, the faculty member determines a violation did occur, the faculty member will fill out an Academic Misconduct report form and submit a copy to the Dean of the appropriate school with originals going to the Associate Vice-President of Academic Affairs (AVPAA). The report should include copies of the evidence of the plagiarism or cheating. The penalties for acts of plagiarism or cheating may include failing an assignment/exam, failing a course, and/or dismissal from the University. The faculty member may determine the penalty to be applied as indicated in the following process:

Upon detecting an act of plagiarism/cheating the instructor is authorized to fail the student for that assignment/exam. The instructor must immediately file an Academic Misconduct Form with accompanying evidence with the AVPAA. The AVPAA will determine if this incident is the first or a repeated act of academic misconduct and notify

the instructor. If, at the end of a semester, a student has committed an act of plagiarism/cheating in a course, received an (F) for the assignment, and still has a passing grade, an incomplete grade (I) for the course will be assigned until the AVPAA has had time to review the allegation and determine if it is a first, second, or third offense. The AVPAA will inform the faculty member of the appropriate action to be taken. If it is determined to be the second offense, the AVPAA will direct the instructor to assign a grade of F for the course. If it is the third offense, the University reserves the right to dismiss the student. Decisions of dismissal must be made by the AVPAA in consultation with the Provost. Dismissal is not within the purview of the faculty.

In all cases the University reserves the right to determine the final administrative, disciplinary, or legal action including dismissal from the University for any offense. The AVPAA will communicate with the student by letter with copies to the chair of the department within which the course is being offered, the chair of the department in which the student is majoring, the instructor of the course, and the Dean. The original documents will remain in a confidential file in the Office of the AVPAA. The confidential file will be destroyed upon graduation of the student.

Procedures for Students Who Witness an Act of Plagiarism or Cheating

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

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

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

Student Rights

A student who believes s/he has been falsely accused of plagiarism or cheating, or that the instructor's resolution of the alleged incident is unjust, may appeal, in writing, directly to the Department Chair and the Dean of the appropriate School. The appeal should follow the process outlined in the section entitled "*Grievance Procedures*."

INFORMATION TECHNOLOGY (IT) POLICIES

For a complete listing and detailed information of IT policies and procedures, please visit the IT homepage at: <http://www.dominican.edu/academics/resources/technology/policies/>

PARENTAL NOTIFICATION POLICY

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

POLITICAL ACTIVITY POLICY

The University recognizes the need for guidelines for the use of University facilities, the University name, and the University seal where political activity or involvement is concerned, because of the laws under which it receives a tax exemption as an educational, non-political organization. While

establishing these guidelines, the University also affirms that education must be an active, on-going process whereby individuals become aware of the social, economic, political, and legal issues that influence their lives and the environment in which they live. Individuals seeking to alter these conditions in ways they believe to be beneficial to the society as a whole and/or to themselves will, of necessity, become politically involved. The University encourages all members of the University community to become informed and active participants in the democratic process.

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

The following guidelines are applicable to campus political activity:

1. The name of Dominican University of California, the seal and/or logo commonly used to represent the University or the name of any department or subdivisions of the University should not be used on any material intended for political purposes.
2. The University facilities may not be used to solicit funds for political purposes, to support candidates seeking public office, or to support proposed legislation.
3. No employee of the University, including work-study students, may be asked to perform tasks while on duty which support or promote a political issue or candidate seeking public office. Time spent in support of political activities cannot be substituted for performance of the specific task the person was hired to perform.
4. Political candidates and persons advocating a political position are welcome as guests of the campus provided proper arrangements have been made and appropriate campus offices have been notified. The presence of a speaker does not indicate support from the University for his/her point of view or for the specific individual. The University cannot assume responsibility for guaranteeing that all sides of every issue will in fact be presented by their supporters.
5. If the presentation is to be advertised outside of the University community, the sponsoring group or individual must consult with persons designated by the President in sufficient time to insure that adequate arrangements have been made according to University guidelines. Off campus advertisements should be approved by this person.

POSTER POLICY

A poster policy provides guidelines for the placement of posters, flyers, and other notices on campus. Generally, posters may not be placed on windows, either inside or outside a building. They may be placed on appropriate bulletin boards in several campus locations. The University reserves the right to remove any posters deemed to be offensive in nature, or those advertising events and/or products not in line with the Student Code of Conduct.

SAFETY AND SECURITY ON CAMPUS

Security and safety on campus must be a top priority for all of us. While Dominican's campus generally provides a safe and secure environment for our students, faculty, and staff, we are not exempt from occasional criminal activity. The following information is provided with the hope that you will read it over carefully and become familiar with the provisions and procedures Dominican University has set in place to foster a safe campus environment. Security is provided by the University to support safety on campus. They provide security 24 hours a day, including weekends and holidays. Campus Security will escort any member of the campus community between buildings or from a building to a car at night. A pre-scheduled escort can be arranged by calling the security cell phone at 269-6070.

Responding to Crimes and Emergencies

In the event of a violent crime, a crime in progress, or an incident involving personal injury or requiring medical attention, immediately contact the San Rafael Police Department or San Rafael Fire Department by dialing 911 (or 9-911 from a campus extension phone. Cell phone users should call 453-2424). Non-emergency criminal acts (vandalism, burglary, etc) should immediately be reported to the San Rafael Police Department by calling 485-3000.

Should a forcible or non-forcible sexual offense occur, the victim should immediately seek medical attention and/or support from campus or community resources, e.g. the Student Health Center at 485-3208, the University Counseling Services Program at 485-3258, Community Violence Solutions at (800) 670-7273 (this hotline operates 24 hours per day, 7 days a week), or the San Rafael Police Department at 911. A victim wishing to file a formal complaint against a perpetrator who is a member of the campus community should refer to the University's sexual harassment grievance procedures, which are included in this handbook.

Access to Campus Facilities

Dominican University academic buildings are generally open on class days from 7:00 a.m. to 10:00 p.m. The Alemany Library and other non-classroom buildings are usually unlocked by staff to accommodate business day schedules. During nighttime hours, Security officers patrol the campus and conduct regular checks of all facilities.

Campus residence halls are locked at approximately 8:00 p.m. with the exception of the main front door. The security guard and resident assistant see that all entrances are locked and secured at 8:00pm, but students have entry access with their room key or Penguin Pass. Individual student rooms lock with a deadbolt. Students are advised to take precautionary measures when entering and leaving residence halls and their rooms.

Crime Prevention at Dominican

Awareness is the most critical factor in the personal safety equation. If your attention to surroundings is compromised by intoxication, fatigue, or preoccupation, you operate at a disadvantage and have a greater potential for being victimized. The primary responsibility for avoiding victimization resides with you. The University routinely provides a variety of programs on issues related to safety and security. For example, workshops have been held on alcohol and drug awareness, suicide prevention, date rape, emergency preparedness, and first aid.

University Resident Advisors undergo specialized training to respond to emergencies, including rape, suicide prevention, earthquake, fire, and police presence on campus; additionally, they are fully versed in the University's safety procedures for investigating and reporting any suspicious or criminal activities in the residence halls.

Dominican is firmly committed to maintaining a drug-free campus. The full text of the University's policy on drugs and alcohol (including procedures governing disciplinary actions) can be found in the Staff, Faculty, and Student Handbooks. As a member of the University community, you should be aware that you will jeopardize your status if you use, buy, sell, or in any way help to make available to others any illegal drugs or alcohol.

Notification of Current Campus Crime Problems

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

SEXUAL HARASSMENT AND ASSAULT POLICY

For complete and detailed information regarding this policy, please visit the online Student Life webpage at <http://www.dominican.edu/about/current/studentlife.1.html>. In any instance of alleged sexual harassment or assault, this policy and its definitions, standards and procedures take precedence over any other University policy.

SMOKING POLICY

The purpose of the Smoking Policy is to promote and protect the health, comfort and safety of all members of the Dominican University of California community. Smoking is not permitted inside any University building. Smoking in the Residence Halls (including balconies, porches, fire escapes) is prohibited by order of the San Rafael Fire Department. In compliance with state and local law, smoking is not permitted inside or within 25 feet of any university building. Further, in order to protect community members and visitors from the risks and annoyance of secondhand smoke that may interfere with use and enjoyment of the campus, students are asked to smoke only in the following designated smoking areas and to dispose of all cigarette butts in the receptacles provided:

- The fenced area outside of the main reading room in the Library
- Along the wall of the Creekside room nearest the parking lot
- Behind Fanjeaux between the building and the rear parking lot
- On the lawn area in front of Meadowlands (where the large tree was removed)
- Edgehill Village in the parking lot between buildings 1, 2, 5 and 6
- At the picnic table near the sidewalk behind Bertrand
- To the right side of the Angelico porch near the bridge

All other areas of campus are designated as non-smoking areas.

Smoking includes inhaling, exhaling, burning or carrying a lighted cigarette, cigar, pipe or other apparatus used to smoke tobacco or any other organic or inorganic substance. All community members have the right and the responsibility to inform or remind violators of the policy and request compliance. If a problem arises with non-compliance, Security staff may be called. Community members who refuse to comply will be subject to the disciplinary procedures as outlined in the Faculty, Staff or Student Handbook. Visitors who refuse to comply will be removed from campus.

SOLICITATION & DISTRIBUTION OF LITERATURE POLICY

In order to ensure efficient operation of the University's business and to prevent annoyance to faculty, staff, and students, it is necessary to control solicitations and distribution of literature on University property. The University has established rules governing solicitation, distribution of written material, and entry onto the premises and work areas. All staff and students are expected to comply strictly with these rules. If the solicitation and/or distribution is directed toward students, the Dean of Students should be consulted. No staff member shall solicit or promote support for any cause or organization during his/her working time or during the working time of the individual(s) at whom such activity is directed.

