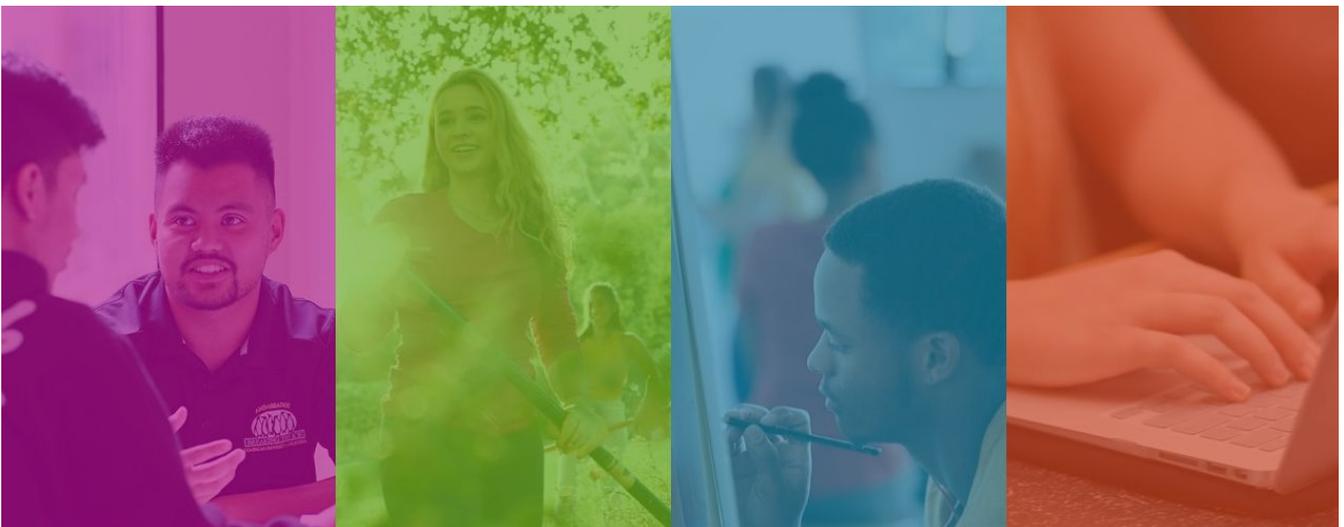


# Student Handbook & Code of Conduct

## 2020-2021 Academic Year

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This handbook is an important tool for learning more about Dominican University of California and the expectations we have for our students. Students are expected to know the policies and procedures outlined in this document.

***Dominican reserves the right to update and revise the policies, procedures, and general information described in this handbook at any time and without prior notification. Updates made to this handbook are considered to be in effect once posted.***

Students are required to check their Dominican provided email accounts (first.last@students.dominican.edu) and the University website for updates to policies, procedures, and other information.

The University makes every attempt to ensure that the information contained within this handbook is correct. However, it cannot guarantee absolute accuracy.

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## SECTION 1: UNIVERSITY HISTORY & TRADITIONS

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

### THE DOMINICAN IDEALS

The Dominican heritage intertwines a dynamic interrelatedness of the four active ideals of Study, Service, Community, and Reflection with the overarching concept of the spirit of truth – “Veritas.” These ideals developed as the Order of Preachers developed under Saint Dominic and his successors. Saint Dominic differed from founders of other religious orders of his time in that he sent his followers to engage in the life of the emerging universities of the 13th Century.

As his followers studied and engaged themselves in their academic and university experiences, they realized that there must be a spirit of prayer, contemplation and reflection which would connect the world of ideas, the life of the mind, and the spirit of truth, to the reality of the goodness of the Creator. This reflection and prayer could not be done in a vacuum, but must be done in and through the sharing of communal life. Coming full circle, the Dominicans were commissioned to share their knowledge and love of God with people through the service and ministry they perform. These Ideals are central in Dominican University of California’s quest for truth, beauty and the life of the mind.

### THE DOMINICAN UNIVERSITY OF CALIFORNIA SHIELD AND MOTTO

The Dominican University of California shield portrays a dog carrying a torch in its mouth. This symbol originated from a dream attributed to the mother of St. Dominic: that she would bear a child who would set the world on fire with the wonder of his preaching. The name of the Dominican order in Latin, *Dominicanes*, lends itself to the pun “*Domini canes*” (hounds of the Lord) – and a dog with a firebrand in its mouth became the symbol associated with the institution. Inscribed in the ribbon is the motto – *Veritas fax ardens*: “Truth a flaming torch.”



### CAMPUS BUILDINGS

As you walk the campus, you will notice various and distinct architectural styles all reflecting different times in the University’s history. The names of these buildings pay tribute to the history of the Dominican Order and of the University. Click [HERE](#) for information and history of campus buildings.

## SECTION 2: GENERAL INFORMATION & RESOURCES

This section contains general information about the various resource areas on campus. For complete and detailed information, please visit the respective offices below or the [university website](#).

### ACADEMIC INFORMATION

#### ***ACADEMIC AFFAIRS***

The Vice President of Academic Affairs/Dean of the Faculty works closely with academic leadership and has overall responsibility for the University's academic programs. Dominican University's academic programs are organized into three schools:

- Barowsky School of Business
- School of Health and Natural Sciences
- School of Liberal Arts and Education

#### ***OFFICE OF THE REGISTRAR***

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 Office of the Registrar.

### ACADEMIC ADVISING AND STUDENT SUCCESS CENTER

#### ***ACADEMIC ADVISING***

The staff in the Student Success Center provide academic advising, course scheduling, and degree planning to prospective and current students without a declared major, as well as to students in transition between majors.

#### ***STUDENT SUCCESS CENTER & TUTORING***

The Student Success Center is an academic resource for all students. Visit this center for tutoring, testing, study groups, and a variety of other academic support services and tools for students. Tutoring is available to all Dominican students. Every effort is made to provide tutoring in as many subjects as possible, however, there is no guarantee that tutoring will be available in any particular subject other than writing and math.

#### ***ACCESSIBILITY & DISABILITY SERVICES***

The Accessibility and Disability Services Office (ADSO) provides access to academic and co-curricular programs through reasonable accommodations and student-centered assistance. Accommodations are designed to meet the unique educational needs of Dominican students with documented disabilities. ADSO is committed to fostering an atmosphere of shared responsibility in providing accommodations and promoting an atmosphere of respect and inclusion. In addition, ADSO is available as a resource to faculty, staff and DUC community to provide guidance regarding disability-related issues.

#### ***CAREER & INTERNSHIP SERVICES***

Career and Internship Services assists students in developing effective career planning skills to achieve their career goals and promote lifelong career development. Career Services assists students with choosing a major, self-assessment, career exploration, identifying professional contacts and internship opportunities; creating a professional resume, interview preparation, applying to graduate school, and strategizing the job search to connect students to prospective employers.

## BOOKSTORE

The Bookstore carries textbooks, Dominican apparel and memorabilia, sundries, 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 Follett Corporation.

## FINANCIAL AID

The staff in Financial Aid is available to answer questions about scholarships, grants, loans and work- study. Walk-in hours are from 9-6 Monday through Thursday, and 10-5 on Fridays. Please visit the website or contact the staff for additional information.

## GLOBAL EDUCATION OFFICE (GEO)

The Global Education Office (GEO) promotes cross-cultural contact, understanding and appreciation among members of the University community. GEO facilitates the exchange of students and scholars and works to foster an inclusive social environment on campus that enriches the experience for all. GEO is committed to advising international students on issues related to immigration documents and visas; assisting international students with academic, cultural, and personal transitions, and promoting intercultural awareness and respect of diversity. Students are encouraged to pursue global learning opportunities. Students who study at one of our exchange partners remain registered as Dominican Students and are able to use any and all financial awards. Opportunities are available for every major on campus and range from short-term programs to full semester immersions.

## INFORMATION TECHNOLOGY SERVICES (ITS)

The following provides a brief overview of the resources and systems that may be utilized while at Dominican. IT can be reached at [helpdesk@dominican.edu](mailto:helpdesk@dominican.edu) or by calling (415) 257-0123. Please consult the [IT website](#) for more information and policies.

### ***PENGUIN PASS – STUDENT ID CARD***

The Penguin Pass is the unified identification, communication and purchasing system at Dominican. This card allows you access to facilities and identifies you as a student. Students are expected to carry their Penguin Pass with them at all times when on campus. With a Penguin Pass, students can access the following services:

- Door & entry access to various facilities on campus
- Utilize campus computers and use wireless network
- Check out books from the Library and use the online research database
- Resident students will use as Meal Plan card and pay for Laundry services
- Print in the University's computer labs or make photocopies
- Use as a debit card in the café, at the Bookstore, or in vending machines.

### ***STUDENT EMAIL***

Students are responsible for reading their Dominican email. Each student is provided a Dominican email address (first.last@students.dominican.edu) hosted by Google. For more information about Dominican provided email services (including instructions), please visit the ITS website.

### **INTERNET ACCESS**

Students connecting to the network are required to have devices that are secure and virus free, which will assist in keeping the network from being infected with malware. Information and tips on securing your computer can be found on the ITS website. If Internet access is not working, please contact the ITS Help Desk.

### **STUDENT COMPUTER/TECH SUPPORT**

The University takes no responsibility for students' personal computer problems unless related to Dominican provided services. There may be instances where students' computers malfunction due to viruses, software problems, or hardware failures completely unrelated to Dominican provided services. As time permits, the ITS Department is willing to help students diagnose, and repair (when possible) problems with student computers. Please visit ITS for computer help. Dominican is not responsible for any data loss or other problems resulting from assistance from the ITS Department.

## **LIBRARY SERVICES**

The Alemany Library has a large collection of books, periodicals, reference materials, databases, and reserves that supplement student learning. Computer workstations and study areas available for students. Librarians are available at the Reference Desk or by appointment to provide reference assistance, bibliographic instruction, and to help with databases and other electronic information resources. For additional information about the library and the services provided, please visit the website or talk to a staff member at the library circulation desk.

## **LOST AND FOUND**

Items that are found should be turned into Campus Security (entrance to Bertrand Hall). If you lost an item, please contact Campus Security: (415) 269-6070.

## **MAIL SERVICES**

Campus mail services support students by providing resident students with individual mailboxes, processing mail and parcels sent to students, and assisting students needing to send outgoing (pre-paid) postage and parcels. The campus mailroom is located in Bertrand Hall bottom floor.

## **PARKING ON CAMPUS**

[Parking](#) can be challenging on campus, and we advise students to plan accordingly. Please remember that the University is located in a residential neighborhood, and students should obey speed limits, traffic and parking signs, and park only in designated parking spaces. It is the responsibility of the person parking their vehicle to read and follow the instructions of the signage posted. Please note that the University and the San Rafael Police Department strictly enforce parking.

Vehicles parked out of compliance will be tagged with a violation sticker AND/OR TOWED at the vehicle owner's expense. There is no warning prior to a vehicle being towed. Repeat parking violations may also result in a referral for conduct action which can result in additional fines and/or sanctions including permanent loss of campus parking privileges.

### GENERAL PARKING

The main parking lot is located in the Conlan Recreation Center parking lot (Grand Avenue at Acacia Avenue). Parking in this lot is not restricted and is free of charge, and there is no permit required to park in this lot. The lot is lighted for nighttime use, and Campus Security patrols the lot at regular intervals. Personal escorts from campus buildings to vehicles are available by calling Campus Security at 415-269-6070. Escorts can also be arranged in advance. Students should NOT park in front of neighborhood homes and under no circumstance should they block access to a neighbor's home.

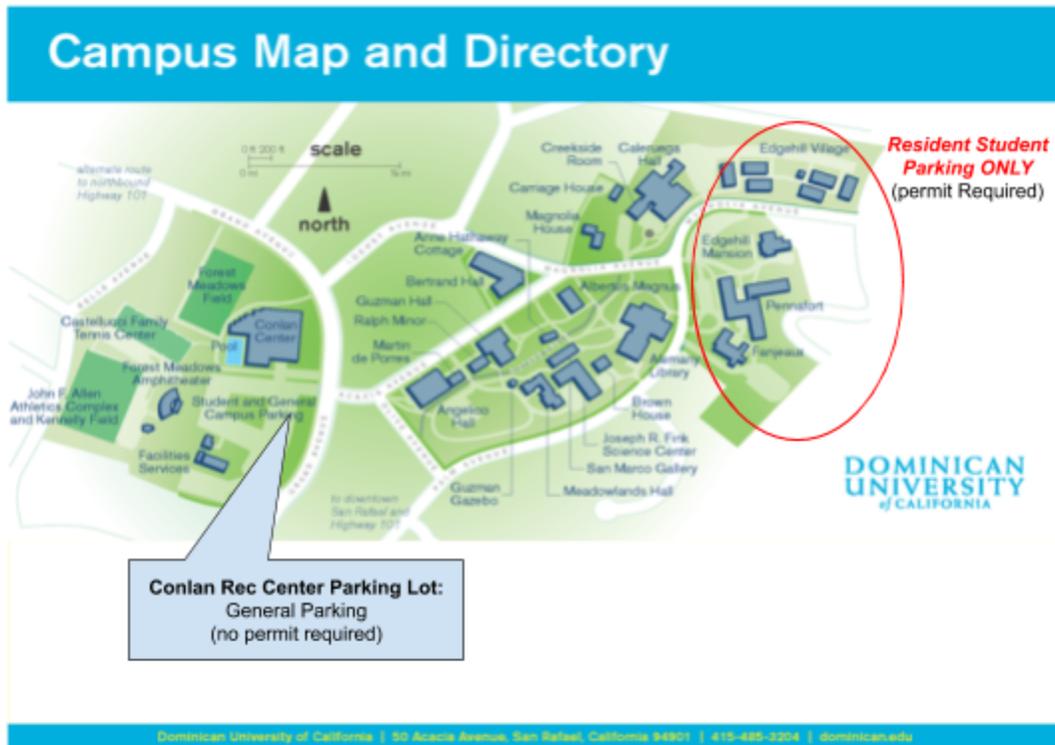
### RESTRICTED PARKING

Parking is NOT PERMITTED in the following areas:

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

### RESIDENCE HALL PARKING LOTS

Residence hall parking spaces (those with numbers painted in the stall) are assigned to resident students. Vehicles parked in any of these spaces will have specialized resident parking decals visibly posted at all times. Vehicles illegally parked in any residence hall space will be towed at the owner's expense.