Solicitation on the University campus by non-University personnel and by individual students not representing University affiliated or sponsored groups shall abide by the following policies:

1. Solicitors, sales persons, peddlers, and canvassers seeking student contact are not to operate on the University campus or in any of its buildings or facilities (except as outlined in item 4 below), without the personal and specific invitation of an individual

- student for a private conference. (Food or merchandise may be delivered to a student in the residence halls only if the student has ordered the specific food items.)
2. Students may not arrange sales conferences for other students.
 3. Free samples of products may be distributed in designated areas by sales personnel only upon the written approval of one of the Vice Presidents as designated above.
 4. Requests for on-campus solicitations or sales of newspapers, magazines, or periodicals published off-campus will be considered by one of the designated Vice Presidents.
 5. University affiliated or sponsored groups may be authorized to conduct sales or solicitation on campus in areas specified by one of the designated Vice Presidents.
 6. Use of University facilities and property for commercial advertising by University or non-University groups or individuals must have prior approval from a designated Vice President.
 7. Mailing lists owned by the University shall not be used for any purpose other than the purposes for which they were established, unless a designated Vice President has given approval.
 8. The distribution of free literature on Dominican University property must have written approval of one of the designated Vice Presidents. If permission is granted, individuals distributing materials must do so in such a way as to avoid interference with those entering or leaving buildings or with building occupants. This permission may be revoked if deemed necessary by the administration.

STANDARDS OF CONDUCT

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

STUDENT DEMONSTRATION POLICY

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

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

VENDOR POLICY

Dominican University of California has adopted a policy that limits the accessibility of off-campus vendors, defined as persons/companies/agencies that come to campus for the purpose of selling goods or services. Adoption of this vendor policy helps this University maintain its integrity as an institution of higher education while at the same time protecting its community members, especially

students, from outside agents who may harass, annoy, or provide services that are of questionable value. There are some vendors that are prohibited because their product is not compatible with the mission of Dominican. In addition, Dominican may have contractual relationships with some valued service providers that preclude having other vendors on campus.

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

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

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

APPROVAL PROCESS

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

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

WHERE THE VENDOR MAY LOCATE

Vendors may NEVER set up booths, tables, displays, or merchandise in any residence hall, nor are they allowed in the residence halls. The residences are home to the students and must be respected as such. Resident students are encouraged to report the presence of any vendors in any of the halls.

Vendors may use the following facilities: Caleruega interior (with additional approval of the food service provider); the plaza in front of Caleruega; and the outdoor walkway outside the front entrance of Bertrand Hall. Use of other buildings may require special permission. A faculty member may request that business not be transacted in an area where he/she is teaching if the noise is deemed by the faculty member to be excessive.

RESTRICTIONS FOR APPROVED VENDORS

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

The number of posters announcing the presence of vendors on certain days on campus is limited to "For Your Information" boards in Guzman Hall, Caleruega Hall, and Bertrand Hall. Posters also may be hung on bulletin boards in other buildings as long as the space is of a general nature and not restricted for use by Dominican announcements. The number of announcements (flyers, posters) is limited to three per building and one per board. Vendors may not use large size banners, and are discouraged from using flyers that litter the campus grounds. No vendor may place flyers or cards on car windows. Any vendor activity that interferes with or disrupts the normal functions of Dominican University of California or the campus neighborhood is in violation of University policies. Vendors manifesting such behavior will be asked to leave the campus.

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

COST FOR A VENDOR PERMIT

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

GOVERNMENT REQUIREMENTS

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

WEAPONS POLICY

No firearms, air guns, CO2 guns, knives, or weapons of any kind are permitted anywhere on the Dominican campus. Persons seen with or using such weapons on campus are subject to dismissal and legal action.

DOMINICAN UNIVERSITY PROCEDURES

STUDENT CODE OF CONDUCT

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

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

Violations of the Student Code of Conduct

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

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

- Unauthorized entry to or use of University property, including the University name, address, or seal;
- Violations of published policies or procedures of the University, as found in various handbooks and memoranda of University policies and procedures distributed periodically by administrative offices. (It is the responsibility of each student to know the policies and procedures of the University which pertain to him/her);

Abuse of the Judicial System

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

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

Responding to Violations of the Student Code of Conduct

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

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

It is the responsibility of each member of the University community to inform his/her guests on campus or at campus events of the social standards in place at Dominican University of California. Students are responsible for the behavior of their guests.

DISCIPLINARY GRIEVANCES

The President of Dominican University of California is responsible to the Board of Trustees for the administration of the University, including the development, enforcement, and monitoring of all policies and procedures. The authority for responding to student discipline matters has been delegated to the Vice President for Student Life/Dean of Students or his designee. All Dominican University of California students are required to know and to comply with University rules, policies, and procedures, and are responsible for their violation of them.

Some issues with which a student must contend cannot be the subjects of a formal grievance; that is, while some issues may be serious, they do not warrant the involvement of a significant number of campus officials. Disciplinary matters usually fall into that category.

Disciplinary action against a student is usually initiated by the Dean of Students in response to an incident report filed by the residence hall staff, to a report filed by a campus security officer, or to a complaint filed by any member of the University community or someone not associated with the University. Resident students are advised to consult the Residence Life Handbook for information about hall policies and the process for responding to violations of them.

Most residence hall incidents are investigated by and responded to by Residence Life personnel.

More serious violations are referred to the Dean of Students. Such violations include, but are not limited to substance abuse; the selling of drugs; tampering with safety equipment, fighting, violence and/or activities requiring police intervention; and continuing and/or extreme harassment. The Dean of Students also may respond to appeals from action taken by the Director of Housing.

Within a reasonable time frame, usually one week, the Dean of Students will make the grievance known to the student by notifying him/her of the alleged violation(s) of the standards of conduct and the context in which the violation(s) occurred. Within 20 working days the Dean of Students or a named designee will complete an investigation of the alleged violation to determine if there is need for any corrective or remedial action to be taken.

The University shall use reasonable efforts to meet time limits recommended within this policy, but recognizes that compliance with all suggested time limits may not always be reasonable or practical. Further, specified time limits may be changed for good cause or reason as determined by the Dean of Students.

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

STUDENT CONDUCT BOARD (SCB)

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

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

STUDENT'S RIGHTS IN CONDUCT HEARINGS

Each student has the right to:

- Written notice of the alleged violation including the time and place of the incident.
- Written notice of the location of the policy in violation as it appears in the Student/Residence Life Handbook.
- A fair and impartial review of the incident.
- Ability to examine written evidence prior to or at the review.
- Ability to present his/her side of the story to the review panel, introduce witnesses, and ask questions of all witnesses against him/her.
- To refuse to present his/her side of the story; if the student does not present, he/she may be subject to examination of credibility on all matters relevant to the incident.
- To an advisor. The student is expected to speak on his/her own behalf. The advisor may not represent the student, nor may they be a certified or practicing attorney at law.
- A written decision outlining results of review, including the factual basis for conclusions, generally within 15 days of review.
- The opportunity to appeal the decision.

The review will be conducted in a timely manner that respects the student's rights contained in the Student Handbook. The burden of proof shall at all times rest with the person bringing the charge. The standard of proof for deciding against the accused student shall be such evidence that when

weighed with that opposed to it, has more convincing force and greater probability of truth. The Office of Student Life recognizes that some violations of University policy are of such serious nature that they will immediately be turned over to the Dean of Students or their designate. Failure to complete a sanction without filing a timely appeal will result in more serious disciplinary action.

GRIEVANCE PROCEDURES FOR ALLEGATIONS OF DISCRIMINATION, SEXUAL AND OTHER UNLAWFUL HARASSMENT, AND VIOLATIONS OF UNIVERSITY PROCEDURES OR POLICIES

Introduction

The University expects all community members to interact with each other in ways that minimize the possibility of problems or disputes. One of the most important elements for preventing misunderstandings and hurt feelings is clear, honest, and respectful communication. In any organization, a certain amount of disagreement is healthy, indicating that the environment supports and encourages personal expression. However, even with the best communication, occasional problems are inevitable.

In order to ensure equitable, fair, and timely resolution of problems that may arise, the following informal and formal review procedures have been established. No individual's status with the University shall be adversely affected in any way because he/she utilizes these procedures or participates in a grievance proceeding.

When a problem occurs, reasonable attempts will be made to maintain confidentiality in order to protect the right to privacy of those who are involved, and so that the integrity of the person alleged to have acted inappropriately is not compromised in the event of an unfounded complaint. It is necessary, however, to recognize that in the course of investigating and resolving complaints, some dissemination of information to others may be appropriate and necessary in order to fairly and adequately investigate such claims.

The grievance procedures outlined in this section are intended to address all allegations of discrimination, sexual or other unlawful harassment and violations of University procedures or other policies.

Informal Grievance Process

Because problems are generally most easily resolved on an informal basis when they first arise, any individual who believes that he/she has been treated inappropriately is encouraged to discuss the situation honestly, thoroughly, respectfully, and in a timely manner, with the other person who is involved.

In attempting to deal with the problem informally, the aggrieved individual may seek the advice and assistance of any appropriate campus official. For example, a staff member may wish to speak with his/her supervisor; or a member of the faculty may wish to speak with his/her department chairperson or the Dean of his/her School. Community members retain the right to utilize the services of, and are encouraged to consult with the Director of Diversity Initiatives and/or the Director of Disabilities Services.

Members of the University community are also encouraged to consult with the Director of Human Resources at 257-1365 (or University extension 1365), who serves as the University's Affirmative Action/Title IX Coordinator.

Any University official who becomes aware of a situation that involves alleged discrimination, sexual or other unlawful harassment or alleged failure to follow applicable University policies or procedures should keep a written record relating to the case (e.g., dates and summaries of conversations). He/she should also contact the Director of Human Resources to ensure that one university administrator has an overview of all complaints that have been voiced. The University also encourages the person who perceives he or she was offended to keep a written record relating to his/her attempt to resolve the problem informally. All of this documentation could be helpful in cases where a problem persists despite the informal efforts to resolve it.

It is important to note that in cases involving alleged discrimination or sexual or unlawful harassment, the University is legally obligated to conduct a thorough and timely investigation to its conclusion, even if the complainant requests that an investigation not be conducted or that an investigation be discontinued.

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

In the case of faculty, for example, a grievance committee will not reconsider the merits of non-discriminatory promotion, contract extension, or termination decisions where the proper procedures were followed and the only point of disagreement raised by the aggrieved faculty member is that his/her qualifications for promotion or retention were misjudged or incorrectly assessed by the PREC or the administration.

For details regarding the appeal process related to PREC recommendations see Appeal Procedure.

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

Formal Grievance Process

If the problem is not resolved to the satisfaction of the individual, or if he/she does not wish to deal with the problem informally, a formal complaint may be filed by completing the form "Petition to Initiate a Formal Grievance," which is available online and in Bertrand Hall from Human Resources. This petition must be given to the Director of Human Resources within 30 working days of the action/incident being grieved, or the latest in a series of actions/incidents.

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

A. Allegations of discrimination or sexual or other unlawful harassment

Following the filing of a formal complaint, a formal investigation will begin. The Director of Human Resources, or a special investigator selected by the Director of Human Resources, will conduct a thorough and prompt investigation and will notify the alleged offender that a grievance has been filed against him/her. The investigation will generally involve an interview with the grievant, separate interview(s) with the individual(s) whose action is being grieved, and if appropriate, interviews with witnesses and/or a joint meeting between the involved parties.

Within 60 working days of the filing of the formal complaint, the investigator will issue findings and a recommendation to the appropriate Vice President for a decision in the matter (for faculty, this would be the Vice President for Academic Affairs; and for staff, the Vice President for Finance and Administration). If it is a Vice President against whom the grievance has been filed, the Director of Human Resources will make a determination as to the most appropriate University official to have responsibility for making a decision about the case.

The Vice President's decision in the case, including a description of the nature of any corrective or remedial action taken, shall be submitted in writing to each involved party (with a copy to the Director of Human Resources) within 20 working days of the receipt of the findings and recommendations of the investigator.

B. Allegations of violations of University procedures or policies not involving discrimination or harassment

The Director of Human Resources shall, within five working days of receiving the grievance petition, determine if the matter complained of states a grievable issue that is appropriate for determination by the University's grievance procedures. A negative determination by the Director of Human Resources may be appealed, within 15 working days, to the appropriate Vice President (for faculty, the Vice President for Academic Affairs; and for staff, the Vice President for Finance and Administration). A determination that the grievance was not filed within 30 working days may not be appealed.

Once it has been determined that the complaint is grievable, the Director of Human Resources gives the petition to the appropriate Vice President. If it is a Vice President against whom the grievance is being filed, or if a Vice President is a party to the issue at hand, the Director of Human Resources will make a determination as to the most appropriate University official to investigate the particular charges involved.

It is the responsibility of the appropriate Vice President, with the advice and assistance of the Director of Human Resources, to notify the alleged offender that a grievance has been filed against him/her, and then to thoroughly investigate the case. This will generally involve an interview with the grievant, separate interview(s) with the individual(s) whose action is being grieved, and if appropriate, interviews with witnesses and/or a joint meeting between the involved parties. It is also the Vice President's responsibility to provide copies of all relevant written materials to each of the involved parties.

The Vice President's role in this process is to review the facts of the case taking University policies and procedures into account, to assess whether the grievant has been treated reasonably and fairly, and to assist the concerned parties in seeking to reach a mutually acceptable solution.

The Vice President's decision in the case, including a description of the nature of any corrective or remedial action taken, shall be submitted in writing to each involved party (with a copy to the Director of Human Resources) within 30 working days of the receipt of the initial written petition.

Remedial action commensurate with the severity of the offense will be initiated. For a serious offense, this could include dismissal from the University for a student, or termination of employment for a faculty or staff member. Appropriate action will also be taken to deter any future problems of the same or a related nature, and/or to remedy any loss to the grievant.

Appeal Procedure

The appeal procedure is available to staff members and faculty members, or students who are not satisfied with the outcome of the decision by the appropriate Vice President. The grievant must submit a written request for further review to the Director of Human Resources within five working days of the receipt of the written decision of the Vice President.

Within five working days after the appeal is filed, the findings and recommendations of the investigator and/or the decision of the Vice President will be sent to the President. The President or his/her designee will review the findings, recommendations, and decision and may review other facts relating to the grievance.

The President or his/her designee will render a decision in the matter within 15 working days of the receipt of the findings and recommendations of the investigator and/or the decision of the Vice President. Copies of the final decision, including notice of any corrective action taken, will be provided to all parties. The decision of the President or his/her designee shall be final in all respects and not be subject to review under any other grievance procedure in effect at the University.

In the case of grievances regarding violations of university procedures or policies, the grievant may elect to use the following appeal process:

The Director of Human Resources will arrange for a hearing to be conducted by a three-member hearing committee. The members of this committee shall be selected from a list containing senior members of the staff and tenured faculty members who have been chosen jointly by the Director of Human Resources and the Vice President for Finance and Administration. A listed person may

abstain from participating in a particular case if a possible conflict of interest is perceived to exist. The three members of the committee shall be selected by a blind drawing of names contained on the list, it being the intent of this procedure to attain objectivity by selecting committee members randomly from the list. Those appearing on the list shall not be required to serve on a grievance committee more than once per academic year. The Hearing Committee will convene within 20 working days after the appeal is filed. The committee will review all available documentation on the case, and will interview both the grievant and the individual(s) whose action is being grieved. Witnesses may also be interviewed as appropriate. The Hearing Committee will then convene at least one meeting at which both parties will be present.

During the hearing, all evidence which the grievant wishes to present should be brought forth; the evidence may be presented in multiple forms, including but not limited to oral testimony, written statements, documents, tapes, photos. The individual whose action is being grieved also will have the opportunity to present relevant evidence in any of these forms.

The goal of the grievance procedure is to achieve a resolution of disputed matters in the least adversarial manner. In addition, the procedure has been structured to avoid the formality, cost, and delays that are typically encountered in the judicial forum. For that reason, the University is generally not represented by counsel at grievance proceedings and persons filing grievances are likewise encouraged to communicate their grievances directly without the use of attorneys, agents, or other intermediaries.

Complete minutes of the hearing will be kept; a cassette tape is acceptable. All minutes will be treated as confidential unless the grievant institutes litigation against the University, in which case a copy of the minutes or tape will be made available to attorneys representing a party and having the authority to obtain the minutes or tape.

The Hearing Committee shall complete its investigation within 30 working days of first convening. Then, within ten working days of the conclusion of the hearing, the Hearing Committee shall submit a written summary of the case and the committee's findings, as well as the committee's recommendations for disposition of the case, to the President (with copies to the appropriate Vice President, the Director of Human Resources, and the grievant).

The grievant may respond in writing to the Hearing Committee's report within 15 working days of the receipt of the report. Such response shall be submitted to the President, with copies to the Hearing Committee, the appropriate Vice President, and the Director of Human Resources.

The President or his/her designee will render a decision in the matter within 15 working days of the receipt of the grievant's response. Copies of the final decision, including notice of any corrective action taken, will be provided to all parties. The decision of the President or his/her designee shall be final in all respects.

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

Other Resources

Individuals should be aware that they also have the right to file complaints relating to prohibited discrimination or harassment in employment with either the Federal Equal Employment

Opportunity Commission or the California Department of Fair Employment and Housing; complaints relating to discrimination on the basis of sex may be brought to the attention of the Office for Civil Rights in the U.S. Department of Education.

Such claims should be filed promptly and will be fully investigated by the agency with which they are filed. An individual may also have the right to pursue further legal remedies, including a prohibition on further harassment, damages, and attorneys' fees in court, if the matter has not been resolved.

Any member of the University community may seek assistance from the Director of Human Resources regarding how to contact the state and federal agencies with a claim of harassment.

GRADE APPEAL PROCESS

(See the current University Catalog for additional information.)

This procedure is intended to apply to all academic assessments of a student's performance including the issuance of grades and determinations as to a student's eligibility for admittance to or continuation in a professional program or any part thereof.

Grades represent the professional judgment about student performance in relation to the goals and requirements of a particular course or program. Although it is the sole responsibility of the instructor to assign grades and/or make other professional evaluations or assessments, students should not be subjected to prejudicial or capricious treatment, such as results from calculation errors or misapplication of course criteria for grading or the application of non-academic criteria, such as race, politics, religion, gender, or gender orientation. Also, students, especially those in programs leading to a profession such as teaching, nursing, and occupational therapy, should realize that Dominican faculty will consider the opinions of professionals in the chosen field of study of the student. Evaluation of professionals in clinical and classroom settings will influence the student's grade or academic status.

All grades except 'I' (incomplete), 'NR' (not reported), and 'PR' (in progress) are considered final. An instructor may change a grade when he/she has made a computational, procedural, or judgmental error. Incomplete or In Progress grades that have reverted to 'F' are final.