## SECTION 3: EMERGENCY PROCEDURES & PREPAREDNESS

Students should review the University's plan detailing emergency systems, preparations, and response protocol. That information can be found here: [EMERGENCY INFORMATION & RESOURCES](#)

**BE ADVISED:** Students should review the "[Campus Closure Policy](#)" and the "[Residence Hall Closure & Evacuation Policy](#)" and familiarize themselves with that information. In the event of an emergency or incident impacting the campus, the University may need to implement the protocol outlined in those policies.

### FIRE EVACUATION PROCEDURES

Exit the building as safely and quickly as possible if instructed to evacuate or if:

- A fire alarm sounds
- You smell gas
- You smell or see smoke

Evacuate the building via the nearest stairway or exit (DO NOT use elevators). When possible, try to assist those with mobility issues or those in need of help. Once outside, gather at the evacuation assembly area. Always follow the directions of University personnel or emergency services (police/fire). DO NOT return to the evacuated building until instructed that it is safe to do so.

#### ***FIRE EVACUATION PROCEDURES – RESIDENCE HALLS & TOWNHOMES***

Resident students should gather at the designated assembly areas listed below:

- Dominican Townhomes: Gather on Green Way (street behind units 8-15)
- Fanjeaux & Pennafort: Gather on the Library Lawn
- Edgehill Village: Gather at Caleruega Plaza (avoid Shield Room windows)

### EARTHQUAKE PROCEDURES

#### ***INSIDE A BUILDING***

- Take cover in a doorway or under a desk/table, or drop to the floor against an interior wall and protect your head and neck with your arms.
- Avoid exterior walls, windows, hanging objects, mirrors, tall furniture, large appliances, and cabinets with heavy objects or glass.
- Do not go outside until there is safe passage, and that there is no falling debris outside the building.
- If you are in bed, hold on and stay there, protecting your head with a pillow.

#### ***OUTDOORS***

- Avoid power lines, trees, signs, buildings, vehicles, and other hazards.

#### ***EARTHQUAKE PROCEDURES – RESIDENCE HALLS & TOWNHOMES***

Resident students should gather at the designated assembly areas listed below:

- Dominican Townhomes: Gather on Green Way (street behind units 8-15)
- Fanjeaux & Pennafort: Gather on the Library Lawn (watch for downed power lines)
- Edgehill Village: Gather at Caleruega Plaza away from Shield Room windows

## RESIDENCE HALL EMERGENCY SHELTER

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

## EMERGENCY NOTIFICATION SYSTEM

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

## EMERGENCY PREPAREDNESS

Dominican University strongly recommends that students follow the emergency preparedness guidance of the Federal Emergency Management Agency (FEMA). In addition, students should discuss with your family/roommates/friends a plan for how you will get to a safe place, how you will contact one another, and how you will get back together. Choose an out-of-state friend as a check-in-contact for everyone to call. Know your contact's phone number.

Prepare an Emergency Kit and keep it in your room or car. This kit should be easily accessible (small backpack or bag) in case of evacuation. Please consider the following items:

- bottled water & non perishable food/snacks
- anti-bacterial wipes
- garbage bags
- flashlight and batteries
- 3-day supply of prescription meds
- spare glasses/contacts if possible
- family/emergency contact numbers.

Before leaving campus during or after an emergency, be sure that the route to your destination is passable. Please inform a campus official of your destination and please provide them with your contact information.

## COVID-19 HEALTH AND SAFETY INFORMATION

In preparation for the Fall 2020 semester Dominican University of California has developed a set of Health & Safety guidelines for students that include a framework and strategy for course delivery and guidelines for student and residential life that aligns with best public health protocols, is endorsed by the Marin Office of Public Health, and continues Dominican's educational mission. Our primary focus is implementing protocols and practices intended to keep our community as safe as possible. Students with questions or concerns should contact the University's designated COVID Coordinator at [penguinprepared@dominican.edu](mailto:penguinprepared@dominican.edu).

Facial coverings have been shown to reduce the spread of the coronavirus. **All students, faculty, and staff are required to wear a facial covering/mask at all times while on campus.**

Students are expected to provide their own facial coverings. A limited supply of facial coverings/masks are available through the Student Health Center and after hours through Campus Security.

Resident Students: Students living in the residence halls must wear masks at all times in the building when not in their rooms (ex: hallways, laundry areas, lounges). Students are not required to wear a mask while in their assigned room.

The full set of Health & Safety guidelines can be found [here](#). Failure to comply with these Health & Safety protocols may result in a referral for conduct action.

*NOTICE: The virus that causes COVID-19 is thought to spread mainly from person to person, primarily through respiratory droplets produced when an infected person coughs or sneezes. This spread is more likely when people are in close contact with one another; usually within 6 feet. Maintaining social distancing continues to be very important, and students, faculty, and staff are encouraged to follow CDC guidelines to ensure they are doing all they can to limit the spread of the virus. As a condition of enrollment, students are expected to take personal responsibility for promoting personal and community health and wellness by adhering to all University guidelines, policies, and protocols.*

*If you have questions about the health issues connected with COVID-19, contact the Student Health Center at [studenthealthcenter@dominican.edu](mailto:studenthealthcenter@dominican.edu).*

## EMERGENCY, HOSPITAL, & URGENT CARE INFORMATION

**In the event of an EMERGENCY = CALL 911 (Police – Fire – Medical)  
(9-911 from a campus digital telephone)**

### **HOSPITAL INFORMATION**

Students requiring emergency care should go to the nearest hospital emergency center:

Kaiser Hospital 99 Monticello Road San Rafael (415) 444-2400	Marin General Hospital 250 Bon Air Road Greenbrae (415) 925-7200	Novato Community Hospital 180 Rowland Way Novato (415) 209-1300
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### **URGENT CARE (OFF-CAMPUS / NON-EMERGENCY)**

Students requiring urgent care (not emergency) can visit the following:

Kaiser Urgent Care 1033 3rd Street San Rafael (415) 444-2940	Terra Linda Urgent Care 4000 Civic Center Drive San Rafael (415) 492-4800
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*Students and/or their insurance carriers are responsible for any and all charges associated with off-campus care.*

**CAMPUS ADDRESSES FOR EMERGENCY PERSONNEL**

<b>BUILDING</b>	<b>ADDRESS</b>
Albertus Magnus	90 Acacia
Angelico Hall	20 Olive
Bertrand Hall	79 Acacia
Brown House	175 Palm
Caleruega	100 Magnolia
Conlan Rec. Center	1475 Grand
Dominican Townhomes (off campus)	1200 Irwin St. - San Rafael
Edgehill Mansion	75 Magnolia
Fanjeaux Hall	180 Palm
Guzman Hall	50 Acacia
Library	185 Palm
Magnolia House	226 Magnolia
Meadowlands	145 Palm
Edgehill Village	50 Magnolia
Pennafort Hall	190 Palm
San Marco	165 Palm
Science Center	155 Palm

## SECTION 4: STUDENT LIFE INFORMATION & RESOURCES

### STUDENT LIFE WEBSITE

The members of the Student Life staff are professionals committed to assisting all students. The staff collaborates in addressing challenges and opportunities and works closely with students to improve their experience – often seeking student input when evaluating policies, procedures, and any issues that may influence the quality of the student experience. Students are encouraged to visit the Student Life Office (Edgehill Mansion – 2<sup>nd</sup> Floor) or the Student Life website for more information.

### OFFICE OF THE VICE PRESIDENT FOR STUDENT AFFAIRS & DEAN OF STUDENTS

The VPSA/Dean of Students serves as the primary advocate for all Dominican students, and is committed to providing programs and services that support you in achieving success. The VPSA/Dean of Students and Associate Dean of Students are responsible for the staff, programs, budgets, and overall leadership and direction for the departments and programs within the Division of Student Life:

- Athletics & Recreation
- Bookstore
- Campus Ministry
- CARE Team
- Food Service
- Housing and Residence Life
- Safety & Campus Security
- Student Activities & Leadership
- Student Health and Counseling Services
- Community Standards (Conduct)

Guided by the Dominican Ideals, this office promotes student learning and growth by supporting students' physical, emotional, social, spiritual, and intellectual needs.

#### ***CARE TEAM (CONNECTION, ADVOCACY, RESOURCES, EDUCATION)***

The CARE Team serves as the centralized body for discussion and action regarding students exhibiting behaviors that indicate distress. Committed to proactive and early intervention, the CARE Team supports students directly and through consultation with campus partners. When necessary, the CARE Team will assess potential risk of harm to the University community and coordinate appropriate action to ensure the safety of students and the University at large.

#### ***RIGHTS & RESPONSIBILITIES /COMMUNITY STANDARDS (STUDENT CONDUCT)***

The mission of the Office of Rights & Responsibilities /Community Standards at Dominican is to promote a sense of empowerment and duty for all students of the institution. Additionally, this office will develop, disseminate, interpret, review and uphold institutional policies and the Student Code of Conduct, and will aid students in developing a sense of advocacy and personal authority in their lives. We strive to create a safe and comfortable community for all students, faculty, staff and guests through education, advocacy, and upholding community standards to ensure everyone has the opportunity to thrive at Dominican.

## ATHLETICS & RECREATION

The [Athletics and Recreation](#) program consists of intercollegiate and recreational sports. The University is a member of the National Collegiate Athletic Association (NCAA) Division II and PacWest Conference, and offers several men's and women's sports.

### ***OUR MASCOT – THE PENGUIN***

Why the Penguins? In the mid-1970's, students wanted a new mascot. The Dominican Sisters had a distinct presence on campus with their long black and white habits and veils. With a good sense of humor intact, the student body voted in the nickname Penguins, and the president approved it – making it official!

## CAMPUS MINISTRY

Campus Ministry fosters the Dominican Values of study, service, reflection, and community; these form the basis for serving the religious and spiritual needs of a diverse student body. While anchored in the Catholic tradition, the staff employs an ecumenical approach in responding to all students striving toward enhanced spiritual maturity. Campus Ministry provides many opportunities for students of any religious tradition to participate in liturgies, retreats, community service projects, social celebrations, spiritual direction, immersion trips, and informal counseling. Dominican celebrates a Sunday liturgy and weekday liturgies, as well as other denominational religious services.

## FOOD SERVICES

The Caleruega Dining Hall is the dining facility of the University; in addition there is a small café within Caleruega and a coffee cart in front of the library. Students with dietary restrictions are encouraged to speak with the Dining Hall staff to discuss food preparation and meal options. The meal plan schedule is Monday breakfast through Sunday Dinner (total of 19 meals per week); any combination of meals may be used, but unused meals do not rollover to the following week. Hours of operation are posted at Caleruega – these may change due to campus holidays or special events.

## HOUSING AND RESIDENCE LIFE

The Department of Housing and Residence Life is committed to providing a unique and valuable experience outside of the classroom, where learning and personal growth take place. Residence Life staff are committed to aiding students and take a holistic approach to education outside of the classroom. The University provides on-campus housing for undergraduate students, with select units available for graduate students. Please refer to the website for additional information about residence life, including policies and procedures.

## STUDENT ACTIVITIES & ENGAGEMENT

The Department of Student Activities and Engagement works to enhance the student experience by developing and promoting campus activities and events, supporting student clubs and organizations, and encouraging creative learning and leadership development. The staff works closely with the student governing body (ASDU) to evaluate and address challenges and opportunities for students to explore ways to improve the Dominican experience. Please visit the Edgehill Mansion for more information on how to get involved on campus.

***ASDU: THE ASSOCIATED STUDENTS OF DOMINICAN UNIVERSITY***

ASDU is the governing body that represents students and advocates for all student rights regardless of sex, race, creed, nationality, sexuality, disability, and religion. It is the mission of ASDU to uphold and build upon the traditions, values and ideals of the University. ASDU actively serves as a catalyst for student development, and works toward cultivating strong relationships at the University as well as within the greater Marin community.

***ICC: THE INTER-CLUB COUNCIL***

The ICC includes all officially recognized clubs and organizations at Dominican. The ICC works to promote and unify student interests on campus by creating an environment for all clubs to collaborate on activities and share resources so that every event is successful. The ICC meets regularly to discuss topics that affect club meetings and activities, and campus event planning. All students are welcomed to join a club or start a new club.

## **STUDENT HEALTH CENTER & UNIVERSITY COUNSELING SERVICES**

The Student Health Center (located in Bertrand Hall) is committed to quality care and the promotion of optimal health. We encourage disease prevention and health awareness in our student clients. The Health Center is staffed by a nurse practitioner who has advanced education in primary health care and an emergency medical technician / coordinator. They work in collaboration with a physician consultant. Services at the Health Center are available to all students enrolled at Dominican University of California.

University Counseling Services is supervised by the Director of University Counseling and offers free, confidential, personal counseling to students. Students wishing to utilize these services should make an appointment with a counselor by calling (415) 485-3208 to schedule a confidential appointment. The Student Health Center and University Counseling Services work together to holistically support student health and wellness and may share information when jointly caring for a student.

***HEALTH INSURANCE MANDATE***

To ensure students have access to health care while attending Dominican University, we require that select students must have health insurance as a condition of enrollment. The University has partnered with United Healthcare Student Resources (carrier) and Gallagher Student Health (administrator) to offer a comprehensive policy. The following select students are required to have health insurance as a condition of enrollment:

- All full-time undergraduate students (taking 12 or more units)
- All full-time graduate students (taking 8 or more units)
- All BSN degree seeking nursing students with 6 or more units
- All undergraduate and graduate Occupational Therapy students with 6 or more units
- All International Students

A charge for the Dominican Student Health Insurance Plan (SHIP) will be added to the financial account of all qualifying students (as noted above). Students with their own insurance not needing the SHIP must show proof of comparable coverage (for example, parent's employer plan, private insurance) in order to waive the plan and have the insurance fee removed from your student account. Failure to show proof of comparable coverage by the published deadline will result in the SHIP charges remaining on your account.

***Campus Lactation Room***

The designated campus lactation room is Guzman 208, or, when unavailable, the Student Health Center exam room may be considered. Access to the lactation room is available by contacting the Office of Human Resources.

## SECTION 5: CODE OF CONDUCT

### PREAMBLE

Dominican University of California (“University” or “Dominican”) is an academic community committed to study, reflection, community, and service in an inclusive environment that embraces diversity. As an academic community, the University has an interest in the education, safety, and welfare of all members of this community and in fostering an environment consistent with the educational mission, purpose, and processes of the University. When students voluntarily enter the University, they assume obligations of performance and behavior reflective of the University’s mission, processes, and functions. Expectations of students in the University community are higher than those of other citizens.

Students have rights and responsibilities, and the University has expectations regarding the behavior of its students, which extend beyond the classroom into all aspects of life. The Office of the Dean of Students is committed to educating students about civic expectations and prohibited conduct, promoting student learning and accountability, and facilitating the development of thoughtful, responsible, and engaged citizens. Through the Student Code of Conduct, the Office of the Dean of Students strives to address and reduce behavior that undermines academic success and detracts from the educational mission of the University; to provide timely support and resources for students; and to promote the health and safety of the University community.

Dominican University of California students are responsible for knowing the information, policies, and procedures outlined in this Student Code of Conduct. The University reserves the right to make changes to this code as necessary and once those changes are posted online, they are in effect. Students are encouraged to check online for the updated versions of all [policies and procedures](#).

### 1. DEFINITIONS

- 1.1. The term “Student Code of Conduct” (also “Code”) includes the Student Handbook and all University policies and procedures applicable to students.
- 1.2. The term “University” means Dominican University of California and any officially designated location.
- 1.3. The term “student” includes all persons taking courses at the University, either full- time or part-time, pursuing undergraduate, graduate or professional studies. Persons enrolled at Dominican are considered students and remain so as long as the student has a continuing educational interest in the University.
- 1.4. The term “faculty member” means any person employed by the University to conduct classroom or teaching activities, or who is otherwise considered by the University to be a member of its faculty.
- 1.5. The term “University official” includes any person employed by the University to perform administrative or professional responsibilities.
- 1.6. The term “reporting party” refers to the person impacted by the alleged policy violation. The reporting party may (but does not have to) be the individual who submits the actual allegation of a Student Code of Conduct violation.
- 1.7. The term “responding party” refers to the person who has allegedly engaged in a policy violation.
- 1.8. The term “member of the Dominican Community” includes any person who is a student, faculty, University official or any other person employed by the University. The Dean of Students (or designee)

will have the final determination of a person's status in a particular conduct situation.

- 1.9. The term "University premises" includes all land, buildings, facilities, and other property owned, leased, operated, controlled, or supervised by the University.
- 1.10. The term "Registered Student Organization" means any number of persons or group of students who have complied with the formal requirements for registration or recognition as a Student Organization.
- 1.11. The term "Office of the Dean of Students" means the persons responsible for the administration of the Student Code of Conduct. Typically, these persons include the Dean of Students, Associate Dean of Students, their designees, and the designated Student Conduct Administrator.
- 1.12. The term "Student Conduct Administrator" means a University official authorized by the Dean of Students to investigate and to impose sanctions upon any student(s) found to have violated the Student Code of Conduct. Typically, the Student Conduct Administrator is the Associate Dean of Students
- 1.13. The term "Appellate Designee" means any person or persons authorized by (and including) the Dean of Students to consider an appeal from an open conduct case.
- 1.14. The term "policy" means the written regulations of the University as found in, but not limited to, the Student Code of Conduct (and its appendices), the Residence Life Handbook, the University website, and University catalogs.
- 1.15. The term "Preponderance of Evidence" is the evidentiary standard used to determine whether a violation has occurred. (i.e.: evidence provided demonstrates that it is more likely than not that the Responding Party violated the Student Code of Conduct).
- 1.16. The term "reasonable individual" is a reasonable individual under similar circumstances and with similar identities to the individual who is the subject of the behavior in question.
- 1.17. The term "Responsible/Not Responsible" is a determination related to whether the Student Code of Conduct has been violated. This determination is based on the Preponderance of Evidence.
- 1.18. The term "University-Sponsored Activity" is any activity on- or off-campus, which is initiated, funded, authorized, or supervised by the University.
- 1.19. The term "Witness(es)" is an individual(s) with knowledge of the alleged incident in question.
- 1.20. Terms not specifically defined in this Code shall be defined by Merriam-Webster's Dictionary. Terms not defined in Merriam-Webster's Dictionary shall be defined according to their plain and ordinary usage.

## **2. APPLICABILITY OF POLICIES AND STANDARDS**

- 2.1. The Student Code of Conduct is applicable to all students, student groups, and student organizations. Enrollment at the University implies acceptance of these policies and procedures. Students are responsible for being aware of the Code and for following it accordingly.
  - 2.1.1. The University may investigate and hold students responsible for behavior and actions that takes place off-campus.
  - 2.1.2. Students are responsible for their own behavior and actions and may be held accountable for the behavior and actions of their guests. It is the responsibility of students to inform their guests on campus or at campus events of the policies, procedures, and social standards in place at

Dominican University of California.

- 2.2. The Code will be interpreted in a manner consistent with the mission and values of the University.
  - 2.2.1. The Dean of Students (or designee) will resolve any questions involving the application or interpretation of the Student Code of Conduct, policies, procedures, rules and expectations presented in this handbook and on the University website. In such instances, the decision of the Dean of Students (or designee) will be final and binding.
- 2.3. Dominican University of California reserves the right to update and revise the policies, procedures, and general information described in this student handbook at any time and without prior notification. The University makes every attempt to ensure that the information contained within this handbook is correct; however, it cannot guarantee absolute accuracy.
- 2.4. Students must check their Dominican email accounts and the University website regularly for updates to policies, procedures, and other information.

### 3. AUTHORITY AND JURISDICTION

#### 3.1. *AUTHORITY OF THE UNIVERSITY*

The Dean of Students has full authority in the regulation of The Student Code of Conduct, student behavior and discipline for alleged violation of the Code or other appropriate policies, regulations, or rules. The Dean of Students may delegate such authority to University administrators or other officials as set forth in this Code or in other appropriate policies, regulations, or rules.

The Dean of Students (or designee) shall administer the provisions of the Code, oversee the day-to-day operations of the Office of the Dean of Students, and advise and train members of conduct boards and individuals designated as administrative hearing officers.

The Associate Dean of Students (or designee) serves as the Student Conduct Administrator responsible for developing policies for the execution of the student conduct system and the procedural rules for Conduct Hearings that are consistent with the provisions of Code.

#### 3.2. *AUTHORITY OF THE CODE*

This Code is the University's primary policy governing student behavior. The provisions of this Code are not contractual covenants between the University and the student. The University reserves the right to change this Code at any time during a student's term of enrollment. Such changes will be communicated to members of the University community through various means. Each student is responsible for maintaining current knowledge of this Code.

An operating unit of the University (e.g., academic departments, University Housing, Athletics, International Education, Student Activities) may also establish conduct or professionalism standards for the student/departmental relationship, so long as those standards are consistent with the provisions of this Code or establish higher standards of conduct than those set forth in this Code. Disciplinary action pursuant to this Code does not preclude additional action by the operating unit.

Sanctions applied under this Code cannot be waived or modified by the operating unit. Sanctions may be imposed by the operating unit in lieu of sanctions applied in proceedings under this Code only when done in consultation with the Office of the Dean of Students. The University reserves the right to administratively rescind and void a student's admission offer prior to their first day of class if the student provided false information or omitted material information on their application, or if the student

violated the Code of Conduct.

### **3.3. JURISDICTION OF THE CODE**

Students at the University are provided a copy of the Student Code of Conduct in the form of a link on the University website. Hard copies are available upon request from the Office of the Dean of Students. Students are responsible for reading and abiding by the provisions of this Code.

Violations of University policies, rules, and/or regulations or federal, state, or local laws may constitute a violation of this Code and result in disciplinary action. The Code of Student Conduct applies to behaviors that take place on campus, at University-sponsored events, and may also apply off-campus when the Office of the Dean of Students determines that the off-campus conduct affects a substantial University interest. A substantial University interest is defined to include:

- Any action that constitutes a criminal offense as defined by law. This includes, but is not limited to, single or repeat violations of any local, state or federal law;
- Any situation where it appears that the responding party may present a danger or threat to the health or safety of self or others;
- Any situation that significantly impinges upon the rights, property or achievements of self or others or significantly breaches the peace and/or causes social disorder; and/or
- Any situation that is detrimental to the educational interests of the University.

The Code may be applied to behavior conducted online (including electronic/social media). Students should be aware that online postings such as blogs, web postings, chats and social networking sites are in the public sphere and are not private. These online postings can subject a student to allegations of conduct violations. The University does not regularly search for this information but may take action if and when such information is brought to the attention of University officials.

The Code may also be applied to resident non-students, campers and high school bridge, extension, partner, dual- credit, and continuing education programs by contractual agreements. Visitors and guests of the University may seek resolution of violations of the Code of Student Conduct committed against them by members of the University community.

There is no time limit on reporting violations of the Code of Student Conduct; however, the longer someone waits to report an offense, the harder it becomes for University officials to obtain information and witness statements and to make determinations regarding alleged violations. Though anonymous complaints are permitted, doing so may limit the University's ability to investigate and respond to a complaint. Those who are aware of misconduct are encouraged to report it as quickly as possible (see "Reporting" - Section 5).

University email is the University's official and primary means of communication with students. Students are responsible for all communication delivered to their University email address.

#### **3.3.1. Violation of Law and University Disciplinary Proceedings**

Alleged violations of federal, state, and local laws may be investigated and addressed under this Code. When an offense occurs over which the University has jurisdiction, the University reserves the right to proceed under this Code prior to, concurrent with, or subsequent to civil litigation, criminal arrest, or criminal prosecution.

The procedures provided in this Code are not intended to be equivalent to the process of federal, state, or local laws and determinations of violations of this Code do not determine

whether criminal conduct has occurred. Determinations made or sanctions imposed under this Student Code of Conduct will not be subject to change because criminal charges arising out of the same facts giving rise to violation of University rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant.

The University cooperates with law enforcement to the extent permitted by law.

### 3.3.2. Interim Suspension

The University reserves the right to interim suspend an individual upon notification that they are facing criminal investigation and/or Code violation(s) if the Office of the Dean of Students deems such suspension necessary for the safety and/or wellness of the University community.

## 4. STUDENT POLICIES

The University has developed and adopted the following policies and procedures to govern students at Dominican University of California in conjunction with the Student Code of Conduct. In some instances, the University has adopted broad policies reflecting a universal concern (ex: prevention of discrimination or harassment), which govern all members of the University community. Students are reminded that the University reserves the right to modify or amend policies at any time. Students should review any email announcement and [the Rights and Responsibilities](#) website for updated information.

### 4.1. ALCOHOL POLICY

*(PLEASE SEE APPENDIX FOR ADDITIONAL INFORMATION).*

- 4.1.1. Underage Possession/Consumption – Possessing or consuming alcohol by a person under the age of twenty-one (21).
- 4.1.2. Improper Possession/Consumption – Possessing or consuming alcohol where it is not permissible to do so, regardless of age.
- 4.1.3. Driving Under the Influence/Driving While Intoxicated – Driving while impaired attributable in part or in whole to the consumption of alcohol.
- 4.1.4. Providing to Underage Individuals – Selling or providing alcohol to any individual under the age of twenty-one (21).
- 4.1.5. Excessive Intoxication – Demonstrating extreme physical or mental impairment following or resulting from alcohol or other substance consumption.
- 4.1.6. Paraphernalia – Possessing alcohol paraphernalia on University premises, including but not limited to, beer bong and funnels, alcohol vaporization devices, kegs, beer balls, party balls, and similar alcohol containers, including empty alcohol containers.

Dominican University of California, in adhering to the laws of the State of California, permits the possession and consumption of alcoholic beverages only by those students who are 21 years of age and older. The University does not permit the possession or consumption of alcoholic beverages by those students under the age of 21. If alcohol is present in a residence hall room, all individuals must be 21 years of age or older, including guests and visitors. Alleged violations of these policies will likely result in the immediate disposal of all alcoholic beverages found and subsequent referral for conduct action.

Violations of the Alcohol Policy may result in a fine placed on the student account in addition to other

sanctions deemed appropriate. Fines will be assessed based on these guidelines.

Level One Violation - \$100

Level One violations are disruptive to the community, but usually are not serious enough to warrant action by civil authorities. Examples of a Level One violation include the drinking and/or possession of alcoholic beverages (on their person or in their room) by a student under the age of 21, or the possession of false identification for the purpose of purchasing/supplying alcohol.

Level Two Violation - \$200

Level Two violations represent health/safety risks, disruption to the community, and may warrant action by civil authorities. Level Two violations include, but are not limited to, threats of harm to self or others through excessive intoxication, possession or use of common source alcohol (ex; kegs), supplying alcohol to underage individuals, rude/offensive/abusive behavior.

Level Three Violation - \$500

Level Three violations are the most serious violations and often constitute illegal actions. If pursued by civil authorities, these violations may result in civil action being taken against the student. Examples of Level Three violations include, but are not limited to, forcing or coercing others to consume dangerous amounts of alcohol, extreme physical harm to others, significant property damage, or other actions requiring the presence of law enforcement officials.

**4.2. CONTROLLED SUBSTANCE/DRUG POLICY (PLEASE SEE ADDENDUM FOR ADDITIONAL INFORMATION)**

Dominican University of California students (and their guests) are expected to abide by all University policies, federal and state laws and mandates, and any city ordinances relative to the possession and use of drugs and drug paraphernalia (with the exception of medical/recreational marijuana, as articulated below). The use, possession, manufacturing, or distribution of marijuana, narcotics, heroin, or other controlled substances (includes paraphernalia) is prohibited. Violations of the Drug Policy will result in referral to the conduct process.

Medical / Recreational Marijuana:

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

Violations of the Controlled Substance Policy may result in a fine placed on the student's account in addition to any other sanctions issued. The funds will be directed to drug programming and education. Fines will be assessed based on these guidelines.

Level One Violation - \$100

Level One violations present a risk to the student(s) involved and may warrant action by civil authorities. Examples of a Level One Violation include, but are not limited to, the possession of drug paraphernalia or objects/materials that could be used as drug paraphernalia.

Level Two Violation - \$200

Level Two violations represent an egregious violation of policy and present both significant health and safety concerns. These violations are disruptive to the community and may warrant action by civil authorities. Examples of a Level Two Violation include, but are not limited to, the possession and/or use

of any controlled substance or illegal drug (regardless of quantity) including seeds and/or residue, and/or illegal use/sharing of prescription or other legal drugs.

Level Three Violation - \$500

Level Three violations are the most serious and may lead to University expulsion and/or be reported and pursued by civil authorities. Examples of a Level Three Violation include, but are not limited to, possession of large quantity and/or the actual or attempted sale; distribution, cultivation, or manufacture of any controlled substance or illegal drug and/or paraphernalia.