If a student believes there has been a computational, procedural, or judgmental error in the calculation of a grade, the student must raise the question with the instructor, either verbally or in writing, no later than February 15 in the case of fall semester grades and October 1 regarding spring semester and summer sessions grades. A student who believes s/he has been assigned a grade unfairly, based upon the criteria mentioned in paragraph one above (race, politics, religion, gender), - must first discuss the grade with the instructor. The student should begin by requesting the instructor to review with him/her:

1. The factors that were weighted in assigning the grade, program eligibility, or academic status; and
2. Perceptions of where and how the student's performance fell short.

If the student still thinks that an error has been made, the student must submit to the instructor, with a copy to the Department Chair, a full written statement of the perceived wrongdoing. In cases involving a grade, students should submit all graded course assignments. This statement must be made no later than March 15 for a fall semester grade and by November 1 for a spring semester or summer session grade. The instructor must make his/her written response to the student, with a copy to the Chair, within 10 working days of receipt of the student's written statement followed by a meeting with the student.

If, after the exchange of written statements and conversation, the student still thinks that the grade or program status or professional evaluation is unfair, s/he must formally appeal in writing to the Chair of the department within 10 working days of the receipt of the instructor's response. The Chair will consider any additional material presented by either the faculty member or the student and then prepare a statement, with copies to the instructor, student, and Dean of the School

regarding his/her assessment. If, in the judgment of the Chair, the grade or other evaluation is inappropriate, the Chair will ask the instructor to re-evaluate the student's work. In every case the burden of proof remains with the student.

If an instructor determines that there has been an error in grading, he/she obtains the official form for requesting the change from the Registrar's Office, and submits the changed grade within five working days. If the student wishes to appeal the decision of the Chair, s/he must file a formal complaint in writing to the Dean of the School within 10 working days of the Chair's decision. The written formal complaint should contain reasons why the Chair's decision should be reconsidered. The Dean will provide a formal response within 10 working days of receiving the formal complaint. The decision of the Dean is final. Students who have incurred UF grades, assigned by the Registrar's Office when the course instructor has not assigned a grade, and the student has not properly withdrawn from that course, may, with good reasons, petition for retroactive withdrawal from the course up to the following May 1 for a fall semester course and up to the following December 1 for a spring or summer session course.

RESIDENCE LIFE HANDBOOK

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

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

WELCOME

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

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

Welcome home to Dominican University of California. We are happy that you are here.

RESIDENCE LIFE STAFF

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

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

RESIDENCE HALL INFO & HELPFUL TIPS

How am I ever going to get along with my roommate? Sound familiar? Learning to live with another person in your residence hall room can often be one of the first and most challenging experiences you will have in University. Here are some hints we know work.

THE RIGHTS OF ROOMMATES:

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

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

It is a very wise idea for you to sit down with your roommate and discuss the types of situations that can cause the most roommate problems and come to an agreement that is mutually acceptable to each of you. The following are some questions to serve as a device to get you both talking about getting along effectively with a roommate:

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

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

Your residence hall community consists of you and the members of your hall. Your community will begin to develop from the day the halls open. The direction your community takes depends largely upon your involvement in it. Your interaction with others and their interaction with you is the largest factor in the evolution of your community. With the proper emphasis and effort, your community environment has the potential to offer you support in the areas of academic excellence, social maturity, a sense of belonging, self-reliance and self-understanding.

One of the best recommendations that can be offered to any resident to help insure the successful growth of the community is to have mutual respect and consideration of others. Before you act, consider the impact your behavior may have on the lives of your fellow community members.

IMPORTANT FORMS FOR RESIDENT STUDENTS

Emergency Contact Form

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

Housing Contract (*please see the copy of the contract printed at the end of this section for additional information*) **The housing contract is for the entire academic year.** The contract can be signed on a semester basis for academic reasons only (graduation/internship/study-abroad) and approval must be given by the Director of Housing before a semester contract is signed. By signing the contract you agree to remain a resident and be financially responsible for the room fees.

Housing and Meal Plan Refund Policy:

- Students must notify in writing the Director of Housing of their intention to leave the residence halls. Refunds are issued according to the Housing/Meal Refund Policy.
- Continuing students who have signed a housing contract WILL BE charged the \$500 breach of contract penalty regardless of when they notify the Director of Housing. The \$250 nonrefundable housing lottery fee cannot be refunded but will be applied to the student's account.
- New students who notify the Director of Housing after May 1 (fall) or December 1 (spring) will not be refunded their \$250 housing security deposit.

Health Form

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

Room Condition Report (RCR)

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

RESIDENCE HALL FACILITIES AND SERVICES

Bicycle Storage

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

Custodial Services

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

Data Hubs / Tech Boxes

All rooms are equipped with a data hub (or “tech box”) that incorporates your phone line, internet access, and cable TV port; in addition, cable TV requires the use of a digital cable converter box. Please do not tamper with these boxes in any way and please refrain from trying to resolve any problems on your own. The University's cable package includes local channels and access to popular cable channels. For more information on technology services and features, please consult the section on “Information Technology” in the handbook.

Food Services

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

Furniture

Students are responsible for the upkeep of all residence hall furniture. Furniture in each room must remain there at all times and shall not be moved from the room. Failure to comply will result in a \$25 fine per item each day past notification. At checkout all furniture must be arranged in the same manner as it was at check-in; for example, beds bunked, dressers un-stacked, no furniture in closet, etc.

Keys

When you arrive on campus, you will receive a key for your room. Residence halls are locked by 8 p.m. in the evening. DO NOT prop open doors or share your key with non-resident students. You are the first line of safety when it comes to protecting yourself and other resident students. You should always keep your door locked when you leave your room. Replacement cost for your key is \$250. The lock to your room will be changed and all roommates will be issued new keys. Should you lose your key, please contact the Director of Housing during regular business hours. If you are locked out of your room, please contact Campus Security for assistance.

Laundry

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

Lights

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

Mail Services

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

MSC (mailbox number)

Student Name

50 Acacia Ave.

San Rafael, CA 94901-2298

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

Maintenance and Repairs

If your room is in need of maintenance or repairs, contact your RA to file a Maintenance Work Request. Under NO CIRCUMSTANCE should you call Facilities directly. In the event of a water or electrical emergency, please contact Campus Security if your RA is not available – DO NOT leave a water leak unattended as the resulting damage could be extreme. Remember that you are responsible for any damages to your room and bathroom beyond normal wear and tear. In order to perform repairs, maintenance personnel may need to enter your room. They typically make repairs between 9am-5pm and they will enter your room if you are not present – and they will always lock your room when they leave. If a maintenance staff member comes to make repairs, you need to be out of bed and fully clothed. You may not use the shower/bathroom while work is being done.

Parking

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

Parking Permits

Permits are available at the Housing Office in Pennafort Hall. The cost is \$100 for the year. To purchase a parking permit, the student must provide a signed copy of the housing contract and proof of registration for the automobile. Cost for a lost permit is \$100 billed to your student account. Resident students with

parking will keep this permit visibly posted in right corner of their rear window, and these vehicles should ONLY be parked in residence hall spaces. Resident students with parking decals parked elsewhere on campus are essentially taking up two spaces and will be cited if not parked in their designated space in the residence hall lots.

Pest Control

The residence halls are served by a private pest control service. Pest problems in a room should be reported immediately to your RA. Pests are attracted by food left out in individual rooms, bathrooms, and common areas (kitchens, hallways, trash rooms and lounges). Be sure to wrap all food in plastic and seal in an airtight container and keep it off the floor. If you keep food sealed and your room is kept clean, you should have no problems with pests.

Public Areas / Common Areas

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

Recreation Equipment

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

Safety on Campus

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

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

IN THE EVENT OF AN EMERGENCY, CALL 911 IMMEDIATELY!

Storage

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

Vacations

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

Vending Machines

For your convenience, snack and soda vending machines are located in residence halls and other campus locations. An outside contractor runs these machines; the Housing Office accepts no responsibility for loss of money in the vending machines.

RESIDENCE HALL POLICIES AND GUIDELINES

Alcohol Guidelines and Procedures

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

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

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

Candles and Incense

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

Cooperation with University Personnel

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

Disruptive Behavior

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

Drugs

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

Electrical and Cooking Appliances

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

- Space heaters or air conditioning units
- Electric Blankets
- Halogen lamps
- Small kitchen appliances. These include, but are not limited to toasters/ovens, coffee makers, espresso machines, rice steamers, etc.
- Open element appliances (these are an extreme fire hazard)
- Items to burn such as candles and incense

In addition to the above restrictions, the following limits will be placed on electrical appliances. These limits have been placed in an attempt to reduce the amount of power consumed in the residence halls. Each room will be limited to one (1) of the following:

- Refrigerator
- Television
- Stereo
- Oscillating fan
- All electrical appliances must be UL approved. Please see the Director of Housing for specific information.

Fighting and Violence

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

Fire Safety

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

Furniture

Students must not move University equipment or furniture from their assigned room or public areas of the residence halls. The University reserves the right of entry to student rooms by designated personnel to inspect furniture and equipment and to make necessary repairs. Students found with lounge furniture in their rooms will be fined \$25 per item each day past notification.

Harassment and Intimidation

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

Musical Instruments

Musical instruments are not to be used in the residence halls. Music majors must contact their RA to use approved musical instruments in your residence hall.

Noise and Quiet Hours

Quiet Hours for both weekdays and weekends are posted in each residence hall. The hours prior to the official Quiet Hours should not be considered "noisy hours." Unreasonable noise at any time that interferes with the rights of others is not permitted. During final exams the Quiet Hours are extended to 22 hours per day, with study break hours being from 5-7 p.m.