**4.3. AMNESTY POLICY**

- 4.3.1. For Reporting Parties: The University may choose to provide amnesty to Reporting Parties who may be hesitant to report incidents to University officials because they fear that they themselves may be accused of minor policy violations, such as underage drinking, at the time of the incident. Educational options may be explored, and conduct records may be maintained, but no disciplinary sanction will result.
- 4.3.2. For Those Who Offer Assistance: To encourage students to offer help and assistance to others, the University may pursue a policy of amnesty for minor violations when students offer help to others in need. At the discretion of the Office of the Dean of Students, amnesty may also be extended on a case-by-case basis to the person receiving assistance. Educational options may be explored, but no conduct proceedings or discipline will result.
- 4.3.3. For Those Who Report or are Witnesses to Violations: Students who are engaged in minor violations but who either choose to bring related serious violations by others to the attention of the University or serve as witnesses to another report of violation(s) may be offered amnesty for their minor violations. Educational options may be explored, but no conduct proceedings or record will result. Abuse of amnesty can result in a decision by the Office of the Dean of Students not to extend amnesty to the same person repeatedly.
- 4.3.4. Safe Harbor: The University believes students who have a drug and/or addiction problem deserve help. If any University student brings their own use, addiction, or dependency to the attention of University officials and seeks assistance, outside the threat of drug tests or conduct sanctions, a conduct complaint may not be pursued. A written action plan may be used to monitor cooperation with the Safe Harbor program by the student. Failure to follow the action plan may nullify the Safe Harbor protection and campus conduct processes may be initiated.
- 4.3.5. Amnesty to Student Organizations: In circumstances where an organization is found to be hosting an event where medical assistance is sought for a member or guest, the organization (depending upon the circumstances) may be held responsible for violations of the Alcohol and Drug Policy. However, the organization's willingness to seek medical assistance may be considered in determining a sanction for any violations of policy.

**4.4. PARENTAL NOTIFICATION**

Dominican is committed to fostering the holistic development of all students. Part of the development process entails students being autonomous in their decision-making and their critical thinking about, and reflecting on, their choices and actions. However, there are times when choices and actions pose a significant health risk to the student or place the student in harm's way; or worse yet, endanger the welfare of the campus community. If a student chooses 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. Parental notification may also be utilized discretionarily by administrators when permitted by FERPA or consent of the student.

**4.5. DISORDERLY CONDUCT**

- 4.5.1. Disruption of University Functions or University-Sponsored Activities: Intentionally disrupting, obstructing, or interfering with the University's educational mission, operations, business, or functions.
- 4.5.2. Disruption of Student Environment: Intentionally disrupting, obstructing, or interfering with a student's living or learning environment.
- 4.5.3. Obscene Conduct: Intentionally or knowingly engaging in sexual intercourse, sexual contact, or exposing any part of one's genitals in a public place.
- 4.5.4. Public Disturbance: Creating a public disturbance, including, but not limited to, fighting or other violent behavior; creating the threat of imminent fighting or other violence; committing a nuisance or generally engaging in disruptive behavior; rioting; inciting and/or assembling to riot; raiding; inciting and/or assembling to raid University operating units or property; and disrupting, disturbing, or interfering with the academic atmosphere of a living/learning environment.
- 4.5.5. Excessive/Disruptive Noise: Engaging in excessive or disruptive noise, including, but not limited to, the public use of unapproved amplified sound and the amplification of sound in a manner that disrupts or disturbs the normal functioning of the University.
- 4.5.6. Improper Photography/Visual Recording: Knowingly or intentionally recording, transmitting, or distributing an image by any means without the subject's consent. This includes recording of academic lectures or presentations (including online courses) without the expressed permission of the instructor.
- 4.5.7. Voyeurism: Knowingly or intentionally entering the property of another and/or viewing another who has a reasonable expectation of privacy without their consent.

**4.6. UNAUTHORIZED CONDUCT**

Unauthorized entry, access to, and/or use of University premises or unauthorized possession, duplication or use of keys to any University premises.

**4.7. VANDALISM**

Unauthorized tampering, defacing, damaging or destroying University or private property.

**4.8. ANIMAL POLICY**

The University does not permit students to bring animals of any kind into campus buildings or on campus property unless the animal is designated as a "service animal." Documentation for student use of a service animal on campus must be submitted to and approved by the Office of Accessibility and Disability Services or the University.

**4.9. SMOKING POLICY**

Smoking (including, but not limited to cigarettes, cigars, e-cigarettes, pipes, hookahs, or vaporizers, is not permitted on the Dominican campus (with the exception being designated smoking areas). All community members have the right and the responsibility to inform or remind violators of the policy

and request compliance. If a problem arises with non-compliance, Security staff may be called. Visitors who refuse to comply will be removed from campus.

#### **4.10. WEAPONS POLICY**

The possession, use, and/or distribution of items such as fireworks, ammunition, firearms, explosive devices, or other weapons (including, but not limited to, a BB gun, stun gun, paintball gun, air rifle, air pistol, bowie knife, dirk, dagger, slingshot, taser, leaded cane, switchblade knife, blackjack, metallic knuckles, razors and razor blades and fireworks (if used to cause injury), or dangerous chemicals on University premises in a manner that harms, threatens, or causes fear or undue stress to others, except as otherwise explicitly allowed by law.

#### **4.11. CAMPUS ACCESS POLICY**

Dominican's campus is not generally open to persons who are not members of the Dominican University of California community (faculty, staff, students, alumni). Public participation in activities involving the use of University facilities and property is permissible through one of five avenues:

- Renting Dominican facilities through a documented contract
- Explicit invitation to activities unambiguously open to the general public (ex: athletic events or public lectures)
- Implicit invitation (ex: use of walkways/roads generally available to the public)
- Participation in University-sponsored or sanctioned programs (such as continuing education or athletics department programs)
- Private invitation as the guest of a specific member of the Dominican community.

The University reserves the right to restrict the general public's access to specific buildings/areas and to determine who can and cannot use its facilities or be present on its property.

#### **4.12. DEMONSTRATION POLICY**

The University has an atmosphere conducive to genuine understanding and mutual respect among all members of the Dominican community. Open and honest communication is an essential contributing factor if such an atmosphere is to remain a reality. 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. 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.

#### **4.13. COMPLAINT & GRIEVANCE POLICY**

The grievance and complaint resolution policy and procedures outlined in this document are intended to respond to students on the following specific matters:

- where there is a grievance regarding the actions/behavior of an employee,
- where there is a perceived violation of policy or procedure on the part of an employee,
- where there is a complaint or grievance not resolvable through existing procedures.

Any student who wishes to file a grievance or register a complaint using this policy is encouraged to first contact the Associate Dean of Students by completing this [grievance & complaint form](#) so that the matter can be documented. Upon receipt of the form, the Associate Dean can assist the student in directing the matter to the appropriate person for follow-up action

#### **4.14. PERSONA NON-GRATA POLICY**

Violation of Dominican's stated policies, procedures, or community standards may result in an individual or organization being declared persona non grata ("person not welcome") and removed from the University. Persona non grata is defined as a person or organization whose behavior is such that the University does not allow them access to University property, services, or programs. Considerations in determining this status may include, but are not limited to, whether the individual or organization poses a threat to themselves, others, and/or University property, if they have disrupted University programs, services, or activities, if they have violated specific facility policy, or if they have interfered with the educational mission of the University.

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

An individual or organization who belongs to the University community and believes they have been declared "persona non grata" improperly may submit a written appeal articulating their rationale to the Dean of Students, who will review the appeal and communicate a final determination, in writing, to the individual or organization affected.

#### **4.15. PARKING POLICY**

It is the responsibility of the person parking their vehicle to read and follow the instructions of all parking/traffic signage. Please note that the University and the San Rafael Police Department strictly enforce parking.

There is no warning prior to a vehicle being towed. Repeat parking violations may also result in a referral to the conduct process, which may result in additional fines and/or sanctions including permanent loss of campus parking privileges.

*Vehicles parked in the following restricted areas will be tagged with a violation sticker AND/OR TOWED at the vehicle owner's expense:*

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

Residence Hall Parking Guidelines (on-campus)

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

Townhome Parking Guidelines (townhome units)

Students living in the townhomes are not assigned parking spaces; it is the responsibility of the residents to determine who will park in the garages. There is no parking in the driveways (in front of garage doors) at any time.

**4.16. POLITICAL ACTIVITY POLICY**

The University affirms and celebrates that education is an active, ongoing process whereby individuals become aware of social, economic, political, and legal issues that influence their lives and their environment. As part of its dedication to active citizenship, Dominican encourages all members of the University community to exercise their civic rights to participate as individuals in the political process.

As a tax-exempt entity, the University is prohibited by federal law from participating in or attempting to influence campaigns for any elective public office or any political initiative. The University may not endorse a candidate or ballot proposal, provide or solicit financial or other support for candidates or political organizations, or establish political action committees (PACs). As such, use of University facilities and resources (official University stationery, seal, email, etc.) in support of a political candidate, party, referendum or PAC that could give the appearance that the University is supporting one candidate or position over another is prohibited.

Political Activity Policy for Student Organizations:

All registered student organizations, and student groups, must comply with the Political Activity Policy found in this Handbook. Endorsement of a particular candidate by a registered student organization is not permissible and the University will not register student organizations that have as a goal the support of a particular political candidate. No politicians are to be invited to campus for any reason without express permission from the University President. Student organizations funded by the University are not permitted to obtain a separate and distinct tax identification number.

**4.17. POSTER POLICY**

No posters, flyers, or other notices should be placed on doors or windows, either inside or outside a building; but instead should be placed on appropriate bulletin boards on campus with permission from appropriate offices. All posters must be hung with painter's tape or pushpins so as not to damage property. 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.

**4.18. PHOTOGRAPHY & USE OF LIKENESS POLICY**

The University reserves the right to take and use photographs, videos, and electronic images of students, visitors, and guests taken on University property or at University-sponsored events for internal and external marketing and promotional purposes. Students and/or guests and visitors who object to having their photograph or image used by the University must contact the Marketing department at

[marketing@dominican.edu](mailto:marketing@dominican.edu).

#### **4.19. PSYCHOLOGICAL AND PHYSICAL HEALTH POLICY**

The University is committed to ensuring that students are physically and emotionally well enough to be on campus without posing a risk to themselves or others in the University community.

There are occasional circumstances in which a student's psychological or physical condition must be addressed by the University. The student may be referred for a medical and/or psychological/psychiatric assessment and recommendation regarding the student's ability to remain on campus and/or continue in classes. The results of that assessment will assist the University in determining if and how the student will remain on/return to campus and/or classes.

Depending on the circumstances, a student may be allowed to remain on/return to campus and/or classes if they agree to follow articulated, recommended steps. If a student refuses to follow such steps, or if disruptive, dangerous, or otherwise unacceptable behavior continues, the University may take action to withdraw the student from classes. Examples of this type of situation include, but are not limited to, the following: in the judgment of the University, the student's condition could not reasonably be accommodated in the academic program, if the student was threatening to themselves and/or others, and/or the student continued to engage in seriously disruptive behavior to others.

In such circumstances, the parents of the student and appropriate University officials with a need to know, including academic deans, may be notified due to the potentially serious nature of the situation. In addition, the Office of Financial Aid and the Business Services Office will determine on a case-by-case basis what, if any, impact there is to Financial Aid and the Student Account per Federal, State, and Institutional regulations and policies.

Questions regarding this policy may be addressed to the Office of the Dean of Students.

##### **CARE Team**

The CARE Team is a cross-functional Team that assesses, refers, and/or responds to students identified as demonstrating emotional distress in a coordinated and comprehensive manner with dignity and respect. Students may be identified to the CARE Team because of or in connection with, concerning behavior and/or reported violation(s) of University policy. For questions or information related to the CARE Team, contact: [DU-CARETeam@dominican.edu](mailto:DU-CARETeam@dominican.edu).

The CARE Team's primary purpose is to make sure students are emotionally well enough to function academically and that students are safe to be on campus. This is accomplished by helping students connect with professional care providers in order to address and resolve potential behavioral and emotional difficulties. To that end, the CARE Team reserves the right to take certain actions as outlined above. The particular action taken in an individual situation depends upon the circumstances of the individual student's condition, and the CARE Team's assessment of the severity of the situation.

Anyone concerned about the mental health of a student or the safety of a student or the University community and would like the University to assist, please complete this [referral form](#).

***If you have imminent safety concerns about a member of the Dominican community, please contact Campus Security at 415-269-6070. If you feel the situation is urgent or critical, please call 911 (9-911 from a campus phone).***

#### **4.20. HAZARDOUS MATERIALS POLICY**

Dominican University uses many chemicals and substances that require special handling, storage,

deployment and disposal in our chemical laboratory operations, maintenance, and cleaning functions. Federal regulations and our local OSHA authorities require that the campus implement a Hazard Communication Program to alert our campus to the presence of these substances and any potential risk of exposure. Should you see any procedures that appear questionable, products in use whose properties you question, or the mishandling of a chemical, please immediately bring the matter to the attention of a laboratory manager or supervisor and provide documentation in writing. The sale, manufacture, or unauthorized possession and/or maintenance of hazardous or toxic substances on University property is prohibited.

**4.21. IDENTIFICATION CARD (PENGUIN PASS) POLICY**

All Dominican University of California students are expected to obtain a Penguin Pass from the Information Technology Department. Students must carry their card with them at all times when on campus, and, when asked, should provide it to any University employee or agent (including Resident Advisors and Campus Security) acting in their official duty. Students should safeguard their Penguin Pass and should not give it to others.

**4.22. VENDING, SOLICITATION, FUNDRAISING, AND DISTRIBUTION OF LITERATURE POLICY**

Persons not employed by, not affiliated with, or not enrolled at the University may not vend, solicit, fundraise, or distribute literature in the workplace or on campus or at any University facility at any time for any purpose. Students, faculty, or staff wishing to vend, solicit, fundraise, or distribute information related to programs or groups associated with the University, should first consult with the Office of the Dean of Students so as to determine the most appropriate process and logistics.

**4.23. MISSING PERSONS REPORTING POLICY**

In compliance with the Higher Education Act and California law, Dominican has an established missing student notification policy and procedure for resident students. All students should provide contact information for a person to be notified in the event the student is reported as missing. This information is collected by the Office of the Registrar and kept in the student record, and resident students should also provide this information with their residence hall emergency contact form.

Should you have concerns about an individual who may be missing, please contact Campus Security, Housing & Residence Life, or the Office of the Dean of Students. The staff in these areas will assess the situation and take appropriate action.

If it is determined that a student for whom a missing person report has been filed has been missing for more than 24 hours, then within the next 24 hours, the University will take the following action:

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

**4.24. FAILURE TO COMPLY**

Failure to comply with the directives of University/law enforcement official(s) acting in the performance of their duties; failure to identify oneself to University/law enforcement official(s) when requested to do so; failure to comply with sanctions imposed under this Code.

**4.25. THEFT**

Attempted or actual taking and removing of and/or damage to property of an individual, the University,

or public property without appropriate permission.

**4.26. DISHONESTY/FALSIFICATION**

Knowingly falsifying, distorting, misrepresenting, or fabricating information at any time in the conduct process. Dishonesty also includes engaging in bribery, knowingly furnishing false information, and knowingly reporting a false emergency.

**4.27. DISRUPTION/INTERFERENCE WITH STUDENT CONDUCT PROCESS**

Disrupting or interfering with the Student Conduct Process includes, but is not limited to:

- Disrupting/interfering a Student Conduct hearing or other type of proceeding.
- Initiating, or participating in the Student Conduct process in bad faith.
- Attempting to discourage an individual's participation in the student conduct system.
- Failing to comply with imposed sanctions.
- Influencing or attempting to influence another person to commit an abuse of the Student Code of Conduct Procedures.

**4.28. MISUSE OF ELECTRONIC RESOURCES**

Theft, improper use, or abuse of computers, any part of computer or internet technology systems, computer facilities, computer network, and related resources, including, but not limited to:

- Misusing or abusing computers, any part of computer or internet technology (IT) systems, computer networks, or any other electronic communication technologies.
- Knowingly accessing a computer, a computer network or a computer system without the consent of the owner or knowingly or intentionally giving another person access without consent of the owner.
- Use of computing facilities and resources to interfere with the work of another student, Faculty member or University Official.
- Use of computing facilities and resources to interfere with the normal operations of the University computing system.
- Unauthorized obtaining, altering, transferring, accessing wire or electronic communication and/or data, or preventing access thereto.
- Installing an electronic/mechanical tracking device on another person's property without consent.

**4.29. UNIVERSITY SEAL & LOGOS POLICY**

The name, seal and logos of Dominican are the official emblems and trademarks of the University and may only be used for official University purposes. This excludes any event organized, planned or affiliated with any student organization without expressed permission from the Marketing Department at Dominican University of California.

**4.30. VIOLATION OF LAW**

Violation of any federal, state or local law.

**4.31. VIOLATION OF OTHER UNIVERSITY POLICY**

Violation of any University policy, rule or regulation published in hardcopy or available electronically on the University website.

**4.32. DISCRIMINATION, HARASSMENT, AND SEXUAL MISCONDUCT POLICY**

Please see the complete and detailed [Discrimination, Harassment, Sexual Misconduct, and Retaliation Prevention Policy](#) for further information about prohibited discrimination, harassment, and sexual misconduct.

Dominican University of California 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, harassment, and sexual misconduct. In accordance with federal and state law, University Policy prohibits discrimination or harassment based on:

- Age
- Color
- Ability (physical, mental, medical condition)
- Family Status (marital status, pregnancy, child-birth and/or related conditions)
- Gender Identity/Gender Expression
- Genetic Information
- National Origin/Ancestry
- Race/Ethnicity
- Religion/Religious Creed
- Citizenship status
- Sex or Sexual Orientation
- Political Affiliation
- Appearance
- Veteran/Military Status
- Domestic Violence Victim Status
- Any other status protected by law

Discrimination is defined as defined as behavior that has the effect of excluding individuals from participation, denies the individual the benefits of, treats the individual differently, or otherwise adversely affects a term or condition of an individual's employment, education, living environment or participation in a University program or activity on the basis of the above listed classes.

Harassment includes, but is not limited to, epithets, slurs, derogatory comments or jokes, intimidation, negative stereotyping, threats, assault or any physical interference with the employee's normal work or movement. Harassment may also include written or graphic material placed on walls, bulletin boards or elsewhere on the Dominican's premises or circulated in the workplace that denigrates, shows hostility or aversion towards an individual or group because of the characteristics identified above.

Sexual Misconduct includes, but is not limited to:

- Non-Consensual Sexual Intercourse
- Non-Consensual Sexual Contact
- Sexual Exploitation
- Intimate Partner Violence (including dating or domestic violence)
- Stalking

**4.33. BULLYING/CYBERBULLYING**

Engaging in repeated and/or severe aggressive behaviors likely to intimidate, hurt, control, or diminish another individual physically or mentally.

**4.34. HAZING**

Acts likely to cause physical or psychological harm or social ostracism to any person within the University community, when related to the admission, initiation, pledging, joining, or any other group-affiliation activity. The express or implied consent of the victim will not be a defense. Apathy or acquiescence during hazing are not acceptable and are in violation of this Code.

**4.35. VIOLENCE/ABUSE**

Intentionally or recklessly causing (or threatening or attempting to cause) physical or emotional harm or endangering the health or safety of any person (including verbal abuse, threats, intimidation, and/or coercion).

**4.36. RETALIATION POLICY**

Retaliation, defined as any materially adverse action or behavior taken because of a person's participation in the student conduct process, is strictly prohibited. No individual will be penalized for reporting incidents of discrimination, harassment, or sexual misconduct.

## 5. STUDENT CODE OF CONDUCT PROCEDURES

The following Code of Conduct procedures shall be used to address reported violations of the student code of conduct where the responding party is a student at Dominican University of California.

**5.1. REPORTING**

Any individual interested in filing a report implicating the Student Code of Conduct should follow the instructions in the [online report](#). Those with questions or concerns regarding the Student Code of Conduct should contact the Associate Dean of Students, who will conduct a preliminary inquiry to determine if the report has merit:

Lorisa Lorenzo – Associate Dean of Students  
50 Acacia Avenue | San Rafael, CA 94901  
Office Location: Edgehill Mansion 2<sup>nd</sup> Floor  
415-482-1989  
[lorisa.lorenzo@dominican.edu](mailto:lorisa.lorenzo@dominican.edu)

Any individual interested in filing a report implicating the [Discrimination, Harassment, Sexual Misconduct, and Retaliation \(DHSMR\) Policy](#) should refer to this Policy. Questions or concerns regarding the DHSMR Policy, or to report a violation of this policy, may be directed to the Title IX Coordinator:

Jesse Andrews – Title IX Coordinator  
50 Acacia Avenue | San Rafael, CA 94901  
Office Location: Carriage House (behind Magnolia House)  
(415) 482-1847  
[Jesse.andrews@dominican.edu](mailto:Jesse.andrews@dominican.edu) or [TitleIX@dominican.edu](mailto:TitleIX@dominican.edu)

**IMPORTANT:** Please be aware that if charges implicate the University's policy on Discrimination, Harassment, Sexual Misconduct, and Retaliation, they will be forwarded to the Title IX Coordinator, and addressed through the process outlined in that policy. More information about the DHSMR Policy is available in the Appendix.

## **5.2. RESOLUTIONS**

### **5.2.1. Informal Resolution**

Informal Resolution is used when the parties agree to resolve the matter through conflict resolution [mediation, restorative justice, etc.], or where the responding party accepts responsibility for violating policy, or when the Student Conduct Administrator can resolve the matter informally by providing remedies to resolve the situation.

It is not necessary to pursue Informal Resolution first in order to pursue Formal Administrative Resolution, and any party participating in Informal Resolution can stop the process at any time and request the Formal Administrative Resolution process. Further, if an Informal Resolution fails after the fact, Formal Administrative Resolution may be pursued.

### **5.2.2. Conflict Resolution**

Conflict Resolution is an informal process, such as mediation or restorative practices, by which a mutually-agreed upon resolution of an allegation is reached. It may be used for less serious, yet inappropriate, behaviors and is encouraged as an alternative to the Formal Administrative Resolution process (described below) to resolve conflicts. The parties must consent to the use of Conflict Resolution.

Additionally, the Student Conduct Administrator determines if Conflict Resolution is appropriate, based on the willingness of the parties, the nature of the conduct at issue, and the susceptibility of the conduct to Conflict Resolution.

In a Conflict Resolution meeting, a trained administrator facilitates a dialogue with the parties to an effective resolution, if possible. Sanctions are not possible as the result of a Conflict Resolution process, though the parties may agree to appropriate remedies.

The Student Conduct Administrator maintains records of any resolution that is reached, and failure to abide by the accord can result in appropriate responsive actions.

Conflict Resolution is not the primary resolution mechanism used to address reports of violent behavior of any kind or in other cases of serious violations of policy, though it may be made available after the Formal Administrative Resolution process is completed should the parties and the Student Conduct Administrator believe it could be beneficial.

### **5.2.3. Admission of Responsibility for Alleged Violations**

The responding party may admit responsibility for all or part of the alleged policy violations at any point during the resolution process. If the responding party admits responsibility, the Student Conduct Administrator makes a determination that the individual is in violation of University policy. The Student Conduct Administrator then determines appropriate sanction(s) or responsive actions, which are promptly implemented in order to effectively stop the harassment or discrimination, prevent its recurrence, and remedy the effects of the discriminatory conduct, both on the reporting party and the community. If the responding party only admits to part of the alleged policy violations, then the Student Conduct Administrator finds the responding party in violation of the admitted violations and the contested allegations will be resolved using Formal Administrative Resolution. Once a violation is admitted and a determination is rendered, that finding is not appealable. Sanctions may be appealed per the policy described below.

#### 5.2.4. Negotiated Resolution

The Student Conduct Administrator, with the consent of the parties, may negotiate and implement an agreement to resolve the allegations that satisfies all parties and the University.

#### 5.2.5. Formal Administrative Resolution

Formal Administrative Resolution can be pursued for any behavior for which the responding party has not accepted responsibility that constitutes conduct covered by the Student Code of Conduct, at any time during the process. Formal Administrative Resolution starts with a formal investigation.

If Formal Administrative Resolution is initiated, the Student Conduct Administrator will provide written notification of the investigation to the responding party at an appropriate time during the investigation. Typically, notice is given in advance of an interview unless an exigency exists, such as when providing advanced notice is likely to lead to the loss or destruction of evidence or could otherwise significantly impede the integrity of the investigation. Advanced notice facilitates the responding party's ability to identify and choose an advisor to accompany them to the interview.

Notification will include a meaningful summary of the allegations and will be made in writing and may be delivered by one or more of the following methods: in person; mailed to the local or permanent address of the parties as indicated in official University records; or emailed to the parties' University-issued email account.

Once mailed, emailed and/or received in-person, notice will be presumptively delivered. The notification should include the policies allegedly violated, if known at the time. Alternatively, the policies allegedly violated can be provided at a later date, in writing, as the investigation progresses, and details become clearer.

The University aims to complete all investigations within a sixty (60) business day time period, which can be extended as necessary for appropriate cause by the Student Conduct Administrator, with notice to the party/ies as appropriate. The University will make a good faith effort to complete investigations as promptly as circumstances permit and will communicate regularly with the party/ies to update them on the progress and timing of the investigation.

Once the decision is made to commence a formal investigation, the Student Conduct Administrator will initiate an investigation. Investigations are completed expeditiously, normally within ten (10) business days, though some investigations take weeks or even months, depending on the nature, extent, and complexity of the allegations, availability of witnesses, police involvement, etc. The University may undertake a short delay in its investigation (several days to weeks, to allow evidence collection) when criminal charges based on the same behaviors that invoke the University's resolution process are being investigated by law enforcement. The University will promptly resume its investigation and resolution process once notified by law enforcement that the initial evidence collection process is complete.

University action(s) are not typically altered or precluded on the grounds that civil or criminal charges involving the underlying incident(s) have been filed or that criminal charges have been dismissed or reduced.

All investigations are thorough, reliable, impartial, prompt, and fair. Investigations involve interviews with all relevant parties and witnesses, and obtaining and assessing available, relevant evidence, as necessary. All parties have a full and fair opportunity, through the investigation process, to suggest witnesses and questions, to provide evidence, and to fully review and respond to all evidence, on the record. The standard of evidence for determining a violation of the Student Code of Conduct is "preponderance of the evidence" – meaning it is more likely than not that a violation occurred.

If appropriate, witnesses (as distinguished from the parties) who are students of the University are expected to cooperate with and participate in the University's investigation and resolution process. Failure of a witness to cooperate with and/or participate in the investigation or resolution process constitutes a violation of policy and may be subject to discipline.

If appropriate, witnesses may be interviewed remotely by phone, video conferencing, or similar technologies if the investigator determines that timeliness or efficiency dictate a need for remote interviewing. Witnesses may also provide written statements in lieu of interviews, if deemed appropriate by the investigator, though this approach is not ideal.

No unauthorized audio or video recording of any kind is permitted during investigation meetings. If the Student Conduct Administrator elects to audio and/or video record interviews, all involved parties must be made aware of and consent to audio and/or video recording.

The Student Conduct Administrator does not meet with character witnesses, but may accept up to two (2) letters supporting the character of each of the parties. Such letters must be provided to the Student Conduct Administrator prior to the report being finalized, otherwise the parties have waived their right to provide such letters.

Any evidence that the Student Conduct Administrator believes is relevant and credible may be considered. The Student Conduct Administrator may exclude irrelevant or immaterial evidence and may choose to disregard evidence lacking in credibility or that is improperly prejudicial.

Formal rules of process, procedure and/or rules of evidence, such as those followed in criminal or civil court, are not used in Student Conduct proceedings.

After completing the investigation, the Student Conduct Administrator writes a comprehensive investigation report summarizing the investigation and all evidence, including whether the evidence supports a finding of a policy violation. The Student Conduct Administrator bases the determination(s) on the preponderance of the evidence, i.e., whether it is more likely than not that the responding party violated policy. The responding party may admit responsibility for all or part of the alleged policy violations at any point during the resolution process. If the responding party admits responsibility, the investigator makes a determination that the individual is in violation of University policy. The Student Conduct Administrator determines the appropriate sanction. Previous disciplinary action of any kind involving the responding party may be considered in determining the appropriate sanction, because the University uses a progressive discipline system.

The Student Conduct Administrator [or appropriate designee] informs the party of the determination within 2-3 days of the resolution. Notifications are made in writing and may be delivered by one or more of the following methods: in person; mailed to the local or permanent address of the parties as indicated in official University records; or emailed to the parties' University-issued email account. Once mailed, emailed, and/or received in-person, notice is

presumptively delivered.