Overnight Guests and Visitors

Residence hall students are responsible to help secure the welfare of the community by communicating hall policies to visitors. Therefore, residents are held responsible for the behavior of their visitors while on campus and in the residence hall. Residents may host overnight guests of the same sex by registering with their RA. No guest may remain in a hall on campus for more than three continuous days in any residence during any given week without permission from the Director of Housing. Violation of this policy may result in a \$50 fine per night of an unregistered guest to be billed to the host.

Painting & Walls

Students are not permitted to paint their room or bathroom and will be charged for the cost of repainting. Room painting is on a schedule established by the Director of Facilities and Director of Housing. Students are required to use painter's tape (looks like blue masking tape) or museum putty to attach posters, etc. to the walls. Duct tape, masking tape, and nails are not permitted since they damage the paint. Students who have caused excessive damage to their walls will be billed for the cost of repainting the entire room.

Pets

Birds, reptiles, and other animals are not permitted in the residence halls. If a student is found responsible for bringing an animal into the residence halls, he/she will be required to find an alternate home for the animal, and will be responsible for the cost of fumigating the area. Fish, properly maintained in aquariums ten gallons or smaller, are the only exception.

Right of Entry

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

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

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

Room or Roommate Changes

Sharing a living space requires significant adjustment on the part of all students. When issues arise, it is best for all parties involved to sit down and discuss the situation in a timely manner. Students who encounter a difficult living situation should speak with a member of the residence life staff. Staff members can provide information and resources to students on resolving most roommate issues. Room changes are possible after all other options have been exhausted and only with the permission of the Director of Housing. Residents are not permitted to change rooms,

or allow another resident to move into an empty space in their room, without proper authorization from the Director of Housing. No student shall allow anyone to live in his/her room who is not assigned by the Director of Housing. Students found in violation of this policy will face disciplinary action and be fined.

Smoking

Smoking is not permitted in the residence halls or on any of the balconies, porches, or fire escapes by order of the San Rafael Fire Marshal. If you wish to smoke, please stay at least 25 feet from the outside of the building or any entrance – including windows. Please smoke only in designated areas, and please properly dispose of cigarette butts in the receptacles provided. There is NO SMOKING anywhere inside the Edgehill Village Residence Complex, including the internal sidewalks and the gazebo between buildings 1 & 3.

Solicitation

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

Vandalism

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

Visitor & Cohabitation Policy

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

At Dominican, students who live in the residences have helped to develop for themselves and for the community a policy on visitation and cohabitation based on their experiences in the halls and their understanding of what works here. Civil laws, too, will have an impact on how students live in their environment.

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

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

In general, visitors must vacate rooms by midnight each evening, not to return before noon of the

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

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

Cohabitation is never allowed in University residence halls. Cohabitation is defined as any visitation that disrupts the living unit or violates University social standards. Excessive and/or extended visitation is not allowed. The policy applies to a student's friends and to the student's sexual partners. The University will take appropriate disciplinary action against students who violate the cohabitation policy. Students considering violating it are urged to consider the liability of having members of the opposite sex or sexual partners remain in a room overnight as well as the University sanctions that will be imposed.

Students who violate the cohabitation policy will meet with the Director of Housing for a first offense. The director has the discretion of determining an appropriate sanction for the violation. For a second offense the student violator will be charged a fine of not less than fifty dollars. A third violation warrants dismissal from the residence halls. Some offenses may warrant an immediate dismissal no matter how many times the student has violated the policy.

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

Guests should be told by hosts that they may never park overnight in any of the residence hall lots. Guests must park overnight in the lot near Conlan Recreational Center, off Grand Avenue. Guests may never park in numbered spaces.

Water Beds

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

Windows and Roof Policy

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

RESIDENTIAL LIFE CONDUCT PROCESS

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

INCIDENT REPORTS & DOCUMENTATION

When a violation of policy occurs, or there is a complaint regarding student action/behavior, an incident report/documentation is filed with the Office of Residence Life. An Incident Report is a signed written statement, submitted by a member of the Residence Life Staff or other student that details violations of policy or serves as a formal complaint regarding a student's actions or behavior. An Incident Report is not a judgment, nor does it imply guilt. A student who receives an initial Incident Report may be required to meet with an RA to discuss the report. This meeting may or may not include the RA(s) who filed the incident report. The RA will then submit the report to the Director of Housing, who will review the documentation and may choose to meet with the student to further discuss the situation. The purpose of the meeting between the Residence Life staff and the student(s) named in the documentation will be to discuss the events surrounding the potential policy violation and to give the student(s) the opportunity to provide his/her/their view of incident. Each Incident Report will be kept in the student's permanent file for their duration of stay in the residence halls. Students do not necessarily begin each year with a "clean slate." Further Incident Reports during their time on campus will be examined with full knowledge of those reports already on file. Continued policy violations will result in limited choices for room selection and possibly more serious disciplinary action.

VIOLATIONS OF POLICY

Students who violate a University or residence hall policy may face disciplinary action. In the situation where there is a violation of any policy involving a group of students, the individual(s) in violation and the resident(s) of the room will face disciplinary action. This action may include, but is not limited to, one or a combination of the following:

1. A discussion with an RA or the Director of Housing with the purpose of bringing the incident to the student's attention and reminding him/her of the policy;
2. An initial or subsequent meeting with the Asst. Dean of Students and/or Dean of Students to further discuss the situation and determine appropriate disciplinary action;
3. Referral to the Student Judiciary Board for peer review. After hearing the case, the Board will then make a recommendation of disciplinary action and sanction to the Dean of Students.

SANCTIONS

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

- **Official Warning:** Behavior is inappropriate and unacceptable. More serious action could result if the behavior continues.
- **Community Service:** The student is given a project that facilitates learning and that benefits the community.

- **Monetary fines:** Commensurate to the significant of the violation
- **Counseling:** a recommendation that a student sees a counselor or be referred to an off-campus agency.
- **Restitution:** For damage to University property or other property as appropriate.
- **Residence Hall Probation:** A period of time specified for observing and evaluating student's conduct, with or without special conditions.
- **Relocation:** The student must move to another floor or hall in order to have a new start in a positive atmosphere.
- **Suspension:** A student will be suspended from the residence hall for a specified period of time. After that time, a student may re-apply for on-campus housing.
- **Permanent Expulsion** from Dominican University Residence Halls.
- **Expulsion** from Dominican University.

DUE PROCESS

In the case where a student has received an Incident Report and denies any involvement in the incident, and a meeting with the RA has been inconclusive, the student will meet with the Director of Housing. The Director may choose to include the RA or student who filed the report at this meeting in an attempt to facilitate a resolution to the situation. At this time, the student named in the documentation may bring to the meeting a peer to act as his/her advocate. At the close of this meeting the Director of Housing will determine if an appropriate sanction should be given to the student(s) involved.

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

1. Uphold the decision of the Director of Housing and/or modify the imposed sanction.*
2. Overturn the decision of the Director of Housing and/or modify the imposed sanction.*
3. Refer the case to the Student Judiciary Board for further peer review.

**The student may appeal any decision of the Director of Housing or Asst. Dean of Students to the Student Judiciary Board. The Student Judiciary Board reserves the right to choose which cases will be heard.*

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

**DOMINICAN UNIVERSITY OF CALIFORNIA
2009-2010 ACADEMIC YEAR
HOUSING AND DINING CONTRACT**

(ABBREVIATED VERSION: OFFICIAL SIGNED COPY ON FILE IN THE HOUSING OFFICE)

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

A. Terms of Agreement.

1. **Term of Occupancy.** The term of this contract shall be for the ENTIRE 2009-2010 academic year and the scheduled dates of occupancy may be subject to change:

Fall 2009 Semester:

Spring 2010 Semester:

Open: August 19, 2009 (new students)

Open: January 17, 2010 (all students)

August 22, 2009 (continuing students)

Close: May 13, 2010 (non-grad students)

Close: December 12, 2009 (all students)

May16, 2010 (graduating students)

2. **Winter Break.** STUDENTS MUST VACATE THEIR ROOMS FOR THE ENTIRE WINTER BREAK PERIOD.

3. **Holdover Fee.** If the STUDENT does not vacate the premises during the Winter break period or at the end of the term of occupancy, the UNIVERSITY reserves the right to charge a \$100 per day holdover fee.

4. **Advance Cancellation.** The STUDENT may terminate this agreement and cancel a reservation for room and/or board by giving written notice to the Director of Housing at least thirty (30) days prior to the beginning of the occupancy period.

5. **Late Cancellation.** The STUDENT may request to terminate this agreement and cancel a reservation for room and/or board upon less than thirty (30) days' notice prior to the beginning of the occupancy period, or during the occupancy period, by submitting a written request to the Dean of Students, which request shall include the STUDENT'S statement of reasons. The UNIVERSITY may, in its sole discretion, grant or deny the request and may require the STUDENT to provide appropriate verification of the reasons supporting the request. If a request is granted during the occupancy period, the UNIVERSITY will assess the STUDENT pro rata charges and a late cancellation fee of \$500.

6. **Room Reservation Fee.** The STUDENT shall pay in advance of the occupancy period a non-refundable room reservation fee of \$250 which will be applied to the STUDENT'S account.

7. **Room and Board Fees.** The fees for room and board vary depending on choice of meal plan and room occupancy. These fees may be paid in full in advance of the occupancy period or pursuant to a schedule provided by the Director of Housing which schedule, once provided to the STUDENT, becomes a part of this agreement and STUDENT agrees to make all payments promptly when due. The following room and board fees apply per semester:

Room Occupancy	Room Rate	Room w/ Meals: 10 Meal Plan	Room w/ Meals: 14 Meal Plan	Room w/ Meals: 19 Meal Plan
Meals only		\$2,520	\$2,570	\$2,830
Single	\$4,285	\$6,805	\$6,855	\$7,115
Double	\$3,745	\$6,265	\$6,315	\$6,575
Triple or more	\$3,295	\$5,815	\$5,865	\$6,125

8. **License.** This agreement is a license only, and no lease or any other interest in real property is created.