The notification of outcome specifies the finding for each alleged policy violation, any sanctions that may result which the University is permitted to share pursuant to state or federal law, and the rationale supporting the essential findings to the extent the University is permitted to share under state or federal law. The notice will detail when the determination is considered final and will detail any changes that are made prior to finalization.

The notification of outcome also includes the grounds on which the parties may appeal and the steps the parties may take to request an appeal consideration of the findings and/or sanctions. Please see “Appeals” for further information.

#### 5.2.6. Interim Measures

In instances where the Office of the Dean of Students believes there to be a current and on-going threat to the health, safety, or general well-being of students, interim measures may be implemented to ensure the normal operation of the University. The Office of the Dean of Students will deliver notification of all interim measures implemented to the appropriate party(ies) via electronic mail and/or physical letter. In some instances, the interim measure may become permanent if deemed appropriate measures after the Student Conduct Hearing. The University will use the least restrictive interim measures possible to ensure the continued safety and health of the reporting party and/or the campus community.

Interim Measures include, but are not limited to, the following:

- Referral to Health Services: counseling, medical, or other.
- Interim University and/or Housing Suspension: A student may be denied access to the campus (including the residence halls and class participation/attendance) and/or all other University activities or privileges for which the student might otherwise be eligible as determined appropriate by the Office of the Dean of Students. The interim suspension does not replace the regular resolution process, which will proceed on the normal schedule, up to and through the Student Conduct Hearing.
- Housing Relocation: A Reporting or Responding party may be offered the opportunity to move. Such relocations will be for no longer than the Student Conduct Hearing unless there becomes a need to make the relocation permanent.
- No Contact Directives: An articulation of specific contact limitations, generally between the parties.

#### 5.2.7. Appeals

A request for an appeal of the Administrative Disposition findings and/or sanctions is subject to the grounds outlined below. All original sanctions imposed remain in effect through determination of the appeal, and both parties should be timely informed of the status of request for appeal, the status of the appeal consideration, and the result of the appeal decision. Requests for Appeal must be submitted in writing to the Office of the Dean of Students within five (5) business days of receipt of the Administrative Disposition. Appeal requests are limited to the following grounds:

- 5.2.7(a) A procedural or substantive error occurred that significantly impacted the outcome of the hearing (e.g. substantiated bias, material deviation from established procedures, etc.). A summary explaining the error must be included with the request for an appeal.

5.2.7(b) To consider new evidence, unavailable during the original hearing or investigation, that could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included with the request for appeal. If an appeal is successfully granted on this ground, the Appellate Officer may interview additional witnesses, if appropriate.

5.2.7(c) The sanctions imposed are substantially outside the parameters or guidelines set by the University for this type of offense or the cumulative conduct record of the responding party. A summary explaining the disproportion of the sanctions must be included with the request for an appeal.

The Appellate Officer will consider the request and all submitted summaries, evaluate the merit of a request for an appeal in light of the circumstances and the Student Code of Conduct, and make a determination on whether enough information exists to warrant an appeal review.

If an Appeal Review is Denied: the Administrative Disposition stands as-is.

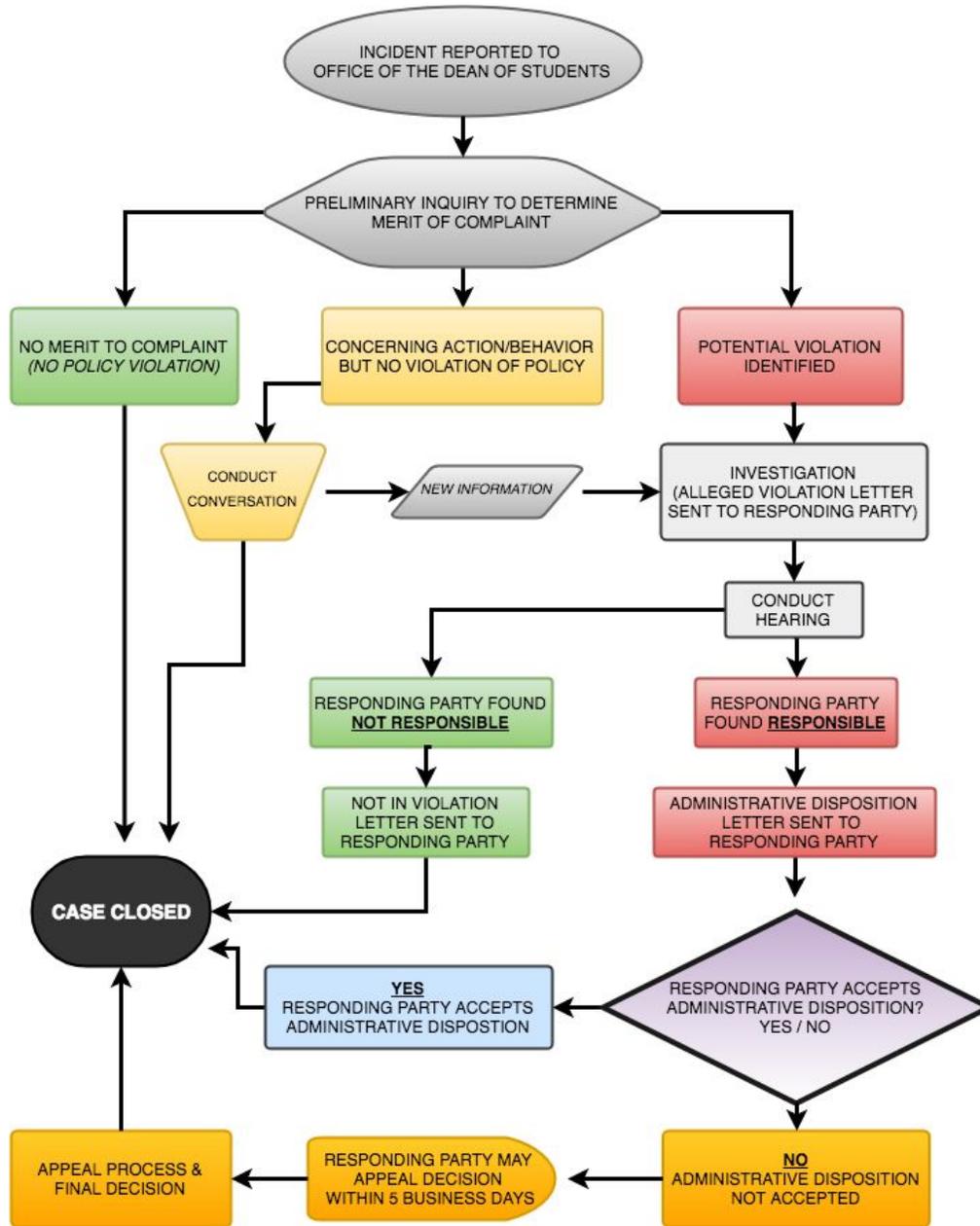
If an Appeal Review is Granted: the Appellate Officer will engage in a thorough review of the appeal request (including the submitted summaries), the original record (including the investigator's report), and any other relevant information, and will take one or a combination of the following actions;

- Uphold the findings and/or sanctions outlined in the Administrative Disposition;
- Modify the findings and/or sanctions outlined in the Administrative Disposition;
- Dismiss the findings and/or sanctions outlined in the Administrative Disposition.

The decision of the Appellate Officer will be considered final and binding for all parties involved.

*(See Student Code of Conduct Process Map on next page)*

**5.3. STUDENT CODE OF CONDUCT PROCESS MAP**



**6. DISCIPLINARY SANCTIONS**

In instances of violations of the Student Code of Conduct, the responding party will receive written notification of their responsibility and determined sanctions. Violations of the Student Code of Conduct will result in the imposition of sanctions from the Student Conduct Administrator. Failure to complete sanctions imposed through the student conduct process will result in holds placed on a student’s enrollment account, including but not limited to, registration, business services, athletics accounts.

Disciplinary sanctions will not be made part of the student's permanent academic record, but will be part of the student's disciplinary record. Sanctions imposed for violations of the Student Code of Conduct may include (but are not limited to):

**OFFICIAL WARNING:**

A formal statement that the behavior was unacceptable and a warning that further infractions of any University policy, procedure, or directive will result in more severe sanctions/responsive actions.

**EDUCATIONAL SANCTIONS:**

Work assignments, essays, service to the University, reflections, mandated workshops, and other related assignments.

**NO CONTACT DIRECTIVE:**

A notification indicating no contact between two or more parties at the institution.

**FINES:**

Previously established and published fines may be imposed.

**RESTITUTION:**

Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.

**LOSS OF PRIVILEGES:**

Denial of specific privileges for a designated period of time.

**ORGANIZATIONAL SANCTIONS:**

Deactivation, loss of recognition, loss of some or all privileges (including University registration), for a specified period of time.

**DISCIPLINARY PROBATION:**

A written reprimand for violation of University policy, providing for more severe disciplinary sanctions in the event that the student or organization is found in violation of any University policy, procedure or directive within a specified period of time. Terms of the probation will be articulated and may include denial of specified social privileges, exclusion from co-curricular activities, no-contact orders and/or other measures deemed appropriate.

**RESIDENCE HALL EXCLUSION:**

Permanent separation of the student from the University Residence Halls.

**SUSPENSION:**

Termination of student status for a definite period of time not to exceed two years, and/or until specific criteria are met. Students who return from suspension are automatically placed on probation through the remainder of their tenure as a student at University.

**EXPULSION:**

Permanent termination of student status, revocation of rights to be on campus for any reason or attend University-sponsored events.

**WITHHOLDING DIPLOMA:**

The University may withhold a student's diploma for a specified period of time and/or deny a student participation in commencement activities if the student has an allegation pending, or as a sanction if the student is found responsible for an alleged violation

**REVOCAION OF DEGREE:**

The University reserves the right to revoke a degree previously awarded from the University for fraud, misrepresentation, or other violation of University policies, procedures, or directives in obtaining the degree, or for other serious violations committed by a student prior to graduation

**OTHER ACTIONS:**

In addition to, or in place of the above sanctions, the University may assign any other sanctions as deemed appropriate.

## **7. INTERPRETATION AND REVISION**

Any questions of interpretation or application of the Student Code of Conduct will be referred to the Dean of Students for final determination.

The Student Conduct Code will be reviewed annually under the discretion of the Office of the Dean of Students.

## SECTION 6: HOUSING & RESIDENCE LIFE HANDBOOK

Welcome to your new home at Dominican University of California. Living on campus marks an important part of your educational journey. As part of the Division of Student Life, the Department of Residence Life (Res-Life) provides a unique and valuable experience outside of the classroom. We are committed to aiding you in your learning and personal growth while on campus. As student development professionals, the Residence Life Staff takes a holistic approach to your education outside of the classroom. This handbook serves as an important resource for you as it contains information about the staff and services available in the residence halls; outlines your rights, responsibilities, and policies that pertain to living on campus; and describes a wide variety of ways you can become involved.

### MISSION STATEMENT

The Department of Res-Life provides a positive and holistic living experience encompassing inclusivity, relational development, and community contribution through the promotion of the Dominican Ideals.

#### EDUCATIONAL GOALS

- Provide a safe, healthy and *inclusive* environment that recognizes the opportunities and challenges of a multidimensional society;
- Promote the *relational development* amongst the community members;
- Encourage individuals to be positive and impactful *community contributors* through their efforts both in and out of the classroom.

#### LEARNING OUTCOMES

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

### COMMUNITY LIVING EXPECTATIONS

Living in community requires respect for others and sensitivity to the diversity that exists. Furthermore, community living requires compliance with University policy and procedures; federal, state, and local laws; the guidelines set forth in the housing contract; and any additional policies or procedures related to specific living areas on campus. All students and their visitors/guests are expected to abide by the following community expectations and procedures:

#### COMPLIANCE

It is critical that students comply with the instructions given by the Department of Housing & Residence Life, Student Life Staff, Campus Security, or other University personnel. Students who fail to comply with these given instructions may face disciplinary sanctions.

#### MUTUAL RESPECT

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

### ***SELF –GOVERNANCE***

All students are expected to conduct themselves in a manner that promotes and supports the well-being of the community, its integrity and the well-being of other members of the community. In addition, all students will be held accountable for, and are expected to assume responsibility for, their behavior and actions.

The Department of Residence Life will confront behavior that is detrimental to students, that infringes upon the rights of others, or that has the appearance of impropriety. The following may be viewed as some (but certainly not all) forms of questionable conduct:

- Violations of the Student Code of Conduct and Student Policies
- Use of derogatory language or engaging in abusive behavior
- Failing to help one's self when in emotional/physical distress

### ***ROOMMATE/SUITEMATE CONFLICT RESOLUTION***

The residence hall environment is one that promotes student development and personal growth – including learning from the conflicts that may arise. Big or small, all conflicts should be addressed to ensure healthy and successful relationships in the residence halls. The following are guidelines for students seeking to resolve challenges:

- Communicate with room / suitemate
  - What is making you upset or uncomfortable
  - Why is this making you upset or uncomfortable
  - What can be done to resolve the problem
- Communicate with the Resident Advisor on the appropriate floor
  - Explain action taken to current point
  - Express the need for results and timeline
  - Share specific details of conflict and timeline of actions
- Communicate with the Assistant Director of Housing and Residence Life
  - Explain action taken to current point
  - Express the need for results and timeline
  - Include Resident Advisors involved
  - Share specific details of conflict and timeline of actions.

### ***ROOM / ROOMMATE CHANGES***

Sharing a living space requires adjustment on the part of all students. When issues arise, it is best for all those involved to meet together and to discuss the situation in a timely manner. Students who encounter a difficult living situation should speak with their RA or the Housing and Residence Life Coordinator. Staff members can provide information and resources to students on resolving most roommate issues.

Students are not permitted to change rooms or allow another resident to move into an empty space in their room without proper authorization from the Housing and Residence Life Staff. No resident student shall allow anyone to live in his/her room who is not officially assigned to that space. Students found in violation of this policy may be subject to conduct sanctions.

## HOUSING AND RESIDENCE LIFE STAFF

### ***ASSISTANT DIRECTOR OF HOUSING & RESIDENCE LIFE***

The Assistant Director of Housing & Residence Life is a live-in staff member that supports the development of the Residence Life program. This individual serves as an advisor, coordinates activities, manages room assignments, and supervises the RA staff. The Assistant Director will focus primarily on attending to student conflict, addressing behavioral and conduct issues, and working with the RAs to address the needs of the resident student community.

### ***RESIDENT ADVISORS (RAs)***

RAs are undergraduate students who work with the resident student community. RAs offer advice, act as a knowledgeable campus resource, and report violations of residence hall policies. In addition to having other responsibilities related to Residence Life, RAs are an incredible resource in building community and in providing educational, social, and recreational programs.

## RESIDENCE HALL PROCEDURES & INFORMATION

***IMPORTANT:*** Dominican University of California is NOT liable for personal property; including property that is lost, stolen, or damaged. Residents are encouraged to review their parent/guardian homeowner's policy for insurance coverage or carry their own renters insurance.

### ***RESIDENT ADVISOR (RA) ON CALL / ON DUTY COVERAGE***

RAs are typically available on their assigned floor/community of the residence halls. If you need to reach a Resident Advisor, please call them on the RA duty numbers:

- Fanjeaux RA duty number: (415) 342-6567
- Pennafort RA duty number: (415 )342-3950
- EHV / TH RA duty number: (415) 342-3948

If there is no answer, and you have an urgent question or situation, please contact the on-call professional staff at (415) 450-8018.

### ***RESIDENCE HALL CHECK-IN PROCESS***

Residence Life Staff members are required to officially check-in students to residence hall rooms. It is the responsibility of students to follow the process/procedures outlined by the Department of Housing and Residence Life. Any individual(s) that occupies space without proper authorization will be asked to leave the premises until such authorization is granted, and may face conduct sanctions and/or financial penalty.

Students must be officially checked-in to their assigned space by the second instructional day, or the contract may be terminated and the space reassigned. By taking occupancy, the student accepts its condition and assumes responsibility to maintain the space and all common areas in which the assigned space is located in a clean, safe and undamaged condition.

At the time of check-in, the student must review the Room Condition Report (RCR) with an RA, identify any existing damage to the room, and sign and submit the document.

If the student does not complete the RCR, they may be held accountable and liable for ANY AND ALL DAMAGES discovered at checkout. Students will be held responsible for the damage and any cost associated with the repairs. The RCR form is a mechanism to ensure that any damages present at check-in will not be charged to the students residing in the room / suite.

### **REQUIRED CHECK-IN FORMS**

Please be sure that all of the information on the forms noted below is complete and correct. Should changes need to be made to the information on these forms, the student should speak with their RA or the Assistant Director of Housing and Residence Life.

- **Emergency Contact Form:** This form provides the University with information on who to contact in the event of an emergency. There is also a space provided to alert personnel of any medications taken on an on-going basis or any allergies that might exist. This information is maintained in accordance with FERPA privacy regulations and is used only in the event of an emergency.
- **Housing and Meal Plan Contract Terms of Agreement Form:** Once this document is signed, students are responsible for the Terms of Agreement. The contract is for the ENTIRE academic year, unless approved by the Housing and Residence Life Coordinator for a semester basis (for academic reasons). Approval must be given prior to signing the Terms of Agreement.
- **Room Condition Report (RCR):** The RCR serves as an official record of the contents and conditions of the assigned space.

### **RESIDENCE HALL CHECKOUT PROCEDURES**

All students are required to perform an official checkout with their RA. The penalty for an improper checkout is \$250.00 (plus any costs associated with missing keys or lock changes). Checkout appointments must be arranged with your RA in advance of the desired checkout time. ALL students within a room/suite will be held responsible if the space does not meet cleanliness standards upon the last checkout.

At checkout, students must remove all personal property and leave the space in the same condition as when occupancy commenced. Any and all personal property left in the space will be removed and discarded at the expense of the owner. Cleaning, repair, and disposal charges for common and assigned spaces will be assessed equally among all occupants of the space unless responsibility is established in writing prior to departure.

### **RESIDENT STUDENT CHECKOUT RESPONSIBILITIES**

- The student must find the RA assisting with checkout.
- All personal items must be out and the assigned space must be cleaned to the standards outlined below.
- The student should be ready to turn in their key and vacate the residence halls at the time of checkout.
- Mailbox keys should be returned directly to the mailroom
- Parking permits should be returned to the RA
- Personal furniture no longer wanted should be hauled away by the resident.
- **IMPORTANT:** All adjustable spring platform beds must be adjusted to the 4th notch from the bottom to avoid adjustment charge of \$25.00 per bed

### **CLEANLINESS STANDARDS FOR ROOM DURING CHECKOUT**

- Floor should be clean and furniture should be clean (wipe out drawers)
- All walls must be cleared of pictures/posters/etc. and the floor must be uncovered.
- Wipe down closet shelves and bookshelves.
- Clean bathroom; scrub sink/shower/toilet and clean floors
- Cable TV equipment should be left on desk/table
- Remove all trash from rooms and dispose of properly.

### **ROOM AND/OR BUILDING DAMAGES: POST-CHECKOUT**

- University personnel reserve the right to determine and assess charges for damage, repair and/or cleaning which needs to take place after students have vacated.

### **EARLY ENTRY / EXTENDED STAY / SUMMER RESIDENCY**

Early Entry/Extended Stay is defined as time before or after the designated contract time, when students may occupy the residence halls for specific reasons, as approved by the Department of Housing and Residence Life, typically not exceeding 7 days.

Summer Residency is defined as the summer term (late-May to early August) when students may occupy the residence halls. Summer Residency requires the approval of the Department of Housing and Residence Life.

### **GUIDELINES FOR EARLY ENTRY / EXTENDED STAY / SUMMER RESIDENCY**

- The occupant agrees to have no guest/visitors in the residence halls during times of early entry / extended stay
- The occupant agrees to partake in a cleaning inspection prior to final departure
- The occupant understands that room assignments may change and the occupant may be relocated in order to accommodate the needs of the Department of Housing & Residence Life
- The occupant agrees to abide by all policies and procedures for the duration of their stay, and that failure to do so may result in temporary or permanent dismissal from the residence halls

### **VACATION / BREAKS**

For safety and health reasons, whenever students leave the residence halls for vacation or break periods, the following procedures are recommended:

- Turn off all lights
- Unplug all appliances (unplug and defrost refrigerators prior to departure)
- Empty all garbage receptacles in the appropriate dumpster
- Close and lock all windows and doors

University personnel reserve the right to enter residence hall rooms during early entry/extended stay/summer residency to inspect and/or check on the following:

- Fire Safety Equipment
- Electrical Panels
- Heating Systems
- Windows
- Bathroom Fixtures
- General facility and cleanliness review of entire residence hall spaces

### **FALL 2020 - RESIDENCE HALL COVID GUIDELINES**

*Due to the unique challenges presented by the novel coronavirus (COVID-19), we have implemented the following residence hall policies. These policies supersede the other (general) residence hall policies listed in this document.*

***In any case where there is difference or conflict between the COVID guidance and general residence hall policy/information, students should follow the COVID guidance below.***

### **Facial Coverings/Mask Requirement**

Facial coverings/masks must be worn at all times when a student is not in their residential unit. This includes public areas such as hallways, laundry rooms, communal spaces, etc.

### **“Residential Unit” – Definition & Guidance**

We are designating a “residential unit” as those rooms that share a bathroom facility;

- Pennafort Hall: 2 rooms that share a common bathroom are considered a unit.
- Fanjeaux Hall: 2 rooms that share a common bathroom are considered a unit.
- Edgehill Village: each individual suite (2 rooms) is considered a unit.
- Townhomes: each individual apartment (3 rooms) is considered a unit.

### **Residence Halls – Restricted/Limited Access**

Access to residential units will be restricted to ONLY the assigned residents. No visitors/guests (including other resident students) will be allowed in a residential unit. Non-resident guests/visitors are not allowed in any campus residence hall space at any time.

Select lounges and community areas in Pennafort Hall and Fanjeaux Hall may be restricted to a limited number of people or closed entirely. Residents wishing to gather/socialize with a different residential unit must do so outdoors. Any gathering must observe social distancing guidelines;

- Facial coverings/masks required
- Maintain 6-feet of separation between all participants
- Restrict participation to Social Bubbles (limit 12)

## **RESIDENCE HALL POLICIES**

The following policies and guidelines are intended to promote healthy community living for all students. Please familiarize yourself with these policies and guidelines, and consult with the Housing and Residence Life Staff if you have any questions. These policies are in addition to those outlined in the Student Code of Conduct. It is the responsibility of all students to educate themselves on these policies and to abide by the standards set in place to create a positive, safe, and comfortable living community. Violation of any of the policies or procedures may result in referral for conduct action.

PLEASE NOTE: these policies apply to ALL facilities owned/operated by the University both on and off campus for the purpose of housing students, faculty, staff, or guests.

### ***ANIMALS/PETS IN RESIDENCE HALLS***

Animals of any kind are prohibited inside the residence halls, with the exception of approved service animals or emotional support animals. Students responsible for bringing an unauthorized animal into the residence halls will be required to remove the animal immediately, will be responsible for the cost of any necessary cleaning, and may be referred for conduct action.

### ***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. 30 days after the conclusion of the academic year, all bicycles remaining on campus will be presumed forfeited, then collected and donated.

#### ***CANDLES AND INCENSE***

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

#### ***CLEANING EXPECTATIONS***

All students are responsible for cleaning their own room, bathroom, and shared living areas. Townhome residents are responsible for cleaning kitchens, garage/storage spaces, and balconies. Please note the following:

- Trash should be emptied into the designated garbage bins in each facility;
  - Residence halls have trash collection areas on each floor/hall
  - Townhome residents are responsible for emptying trash into the provided containers, and for placing these containers curbside for weekly pick-up.
- Students are encouraged to make use of the recycling and/or composting bins.
- The custodial staff performs maintenance of all public hallways, lounges and public bathrooms in the campus residence halls (not the townhomes).

#### ***COOPERATION WITH UNIVERSITY PERSONNEL***

The University expects students to cooperate with staff performing their duties. This includes but is not limited to: Security, Facilities personnel, and Residence Life Staff. Noncompliance may result in conduct action.

#### ***DATA HUBS/TECH BOXES***

Students are responsible for ensuring these are not lost, stolen, or damaged in any way.

#### ***DISRUPTIVE BEHAVIOR***

Disruptive behavior of any kind (ex: sports play, excessively loud noise, etc.) is not permitted in the residence hall at any time. Students violating this policy may be referred for conduct action.

#### ***DRESS CODE***

For comfort and health and general public decency, all individuals in the residence halls must wear appropriate clothing at all times in public areas and common lounges in the residence halls. Appropriate clothing includes but is not limited to shirts, pants/shorts, shoes/slippers. The definition of appropriate clothing is left up to the discretion of the Housing and Residence Life Staff.

#### ***ELECTRICAL AND COOKING APPLIANCES***

In addition to the restrictions below, all electronic devices and equipment must be UL approved.

Campus Residence Halls: No cooking appliances with any kind of open heating element (electric or flame). Microwave ovens are allowed (1 per room in Penn/Fanj and 1 per suite in Edgehill Village).

Dominican Townhomes: Students may bring cooking appliances (ex: waffle irons, blenders, etc.) for use in kitchens. One (1) microwave oven is allowed per each townhome unit; it must be kept in the kitchen.

#### ***ITEMS ARE NOT ALLOWED IN ANY RESIDENCE UNIT:***

- Gas or charcoal grills
- Heaters or AC units (no additional heating/AC units may be used in the townhomes)
- Electric Blankets
- Halogen lamps
- Items to burn such as candles and incense

Extension cords are not allowed (by order of the Fire Department) as they pose a significant fire hazard should they be overloaded. Students should purchase power strips with longer cords (5-10 feet in length) as these devices have built-in protections.

### ***FIRE SAFETY***

It is against Federal and State laws to tamper with any part of a building fire system or with any fire hose, extinguisher, sprinkler system, or smoke alarm (including electrical panels connected to said equipment). 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:

- Tampering with any fire safety equipment will result in a \$250 fine plus the cost of any replacement equipment.
- 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 are responsible for the cleaning and upkeep of residence hall furniture. Furniture must remain in rooms at all times and shall not be transferred or removed. At checkout, all furniture must be clean and arranged according to instructions provided by the Housing and Residence Life Staff. Failure to comply may result in a monetary fine.

### ***KEYS & DOORS***

Residence hall exterior doors (Pennafort/Fanjeaux) are locked at all times – your Penguin Pass will provide you with swipe access. Do not prop open exterior doors or share your key with non-resident students.

If you are locked out of your room, please contact Campus Security for assistance. Please contact the Housing and Residence Life Coordinator as soon as possible after losing your key to secure a replacement key. Replacement cost for your room key is \$250; this covers the cost for a new lock and new keys for all occupants.

### ***LAUNDRY***

Laundry rooms are located in each residence hall, as well as in each of the townhome units. The laundry facilities on-campus should only be used by on-campus students, and the machines in the townhome units should only be used by residents of those units.

#### **LAUNDRY ROOM ETIQUETTE**

- Students are responsible for their own belongings in the laundry room
- Do not interrupt an operating machine at any time – wait for the cycle to finish
- Do not remove other students' laundry without their permission
- Be considerate of timing so others needing to use machines are able to do so
- Students are to empty the lint traps in to the garbage provided after each use

### ***LIGHTS***

The fluorescent overhead room lights in bedrooms/bathrooms will be maintained and replaced by the University for normal wear and tear. Damage to these fixtures/bulbs will be billed to the students. Standard incandescent bulbs in student desk lamps or on bathroom vanity fixtures are the responsibility of the student to replace.

### ***MAINTENANCE AND REPAIRS***

If your room is in need of maintenance or repair work, please contact your RA to file a Maintenance Work Request. Students should not contact facilities directly.

**Emergency Repair Notification:** In the event of a facility emergency (ex: flooded bathroom or broken window) please notify an RA immediately, or contact Campus Security if an RA is not available. DO NOT leave a water leak unattended, as the resulting damage could be extreme.

#### ***MAINTENANCE STAFF – ROOM ENTRY***

To perform repairs, maintenance personnel may need to enter your room, and will typically do so between 9AM-5PM. They will lock unattended rooms when leaving. If a maintenance staff member comes to the room to make repairs, all students must be out of bed and fully clothed. No student may use the bathroom/shower while a staff member is in the room.

#### ***MATTRESSES***

All beds are equipped with mattresses specifically approved for residence halls. Students are prohibited from exchanging or bringing in personal mattresses; and those found in violation of this policy will be asked to remove said item and may be held responsible for any damages. Waterbeds are not permitted in rooms at any time.