9. *Unavailability.* In the event that the UNIVERSITY cannot provide housing due to conditions not reasonably foreseen at the time this agreement is entered into (but not as a result of conditions caused by the STUDENT), the STUDENT shall be entitled to a pro rata refund of any fees applicable to periods after the STUDENT was required to vacate. Such conditions include, but are not limited to, damage caused by floods, slides, fire, earthquake, other natural disasters and vandalism; civil disorder; compliance with state or federal law; interruption of basic services because of labor strife; and a drop in the rate of cancellations not reasonably foreseen by the UNIVERSITY if such a drop results in an overbooking of available housing facilities.

B. University Rights and Responsibilities.

1. *Room Assignment.* The UNIVERSITY shall assign the STUDENT to a specific room without regard to race, religion, sexual orientation, or national origin. The STUDENT may request a specific room, in which event the Director of Housing will reasonably endeavor to give priority to students on the basis of seniority. During the term of this contract the UNIVERSITY shall have the right to reassign the STUDENT to a different room, or change the room occupancy, at any time and without the consent of the STUDENT. In the event that the room occupancy is changed, the UNIVERSITY will adjust the STUDENT'S room rate to a prorated amount. The UNIVERSITY does not promise or guarantee specific rooms, halls, or roommates furnishings may vary by residence hall and room, and no promises or guarantees are made with regard thereto.

2. *Right of Entry.* The University reserves the right to enter any STUDENT'S room without notice for the following reasons:

- a) to show the room to a prospective student;
- b) to inspect for condition of room and compliance with safety regulations;
- c) to repair, maintain, or clean;
- d) to respond to reported or perceived emergency situations;
- e) to enforce University policies and investigate possible violations thereof.

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

3. *Meal Plan.* The UNIVERSITY shall provide the STUDENT with an option of three meal plans, of 10, 14 or 19 meals per week. The STUDENT *MUST* choose one of the three meal plans. If the STUDENT fails to indicate a choice, he or she will be automatically assigned to the 14 meals per week plan. Meal plans may only be changed during the first week of the Fall and Spring semesters. In order to change plans the STUDENT must do so in writing, addressed to the Director of Housing. No credit or refund will be given for meals not eaten by the STUDENT. Each meal plan is non-transferable and for the exclusive use of the STUDENT.

4. *Termination.* The UNIVERSITY may terminate this agreement in its sole discretion, and assess the STUDENT for the price of room and board for the full occupancy period together with all nonrefundable fees upon the occurrence of any of the following: (a) the STUDENT'S abandonment of the premises; (b) the STUDENT'S violation of the rules of student behavior (Section C.1 herein); (c) the STUDENT'S loss of eligibility (Section C.2 herein); or (d) the STUDENT'S breach of any term or condition of this agreement, including failure timely to pay fees. In the event of termination by the UNIVERSITY, the UNIVERSITY shall provide the STUDENT not less than three (3) days written notice, except in cases of emergency. In the event the UNIVERSITY terminates this agreement, the STUDENT shall remain financially responsible for all payments of room and board until the end of the contract period or until the UNIVERSITY secures a satisfactory replacement,

whichever occurs first.

5. **Internet & Telecommunications.** The UNIVERSITY agrees to install and maintain data hub boxes (at least one per room); these boxes include connections for internet, cable TV, and telephone. The STUDENT agrees to strictly abide by the Information Technology (IT) policies contained in and referred to in the Dominican University Student Handbook.

6. **Cleaning.** The UNIVERSITY agrees reasonably to maintain and clean common areas of the residence halls. Common areas are to be defined by the Director of Housing, but generally include common hallways, stairways, lounges and other shared space in the residence halls. STUDENTS are responsible for cleaning assigned rooms and bathrooms.

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

C. Student Rights and Responsibilities.

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

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

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

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

2. **Eligibility.** The STUDENT must be a regularly enrolled, full-time, registered student of DOMINICAN UNIVERSITY OF CALIFORNIA, as defined by the Director of Housing, for the term of this contract. The UNIVERSITY reserves the right to terminate this contract for any loss of eligibility (Section B.4 herein). Additionally, in support of the UNIVERSITY'S academic mission, the STUDENT must maintain a minimum grade point average (GPA) of 2.00 to remain in the residence halls. If the STUDENT'S GPA falls below the minimum standards set, he or she will be placed on Residence Hall Probation for the following semester. If the STUDENT fails to sufficiently improve his or her GPA, this contract shall be terminated at the discretion of the Director of Housing.

3. **Room Assignments.** The STUDENT shall not permit any other person, including any children of the STUDENT, to occupy his or her assigned space. Also, the STUDENT may not transfer to another UNIVERSITY housing space without first obtaining the written permission of the Director of Housing. Permission to transfer is at the sole discretion of the Director of Housing, and unauthorized transfers will result in disciplinary action.

4. **Damage.** The STUDENT shall not change, modify, or alter any room, its fixtures, furnishings, equipment, or decoration without the written consent of the Director of Housing. The cost of any unauthorized change, loss or damage to the residence hall, any room, its fixtures, furnishings,

equipment, or decoration shall be charged to the STUDENT if either the STUDENT or his or her guest or invitee is the cause. Reasonable costs will be determined by the UNIVERSITY and payment of such costs shall be due and payable within 10 days of receipt of notice. The UNIVERSITY reserves the right to collect a security deposit of up to \$500 from the STUDENT against which these costs may be deducted. The Director of Housing will complete a Room Condition Report upon the termination or expiration of this agreement, and the UNIVERSITY reserves the right to override the damage assessment on the Report if the Director of Housing discovers damages after the STUDENT'S departure.

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

5. Keys. The STUDENT is responsible for the room key at all times once the key has been issued to the STUDENT. If the STUDENT loses or misplaces the key, the UNIVERSITY reserves the right to charge the STUDENT \$50 for a new key or \$250 for the cost of installing a new lock and issuing new keys.

6. Maintenance. It is the responsibility of the STUDENT to clean and maintain his or her room, bathroom, furnishings, and fixtures during the term of this contract. The STUDENT also agrees to leave his or her room in a clean and orderly condition at the termination or expiration of the contract. If this section of the agreement is not followed, the UNIVERSITY reserves the right to charge the STUDENT for cleaning, and may deduct this cost from the STUDENT'S security deposit if a deposit has been collected.

7. Fire Safety. The STUDENT understands and agrees to observe all fire safety measures. All persons are required to evacuate the residence hall any time an alarm sounds and follow evacuation instructions given by the hall staff. During an evacuation, staff may enter individual rooms to verify evacuation. No person is allowed to re-enter the hall during an evacuation until approved by staff or emergency personnel. Intentional misuse of, tampering with or obstruction of the fire safety system or fire fighting equipment (e.g., fire alarm, fire extinguisher, emergency exit signs, smoke detectors, fire sprinkler heads, etc.) is a violation of UNIVERSITY policy and local ordinances.

8. Dangerous Materials or Possessions. The STUDENT shall not possess any firearm, ammunition, fireworks, explosives, highly flammable material, dangerous weapons or any other material or instrument which poses an unreasonable risk of damage or injury to the STUDENT, other residents or any member of the UNIVERSITY community.

9. Communicable Diseases. The STUDENT understands and agrees to observe all medical safety measures. Any resident diagnosed with or suspected of having a communicable disease (e.g., influenza, measles, tuberculosis) may be sent home during the infectious period or quarantined in his or her room while waiting for a diagnosis. If the STUDENT is exposed to a communicable disease, he or she should make an appointment with student health services, to discuss the possible exposure, symptoms and treatment.

10. Quiet Hours. The STUDENT understands and agrees to observe quiet hour guidelines as posted. During these times, all noise shall be held to a minimum. During all other times, reasonable respect of other residents should be shown.

11. Visitors. The STUDENT shall permit no visitors, guests or invitees to enter the residence halls or private grounds except as permitted in UNIVERSITY policies, and shall be responsible for their behavior while they are on UNIVERSITY property.

D. General Provisions.

1. ***Fee Increases.*** The UNIVERSITY may, at its sole discretion, increase room and board fees up to 10% with 30 days notice.

2. ***Liability.*** The UNIVERSITY assumes no responsibility for the STUDENT'S personal property at any time, including periods when the STUDENT is not in occupancy or after the term of the occupancy has expired. Personal property includes, but is not limited to, automobiles parked on-campus, personal property in rooms, common areas or on-campus storage, and any property left after expiration or termination of this contract. If the STUDENT abandons the room, the UNIVERSITY may consider any personal property left on the premises also to be abandoned and may dispose of it at the STUDENT'S expense in any manner allowed by law. The UNIVERSITY shall not be responsible for bodily injuries, including death, property loss or damage, due to the STUDENT'S use of residence hall facilities, unless such injury loss or damage resulted from the negligence of the UNIVERSITY.

3. ***Insurance.*** The UNIVERSITY provides no insurance or financial protection for the STUDENT'S personal property at any time, including periods when the STUDENT is not in occupancy or after the term of the occupancy has expired. The UNIVERSITY encourages the STUDENT to acquire renter's insurance from an authorized agent.

4. ***Taxable Possessory Interest.*** It is the position of the UNIVERSITY that this agreement does not create a taxable possessory interest in real property. However, the STUDENT is hereby notified that a taxing authority may take a contrary view and may assess this agreement.

5. ***Waiver, Modification, Entire Agreement and Severability.*** Any waiver or non-enforcement by the UNIVERSITY of any term or condition of this contract shall in no way constitute a waiver of any subsequent breach of the same or any other term or condition of this contract. This Agreement constitutes the complete and entire agreement between the parties, supersedes all prior agreements, oral and written, and may not be modified except in writing signed by both parties. If any term of this agreement is found to be illegal, void or otherwise unenforceable, it shall be severed herefrom without affecting the validity of the remainder of the agreement.

6. ***Attorney Fees, Choice of Law and Acceptance.*** The STUDENT agrees to pay all fees and costs, including reasonable attorneys' fees, that shall be incurred by the UNIVERSITY in enforcing this contract. This Agreement shall be governed by and construed under the laws of the State of California. Completion and delivery of this agreement by the STUDENT does not constitute acceptance by the UNIVERSITY. This agreement is approved and accepted by the UNIVERSITY only when signed by the representative of the Housing Office in the appropriate space contained herein.

APPENDIX

THE DOMINICAN IDEALS

Study

Service

Community

Reflection

DOMINICAN UNIVERSITY OF CALIFORNIA DIVERSITY DECLARATION

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

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

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

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

**"Out of many, one: that all may be one"*

FERPA: FAMILY EDUCATION RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, 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;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; 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 tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

FOUR-YEAR CAREER PLANNER

Brought to you by the Office of Career and Internship Services

www.dominican.edu/careerservices

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

Freshman Year

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

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

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

After Freshman Year

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

Sophomore Year

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

After Sophomore Year

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

Junior Year

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

After Junior Year

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

Senior Year

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

After Senior Year

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

DOMINICAN'S COMMITMENT TO ENVIRONMENTAL SUSTAINABILITY

Preamble:

According to a majority of the world's experts, there is overwhelming evidence that the bio-systems on Earth are headed for environmental catastrophe. Leading scientists tell us we have arrived at this crisis point because of the way we have organized our society from a social, cultural, economic and technological perspective that relies on over-harvesting the common bounty of our planet for short-term gain. Historian Thomas Berry states that "The Great Work now, as we move into a new millennium, is to carry out the transition from a period of human devastation of the Earth to a period of when humans would be present to the planet in a mutually beneficial manner...This is our Great Work and the work of our children...No one is exempt." (quote from the book "The Great Work", page 3)

The Society for College and University Planning states: "There is no better place than on our college campuses to make the changes in policy, action, and learning that can set our entire society on a more sustainable path. Higher education's primary function is to produce the graduates and knowledge that will result in a thriving, secure, and civil society now and in the future. Higher education institutions bear a profound moral responsibility to increase the awareness, knowledge, skills, and values needed to create a just and sustainable future."

Dominican's Commitment to Environmental Sustainability "Green Statement":

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

Guiding Principles:

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

Greener Dominican Task Force:

The purpose of the task force is to support Dominican University of California becoming an environmentally sustainable campus. Its role is to serve as a resource to the University's governance system by assessing environmental policies, procedures and practices leading to the development of plans of action that will help Dominican to become a model of environmental sustainability. The task force also collaborates with local and international partners making Dominican more known as an educational center for environmental sustainability. The task force is a recognized subcommittee of the university's Campus Utilization and Policy Committee (CUPC), with one voting member on the CUPC.

It is charged to: (1) draft and promote a "Green Philosophy Statement" for the university, (2) assess current sustainable practices, (3) communicate Dominican's existing green practices to our campus and the local community, and (4) draft both short and long term plans related to the following areas:

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

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

TUITION, HOUSING, MEAL REFUND POLICY

NOTE: FORMS MUST BE RECEIVED NO LATER THAN 5:00 P.M. ON THE DEADLINE DATE IN ORDER TO RECEIVE THE REFUND NOTED.

For Standard Semester Calendar Courses and Students Living in the Residence Halls:

Deadline for a 100% (less registration fee) tuition, housing, meal refund:

- August 31, 2009 (Fall 2009)
- January 26, 2010 (Spring 2010)

Deadline for an 85% (less registration fee) tuition, housing, meal refund:

- September 8, 2009 (Fall 2009)
- February 2, 2010 (Spring 2010)

Deadline for a 70% (less registration fee) tuition, housing, meal refund:

- September 14, 2009 (Fall 2009)
- February 9, 2010 (Spring 2010)

NO REFUNDS after September 14th (FALL) or February 9th (SPRING)

FOR COURSES THAT DO NOT FOLLOW A STANDARD SEMESTER CALENDAR:

(Tuition Refund Only – Housing and Meals not applicable)

Courses that meet once or twice during the semester & summer session #2:

Prior to the first class meeting 100% (less registration fee)

After first class meeting NO REFUND

Courses that meet at least three times during the semester:

Prior to the second class meeting..... 100% (less registration fee)

After second class meeting..... NO REFUND

Courses that meet during summer session #1

Prior to the first class meeting 100% (less registration fee)

After first class meeting 50%

After second class meeting..... NO REFUND

Courses that run on a later calendar:

Prior to the second class meeting..... 100% (less registration fee)

After second class meeting..... NO REFUND

CONTROLLED SUBSTANCES USES AND EFFECTS

Drugs CSA Schedules	Trade or Other Name	Medical Uses	Physical Depen.	Psychologi cal Depen.	Tolerance	Duration (hours)	Methods of Admin.	Possible Effects	Effects of Overdose	Withdrawal Syndrome
NARCOTICS										
Opium II III V	Dover's Powder, Paregoric, Paraproctolin	Analgesic anti-diarrheal	High	High	Yes	3-6	Oral, smoked	Euphoria, drowsiness, respiratory depression, constricted pupils, nausea	Slow and shallow breathing, clammy skin, convulsions, coma, possible death	Watery eyes, runny nose, yawning, loss of appetite, irritability, tremors, panic, cramps, nausea, chills and sweating
Morphine II III	Morphine, MS Contin, Roxanol, Roxanol-SR	Analgesic, anti-tussive	High	High	Yes	3-6	Oral, smoked, injected			
Codeine II III V	Tylenol w/codeine, Empirin w/codeine, Robitussin A-C, Fiorinal w/codeine	Analgesic, anti-tussive	Moderate	Moderate	Yes	3-6	Oral, Injected			
Heroin I	Diacetylmorphine, Horse, Smack	None	High	High	Yes	3-6	Injected, snif-fed, smoked			
Hydromorphone I	Dilaudid	Analgesic	High	High	Yes	3-6	Oral, injected			
Meperidine (Pethidine) II	Demerol, Mepergan	Analgesic	High	High	Yes	3-6	Oral, injected			
Methadone II	Dolophine, Methadone, Methadose	Analgesic	High	High/Low	Yes	12-24	Oral, injected			
Other narcotics I II III IV V	Numorphan, Percodan, Percocet, Tylox, Tussionex, Fentanyl, Darvon, Lomotil, Talwin	Analgesic, anti-diarrheal, anti-tussive	High/Low	High/Low	Yes	Variable	Oral, injected			
DEPRESSANTS										

Chloral Hydrate IV	Noctec	Hypnotic	Moderate	Moderate	Yes	5-8	Oral	Slurred speech, disorientation, drunken behavior without odor of alcohol	Shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma, possible death	Anxiety, Insomnia, tremors, delirium, convulsions, possible death
Barbiturates II III IV	Amytal, Butisol, Fioninal, Lotusate, Nembutal, Seconal, Tuinal, Phenobarbital	Anesthetic, anti-convulsant, sedative, hypnotic, veterinary euthanasia agent	High-Mod	High-Mod	Yes	1-16	Oral			
Benzodiazepines IV	Ativan, Dalmane, Diazepam, Librium, Xanax, Serax, Valium, Tranxene, Verstran, Versed, Halcion, Paxipam, Restoril	Anti-anxiety, anti-convulsant, sedative, hypnotic	Low	Low	Yes	4-8	Oral			
Methaqualone I	Quaalude	Sedative, hypnotic	High	High	Yes	4-8	Oral			
Glutethimide III	Doriden	Sedative, hypnotic	High	High-Mod	Yes	4-8	Oral			
Other depressants III IV	Equanil, Milltown, Noluder, Placidyl, Valmid	Anti-anxiety, sedative hypnotic	Moderate	Moderate	Yes	4-8	Oral			
STIMULANTS										
Cocaine II	Coke, Flake, Snow, Crack	Local anesthetic	Possible	High	Yes	12	Sniffed, smoked, injected	Increased alertness, excitation, euphoria, increased pulse rate and blood pressure, loss of appetite	Agitation, increase in body temperature, hallucinations, convulsions, possible death	Apathy, long periods of sleep, irritability, depression, disorientation
Amphetamines II	Biphetamine, Delcobese, Desoxyn, Dexedrine, Obetrol	Attention deficit disorders, weight control	Possible	High	Yes	2-4	Oral, injected			
Phenmetrazi	Preludin	Weight	Possible	High	Yes	2-4	Oral,			

ne II		control					injected			
Methylphenidate II	Ritalin	Attention: deficit disorders, narcolepsy	Possible	Moderate	Yes	2-4	Oral, injected			
Other Stimulants III IV	Adipex, Cylert, Didrex, Ionamin, Melfiat, Plegine, Sanorex, Tenuate, Tepanil, Prelu-2	Weight Control	Possible	High	Yes	2-4	Oral, injected			
HALLUCINOGENS										
LSD I	Acid, Microdot	None	None	Unknown	Yes	8-12	Oral	Illusions and hallucinations, poor perception of time and distance	Longer, more intense 'trip' episodes, psychosis, possible death	Withdrawal syndrome not reported
Mescaline and Peyote I	Mesc, Buttons, Cactus	None	None	Unknown	Yes	8-12	Oral			
Amphetamine Variants I	2, 5- DMA, PMA, STP, MDA, MDMA, TMA, DOM, DOB	None	Unknown	Unknown	Yes	Variable	Oral, injected			
Phencyclidine II	PCP, Angle Dust, Hog	None	Unknown	High	Yes	Days	Smoked, oral, injected			
Phencyclidine Analogues I	PCE, PCPy, TCP	None	Unknown	High	Yes	Days	Smoked, oral, inject, sniffed			
Other Hallucinogens I	Bufofenine, Ibogaine, DMT, DET, Psilocybin, Psilocyn	None	None	Unknown	Possible	Variable	Smoked, oral, injected			
CANNABIS										
Marijuana	Pot, Acapulco Gold, Grass, Thai	None	Unknown	Moderate	Yes	2-4	Smoked, oral	Euphoria, relaxed inhibitions, increased	Fatigue, paranoia, possible	Insomnia, hyper-activity, and