#### ***PARKING***

Only those individuals with University-issued parking permits are allowed to park in the designated residence hall lots. Vehicles without permits parked in these lots will be stickered and/or towed at the owner's expense. Students with parking permits will visibly display the permit as directed. Only one operational vehicle is permitted in a designated space. Students living in the townhomes are not assigned parking spaces; it is the responsibility of the residents to determine who will park in the garage. There is no parking in the driveway (in front of the garage door) at any time.

#### ***POSTING REGULATIONS***

The Department of Housing and Residence Life determines which flyers are posted in and around the residence halls. All posted materials must abide by the following:

- Must be approved and distributed by the Department of Housing & Residence Life
- Must NOT be posted on windows or doors
- Must be posted using painter's tape (blue tape) on walls or with pins on bulletin boards
- Must provide the following information (if applicable):
  - Sponsoring organization
  - Time, Date & Location of the event
  - Contact information of sponsoring organization or specific individual

*NOTE: The Department of Housing and Residence Life reserves the right to determine what will be posted in the residence halls. All material will be removed in a timely manner. Postings that do not follow all the above regulations will be taken down and any student(s) in violation of policy may be referred for conduct action.*

#### ***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 Housing and Residence Life Coordinator.

#### ***LOUNGE ETIQUETTE***

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

- There is absolutely no sleeping in the lounge / common area;
- Students are to clean the lounge / common area when leaving;

- Personal items are not to be left in the lounge overnight;
- All furniture is to remain in the lounge / common area.

#### **ROOM ENTRY POLICY AND PROCEDURES**

The University reserves the right to enter any residence hall room or space without notice for, but not limited to, the following reasons:

- to show the room to a prospective student;
- to inspect the condition of the room, furnishings, and equipment and to ensure compliance with housing and safety regulations;
- to repair, maintain, or clean;
- to respond to reported or perceived emergency situations;
- 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 room. Typically rooms will be searched providing 24-hour notice unless the Dean of Students (or their designee) grants an Administrative Search Authorization, 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.

#### **ROOM INSPECTIONS**

Room/suite inspections are performed on a regular basis to ensure a safe and healthy environment for the students of Dominican University of California, and to ensure compliance with Residence Hall/University Policy. Authorized University personnel (ex: Housing and Res-Life Staff, Facilities, Security) will conduct inspections. Fines and/or housing sanctions may be issued during inspections for policy violations or damages (including cleanliness). The Department of Housing and Residence Life reserves the right to hold both announced and unannounced inspections.

#### **REFUND POLICY (ROOM AND MEAL PLAN)**

Please see the most current housing contract and terms of agreement document for information (including dates) regarding termination of the housing contract. Please note that students requesting any change or exemption to the housing contract or terms of occupancy must complete the Housing Petition Form available on the [Student Housing website](#).

#### **SOLICITATION & VENDOR POLICY**

The Dominican University Vending Solicitation, and Distribution of Literature Policy applies in its entirety to the residence halls. No one is permitted access to the residence halls for the purpose of sales or solicitation.

#### **VANDALISM / PROPERTY DAMAGE**

The damage and/or destruction of any University property is prohibited. Any student found responsible for vandalism or property damage will be referred for conduct action and may be held responsible for restitution for replacement or repairs.

PLEASE NOTE: If no person claims responsibility for the damage, the cost of replacement or repairs will be evenly divided among all residents of that unit, floor, or residence hall, depending on the extent of the damage.

#### **VISITOR AND GUEST POLICY**

Due to COVID-19, access to residential units will be restricted to ONLY the assigned residents. No visitors/guests (including other resident students) will be allowed in a residential unit. Non-resident guests/visitors are not allowed in any campus residence hall space at any time.

Select lounges and community areas in Pennafort Hall and Fanjeaux Hall may be restricted to a limited number of people or closed entirely. Residents wishing to gather/socialize with a different residential unit must do so outdoors. Any gathering must observe social distancing guidelines;

- Facial coverings/masks required
- Maintain 6-feet of separation between all participants
- Restrict participation to Social Bubbles (limit 12)

***PAINTING AND WALLS***

Students are not permitted to paint their room or bathroom and will be charged for the cost of repainting. Students should use painter’s tape or museum putty to attach posters, etc. to the walls. NOTE: Duct tape, masking tape, and nails are not permitted, as they will damage the walls. Students who have caused excessive damage to their walls will be billed for the cost of repainting the entire room.

***QUIET HOURS***

To mitigate unreasonable noise and other distractions, the Department of Housing and Residence Life will ask all students to respect “quiet hours.” Noise levels should be within standards that will facilitate an atmosphere conducive to communal living. The hours prior to the official Quiet Hours should be considered Courtesy Hours; activity may be louder, but should not be disruptive to the community.

**QUIET/COURTESY HOUR TIMES**

- Weekday Quiet Hours = 10:00pm-10:00am (Sunday evening through Friday morning)
- Weekend Quiet Hours = 12:00am-10:00am (Friday evening through Sunday morning)
- During final examinations, Quiet Hours will be 24 hours a day.

***SOUND EQUIPMENT AND MUSICAL INSTRUMENTS***

Musical instruments of any kind (including professional sound equipment/DJ equipment) are not to be used in the residence facilities without prior permission by the Housing and Residence Life Coordinator.

***ROOF, WINDOWS, AND SCREENS POLICY***

Accessing the roof of any residence facility is prohibited. Windows, screens, stops, or seals may not be loosened or removed for any reason. Dropping, throwing, or in any manner allowing anything to be ejected from windows is strictly prohibited. Students of a room are responsible for any object ejected from their window.

## APPENDIX

### ALCOHOL/DRUG EDUCATION AND SUPPORT INFORMATION

Dominican University of California, as a learning and social community, encourages students to interact and engage with others in a variety of different capacities. The alcohol and drug policy exists to allow the responsible use of alcohol by those of legal drinking age, and to prohibit the use of illegal drugs. Furthermore, it is the intent of the University to provide students with information and resources so that they can make healthy lifestyle choices.

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. Accordingly, the University has developed policies and programs focused on the following priorities:

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

The following information is 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 or use drugs, and to maintain standards of safety on campus.

#### **CALIFORNIA LAWS - ALCOHOL**

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

Penalties for a drunk-driving offense include alcohol education programs, monetary fines, imprisonment, and driver's license suspension.

**CALIFORNIA LAWS - DRUGS**

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

**FEDERAL LAWS – DRUGS**

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

The University may take action against students who are involved in the illegal use of alcohol and/or drugs off campus.

**FEDERAL TRAFFICKING PENALTIES**

The below outlines the federal laws and penalties for drug-related offenses; University action may be taken in addition to penalties imposed below.

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

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

**DRUG FREE CAMPUS POLICY**

Dominican University of California students (and their guests) are expected to abide by all University policies, federal and state laws and mandates, and any city ordinances relative to the possession of drugs and/or drug paraphernalia. Violations of the aforementioned will result in referral for conduct action.

Medical / Recreational Marijuana:

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

**HEALTH RISKS ASSOCIATED WITH ALCOHOL AND DRUGS**

Alcohol/substance abuse can cause extremely serious health and behavioral problems, including short/long-term effects upon the body and mind. The physiological and psychological responses differ according to the chemical ingested, and although chronic health problems are associated with long-term substance abuse, acute and traumatic reactions can occur from one-time and moderate use. In general, alcohol and drugs are toxic to the body’s systems, and contaminant poisonings often occur with illegal drug use. Mixing drugs or using synthetic substances can be lethal.

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

**ALCOHOL**: Influences the capacity to process information and make informed/appropriate decisions. Those impaired by alcohol may be at risk for sexual assault or other violent behavior. Motor skills and reflexes are impaired, making driving both illegal and dangerous. Long term drinking and alcohol abuse may cause physical harm to the body and may negatively impact actions and behaviors. One instance of overconsumption can result in alcohol poisoning, and may raise your blood alcohol content to the point that your body cannot process it effectively – leading to overdose, coma, and possibly death.

**NARCOTICS**: Used to dull the senses and relieve pain. The term refers specifically to opium and its derivatives (including synthetic substitutes). Narcotics can be swallowed, smoked, sniffed, or injected. Excessive use may cause drowsiness, respiratory depression, constricted pupils, and nausea, and may lead to more significant reactions such as shallow breathing, convulsions, seizures, coma, and possible death. The following are examples of, and slang names for, various narcotics: Hydrocodone, Morphine, Oxycodone (Oxy), Smack.

**DEPRESSANTS**: Designed to relieve anxiety, muscle spasms, and sleeping issues, they slow down one's physical and psychological responses. The most serious risk is toxic reaction or overdose, which causes death when respiratory, cardiac, and circulatory systems slow down and cease to function. Sedatives and anti-anxiety drugs can cause temporary psychosis, hallucinations, paranoia, interference with short-term memory, impaired judgment and motor performance. The following are examples of, and slang names for, various depressants: Ambien, Barbiturates, GHB, Liquid X, Rohypnol (Roofies), Valium, Xanax.

**STIMULANTS**: Designed to speed up the body's systems, stimulants come in the form of prescription medication. These drugs are dangerous to both physical and mental health. Physical complications include 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 other infections, including HIV. The following are examples of, and slang names for, various stimulants: Adderall, Bennies, Cocaine, Crank, Crystal, Ice, Meth, Ritalin, Speed, and Uppers.

**HALLUCINOGENS**: These drugs alter perception and mood, but also involve health risks such as panic reactions, flashbacks, toxic reactions (overdose), hallucinations, and death. Psychological states induced can include paranoia and Psychosis. Misidentification of mushrooms can lead to serious or fatal illness. Some hallucinogens cause users to become violent and oblivious to pain, leading to serious injuries to themselves and others. The following are examples of, and slang names for, various hallucinogens: Acid, Blotter, Cubes, Doses, Ecstasy or MDMA (XTC), Fry, Ketamine (Special K, K2), LSD, Mescaline, Mind Candy, Mushrooms, Peyote.

**CANNABIS**: Commonly known as Marijuana, this is a plant-based mind altering drug. THC, the active compound in Marijuana, simultaneously creates physical symptoms akin to both depressants (relaxation, sleepiness) and stimulants (increased respiratory and heart rates). Chronic marijuana smoking results in respiratory difficulties, bronchitis, and probably both emphysema and lung cancer. Episodic use can cause panic reactions, flashbacks, and depression, and severe toxic reactions may result from ingestion of large quantities. The following are examples of, and slang names for, various types of Marijuana and Cannabis: Blunts, Chronic, Dope, Ganja, Hash, Herb, Indo, Joint, Mary Jane, Pot, Skunk, Weed.

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

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

### ***ABSTAINING FROM ALCOHOL & DRUGS***

Many students, including those at Dominican University of California, report never or rarely consuming alcoholic beverages and prefer to attend parties where alcohol is not served. Students who abstain from drinking and/or who choose not to use drugs should not be pressured by other students to engage in such activities. Dominican University of California encourages individual members of the campus community to consider the impact of alcohol or drug usage on their own life and on the broader community, and to think about the repercussions and health risks associated with their actions.

The University encourages anyone who chooses to drink to do so responsibly. Students and other members of the campus community should know their limits and take precautions to stay within them. Designating a driver who refrains from drinking has become a popular way to make sure that at least one person in a group does not drink and drive. Having a "designated driver" is an act of responsibility. In situations where a student's drinking impacts the campus community, disrupts the living/learning environment in the residence halls, or impacts the neighborhood, that individual is not acting responsibly and will be held accountable for their actions.

### ***EDUCATION AND SUPPORT PROGRAMS***

The University believes that awareness and education programs are critical to helping students make healthy choices and take responsibility for their actions. While respecting individual freedom, the University has the right and responsibility to educate students about the potential dangers – to both the individual and the broader community – associated with issues facing the student population, including alcohol and drug use and sexual violence, abuse, and misconduct. The University will respect the need for confidentiality in dealing with those who demonstrate problems with alcohol and other substances.

### ***STUDENT HEALTH CENTER & UNIVERSITY COUNSELING SERVICES***

The Student Health Center is committed to the provision of quality healthcare in an accessible, comfortable environment of acceptance. The emphasis is on partnering with students to provide services addressing mental and physical health, wellbeing, self-efficacy and academic success. The Student Health Center partners with community agencies to provide resources, support, and wellness programs for mental and physical health. Please visit the [Health and Wellness website](#) for details and resource contact information.

### ***STUDENT AWARENESS PROGRAMMING***

Throughout the year, various student groups may host programming and events focused on raising awareness regarding alcohol and drug use as well as sexual violence, abuse, and misconduct. RAs in the residence halls will often develop socials and deliver health/safety information to resident students. In addition, student groups affiliated with select academic programs often develop co-curricular activities or programs intended to raise awareness and educate their student peers.

### ONLINE TRAINING MODULES

The University employs an online substance and sexual abuse awareness program that prepares students to confront and prevent serious campus problems. Students at Dominican complete the Safe Colleges online education and information modules that cover the following important topics:

- Behavior and Norms (alcohol, drug-use, the college “hookup” culture)
  - Sexual abuse, violence, and misconduct (and the association with alcohol/drug use)
  - Title IX and Campus SaVE Act training with a non-judgmental approach to effectively reach students.
- This program is required for all new students.

### EDUCATIONAL PROGRAMS & SESSIONS

During Orientation, new Dominican students attend a sexual assault prevention education program. The program focuses on important topics such as binge drinking, healthy relationships, bystander intervention, and personal safety, and is based on best practices research from numerous fields of study.

Additionally, the University partners with community agencies (i.e.; Center for Domestic Peace) and works with student organizations to deliver ongoing and continual education throughout the academic year through active and passive programming, educational sessions, and awareness programs.

## **DISCRIMINATION, HARASSMENT, SEXUAL MISCONDUCT AND RETALIATION PREVENTION POLICY**

Please see online for the [complete and detailed policy](#)

### ***POLICY STATEMENT***

Dominican University of California (“University”) is firmly committed to creating a community in which all of its members are protected from discrimination, harassment, sexual misconduct and retaliation and prohibits such behavior in all University operations. To ensure compliance with Title IX and other federal and state civil rights laws, the University has developed this policy to provide a supportive process for individuals who report discrimination, harassment, sexual misconduct or retaliation and to ensure a fair process for individuals who are alleged to have discriminated, harassed, performed sexual misconduct, including sexual violence, or retaliated against a member of the campus community.

The University’s Title IX Coordinator has primary responsibility for coordinating efforts related to investigation, resolution, and implementation of corrective measures and monitoring to stop, remediate, and prevent discrimination, harassment, sexual misconduct or retaliation.

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### **Jesse Andrews – Title IX Coordinator**

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