	Sticks							appetite, disorientated behavior	psychosis	decreased appetite occasionally reported
Tetrahydrocannabinol III	THC, Marinol	Cancer Chemotherapy	Unknown	Moderate	Yes	2-4	Smoked, oral			
Hashishi	Hash	None	Unknown	Moderate	Yes	2-4	Smoked, oral			
Hashish Oil I	Hash Oil	None	Unknown	Moderate	Yes	2-4	Smoked, oral			

FEDERAL TRAFFICKING PENALTIES

DRUG/SCHEDULE	QUANTITY	PENALTIES	QUANTITY	PENALTIES
Cocaine (Schedule II)	500 - 4999 gms mixture	<p>First Offense: Not less than 5 yrs, and not more than 40 yrs. If death or serious injury, not less than 20 or more than life. Fine of not more than \$2 million if an individual, \$5 million if not an individual</p> <p>Second Offense: Not less than 10 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$4 million if an individual, \$10 million if not an individual</p>	5 kgs or more mixture	<p>First Offense: Not less than 10 yrs, and not more than life. If death or serious injury, not less than 20 or more than life. Fine of not more than \$4 million if an individual, \$10 million if not an individual.</p> <p>Second Offense: Not less than 20 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$8 million if an individual, \$20 million if not an individual.</p> <p>2 or More Prior Offenses: Life imprisonment</p>
Cocaine Base (Schedule II)	5-49 gms mixture		50 gms or more mixture	
Fentanyl (Schedule II)	40 - 399 gms mixture		400 gms or more mixture	
Fentanyl Analogue (Schedule I)	10 - 99 gms mixture		100 gms or more mixture	
Heroin (Schedule I)	100 - 999 gms mixture		1 kg or more mixture	
LSD (Schedule I)	1 - 9 gms mixture		10 gms or more mixture	
Methamphetamine (Schedule II)	5 - 49 gms pure or 50 - 499 gms mixture		50 gms or more pure or 500 gms or more mixture	
PCP (Schedule II)	10 - 99 gms pure or 100 - 999 gms mixture	100 gm or more pure or 1 kg or more mixture		
PENALTIES				
Other Schedule I & II drugs (and any drug product containing Gamma Hydroxybutyric Acid)	Any amount	<p>First Offense: Not more than 20 yrs. If death or serious injury, not less than 20 yrs, or more than Life. Fine \$1 million if an individual, \$5 million if not an individual.</p> <p>Second Offense: Not more than 30 yrs. If death or serious injury, not less than life. Fine \$2 million if an individual, \$10 million if not an individual</p>		
Flunitrazepam (Schedule IV)	1 gm or more			
Other Schedule III drugs	Any amount	<p>First Offense: Not more than 5 years. Fine not more than \$250,000 if an individual, \$1 million if not an individual.</p> <p>Second Offense: Not more 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if not an individual</p>		
Flunitrazepam (Schedule IV)	30 to 999 mgs			
All other Schedule IV drugs	Any amount	First Offense: Not more than 3 years. Fine not more than \$250,000 if an		

Flunitrazepam (Schedule IV)	Less than 30 mgs	individual, \$1 million if not an individual. Second Offense: Not more than 6 yrs. Fine not more than \$500,000 if an individual, \$2 million if not an individual.
All Schedule V drugs	Any amount	First Offense: Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual. Second Offense: Not more than 2 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.

FED. TRAFFICKING PENALTIES - MARIJUANA

DRUG	QUANTITY	1st OFFENSE	2nd OFFENSE
Marijuana	1,000 kg or more mixture; or 1,000 or more plants	Not less than 10 years, not more than life If death or serious injury, not less than 20 years, not more than life Fine not more than \$4 million if an individual, \$10 million if other than an individual	Not less than 20 years, not more than life If death or serious injury, mandatory life Fine not more than \$8 million if an individual, \$20 million if other than an individual
Marijuana	100 kg to 999 kg mixture; or 100 to 999 plants	Not less than 5 years, not more than 40 years If death or serious injury, not less than 20 years, not more than life Fine not more than \$2 million if an individual, \$5 million if other than an individual	Not less than 10 years, not more than life If death or serious injury, mandatory life Fine not more than \$4 million if an individual, \$10 million if other than an individual
Marijuana	more than 10 kgs hashish; 50 to 99 kg mixture more than 1 kg of hashish oil; 50 to 99 plants	Not more than 20 years If death or serious injury, not less than 20 years, not more than life Fine \$1 million if an individual, \$5 million if other than an individual	Not more than 30 years If death or serious injury, mandatory life Fine \$2 million if an individual, \$10 million if other than individual
Marijuana	1 to 49 plants; less than 50 kg mixture	Not more than 5 years	Not more than 10 years
Hashish	10 kg or less	Fine not more than \$250,000, \$1 million other than individual	Fine \$500,000 if an individual, \$2 million if other than individual
Hashish Oil	1 kg or less		

EMERGENCY PROCEDURES

FIRE EVACUATION PROCEDURES

1. Exit the building quickly and calmly, using the designated stairwells.
2. Move away from the building to allow the fire equipment to reach the scene of the fire.
3. Gather in an area designated by a staff or faculty member.
4. Staff or faculty will notify you when you may safely return to the building.

Residence Hall Students – When an Alarm Sounds:

- Meadowlands: gather on the lawn in front of the mansion.
- Fanjeaux & Pennafort: gather on the library lawn.
- Edgehill Village: gather on the Caleruega Plaza (stay away from Shield Room windows).

EARTHQUAKE PROCEDURES

1. Take cover under a desk or strong table –shield yourself from falling objects.
2. Stay away from windows, glass and outside doors.
3. Do not light matches for any reason until gas lines are checked.
4. Do not attempt to leave the building during a severe earthquake due to falling debris and downed power lines.
5. If a fire follows the earthquake, follow established fire safety instructions.
6. Keep away from buildings, trees and utility wires. Watch out for falling glass, electrical wires or other debris.

Residence Hall Students – After an earthquake:

- Meadowlands: gather on the lawn in front of the mansion.
- Fanjeaux & Pennafort: gather on the Edgehill Mansion lower lawn (away from Mansion). DO NOT gather on Library Lawn and DO NOT walk under any power lines.
- Edgehill Village: gather on the Caleruega Plaza (stay away from windows).

Additional Information for Resident Students:

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

EMERGENCY NOTIFICATION SYSTEM

When an emergency situation arises on campus, the Emergency Notification System will be initiated and voice and text messages will be sent immediately to students. For the safety of the community, it is critical that students follow the directions or instructions provided by the system. For example, the system will be used to notify students to lock themselves in their rooms or remain inside classrooms (shelter in place), or to notify students that the campus is closed and to remain at home. When situations arise on campus, University personnel or local civil agencies will initiate procedures to inform students of the nature of the situation and steps to follow.

EMERGENCY PREPAREDNESS FOR STUDENTS

If a major earthquake strikes either Marin County or your home county while you are on campus, students will want to contact their families to determine their safety or let their families know they are safe. Commuter students will want to get back to their families and pets or have a workable plan for their care. The Federal Emergency Management Agency and American Red Cross recommend the following (abbreviated from FEMA L189 and ARC 4463, March 1992):

All students and their families:

- Choose an out-of-state friend as a check-in-contact for everyone to call. Know your contact's phone number.

Commuter students and their families:

- Meet with your family. Discuss the types of disasters that could occur. Explain how to prepare and respond.
- Pick two places to meet:
 1. Right outside your home in case of a sudden emergency, like a fire.
 2. Outside your neighborhood in case you can't return home. Everyone must know the address and phone number.
- Discuss what to do if advised to evacuate.

Further Dominican recommendations:

1. Before leaving campus, be sure that the route to your destination is passable.
2. Plan for care of your children and pets until you can rejoin them.
3. Resident Students should have a small Emergency Kit readily available in their rooms. This kit should be easily accessible (small backpack or duffel bag) in case the building needs to be evacuated. Please consider the following items for your emergency kit:
 - bottled water
 - power bars (non-perishable snacks)
 - rain repellent jacket/poncho
 - warm sweater and socks
 - 3-day supply of prescription meds
 - spare glasses/contacts if possible
 - card with family/emergency contact numbers (out of state numbers may be easier to dial during emergencies)

EMERGENCY CONTACT INFORMATION

EMERGENCY NUMBERS

Police, Fire or Ambulance.....	911
From a campus extension phone:	9-911
From a mobile/cellular phone:	453-2424
Campus Security (call 911 in an emergency).....	269-6070 (24 hours a day)
Student Health Center (call 911 in an emergency):.....	485-3208 (Ext. 3208)

CAMPUS ADDRESSES FOR EMERGENCY PERSONNEL:

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

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