

STUDENT DEVELOPMENT (OFFICES & POLICIES)

Overview

The Division of Student Development offers curricular and co-curricular programs to holistically support a student's evolving academic, social and personal needs from the moment you set foot on campus all the way through graduation.

Students' success is our mission.

The Division of Student Development offers students seeking leadership opportunities or information on counseling services, commencement or campus safety, the right place. In addition to the online hub, students may contact the Division via the information below.

The Division of Student Development and Success is home to the following departments:

- Alverno A-Store (<https://www.alverno.edu/A-Store/>)
- Alverno Inferno Athletics (<https://athletics.alverno.edu/>)
- Alverno Early Learning Center (<https://www.alverno.edu/early-learning-center/>)
- Campus Safety (<https://www.alverno.edu/campus-safety/>)
- Counseling Services (<https://www.alverno.edu/wellness/>)
- Dean of Students (<https://www.alverno.edu/Student-Affairs-Dean-of-Students-Office/>)
- Residence Life (<https://www.alverno.edu/reslife/>)
- Campus Ministry (<https://www.alverno.edu/Ministry/>)
- Student Engagement and Leadership (<https://www.alverno.edu/Student-Activities-Leadership/>)
- Study Abroad (<https://catalog.alverno.edu/ros/glbmulti/d>) (<https://www.alverno.edu/study-abroad/>)
-
-

WHERE TO FIND US

- Location: Founders Hall (FO) 119 (across from Inferno Cafe)
- Office hours: 8:30 a.m. – 5 p.m.; Monday through Friday
- Contact Us: 414-382-6118, deanofstudents@alverno.edu

Campus Ministry

Welcome! Campus Ministry is here to support you and accompany you on your Alverno journey. We're here to listen, to share resources and to offer opportunities to come together for prayer, worship and community service. We are a Catholic Franciscan institution, and welcome all students and community members, of any religious or no religious background, who seek to participate in programs, engage in discussions, or seek support and spiritual guidance. We are here to invite you into more reflection about who you're called to be, your purpose in the world, and how your education might prepare you to make a difference.

Our Catholic, Franciscan roots are the foundation for all we do and the reason we're committed to creating a welcoming and inclusive campus. Campus Ministry connects us to those roots and builds bridges. Whether you're looking for guidance as you grapple with life's big questions, a listening ear while grieving a loved one, or simply a friendly place to decompress between classes, Campus Ministry's door is always open.

Campus Ministry Mission

Alverno College Campus Ministry fosters the spiritual growth of students, faculty and staff through prayer and liturgy, collaborative study of sacred texts and social justice education, retreats, and spiritual conversations. Rooted in the Catholic tradition and inspired by the charism of St. Francis, we invite people to reflect on their faith journey, their gifts, and the world's needs. We welcome and accompany people of all traditions of faith.

Campus Ministry is located at Founders Hall 259, across from Campus Safety and adjacent to the Chapel of Mary Immaculate.

Programs:

- Weekly Bible Study (two sessions) to learn about and make applications of Scripture to life.
- Weekly office hours and availability to meet for personal or group discussions.
- Periodic programs for enrichment and prayer
- Opportunities for interfaith activities including meals and discussions
- Daylong and overnight retreat opportunities
- Weekly Rosary and other periodic devotions
- Masses for major celebrations: opening school; All Saints; Our Lady of Guadalupe; Ash Wednesday; Graduation
- Collaborative events and opportunities with UWM Panther Catholic Campus Ministry and Brew City Catholic (Masses; confessions and adoration; social events like Theology on Tap; overnight retreats)
- Social outreach opportunities to volunteer and serve
- Sister Friends Program, which connects students with the School Sisters of St. Francis, Alverno's founding order

Sacred Spaces on Campus

Whether you are searching for a place to reflect between classes, a quiet space to pray, or a chance to worship with a community, Alverno offers a number of spaces for community members to engage in prayer and contemplation. Campus Ministry maintains these spaces; for reservations or suggestions, contact the Director of Campus Ministry.

- The Chapel of Mary Immaculate, located on the second floor of Founders Hall
- Student Reflection Room, Christopher Hall 102
- The Room of Light located above the chapel

Contact:

Steven Dunn, Ph.D.
Director of Campus Ministry
Founders Hall 259
steven.dunn@alverno.edu (steven.dunn@alverno.edu?subject=) | 414-382-6462

Residence Life

The Residence Life staff strives to create a welcoming and comfortable environment for students living on campus. We challenge you to get connected and embrace the spirit of community.

Each wing/floor has a Community Advisor (CA) who is responsible for coordinating community meetings, hall programs, and enforcing residence hall policies. CAs also share evening duty to ensure their availability to assess the needs of the students and to ensure that the rights of all residents are respected.

The Austin Hall front desk is staffed from 9 A.M. to midnight seven days a week, except during breaks. The Clare Hall front desk is staffed from 5 P.M. to midnight daily, except during breaks. Desk workers help residents by offering information, sorting and distributing mail, overseeing guest check-in/check-out, and loaning a wide variety of items. They also work closely with the CA on duty to maintain security and deal with emergency situations in the hall.

Questions can be directed to residencelife@alverno.edu (%20residencelife@alverno.edu).

Housing Information

Campus Housing Requirements

We believe that living on campus provides a supportive environment that will assist you in your successful integration into the Alverno College community. The following are policies for living on campus:

- Requirement to live on campus: Alverno College requires all Weekday College students entering the College within one year of their high school graduation, who are single with no dependents, to live on campus for their first two semesters unless the student is living with parents or a legal guardian.
- Financial requirements: Students may not carry a balance from one semester to another. To occupy a room in the residence hall, balances must be paid in full. Occupancy and financial obligations to the College are in place for the entire academic year, or as long as you are enrolled. Rooms unclaimed by the end of the first week of class will be reassigned and you will forfeit your deposit.
- Full-time student requirement: Students must be regularly attending classes full-time in order to live on campus. This means they must be registered for and regularly attending 12 or more credits as an undergraduate student (six or more credits as a graduate student) at all times during the semester.

In addition, students must be making satisfactory academic progress toward their degree. A resident who does not meet the above requirements must notify a residence life staff member immediately and must apply for an exception. (In applying for an exception, remember that priority is given to students who are full-time.)

To apply for an exception, the resident must write a letter to the Director of Residence Life. As a part of that exception process, an interview with a professional staff member may be required.

The following information should be included in the letter requesting an exception:

- Why you are not attending classes full-time.
- Which classes you are currently attending.

- How you are spending your extra time that you might otherwise be in class (if you are working or involved in an internship, please note that and the approximate number of hours per week).
- Why living on campus is important to you.
- Ways that you are involved in helping the residence hall be a positive place to live.
- How living on campus will support your academic goals.

To be eligible to live in Clare Hall, students must:

- Be sophomore, junior, or senior standing or 21 years of age (or have prior approval from Residence Life Staff)
- Be in good standing within the Residence Hall and be free of outstanding fines
- Abide by Residence Life Policies, including keeping the room in good condition. If the student's room is in poor condition during safety checks or check-out, the student may lose the privilege of living in Clare Hall and will be moved to an available space in Austin Hall.

HALL CLOSURE NOTICE

The Department of Residence Life, in consultation with the Alverno Incident Response Team, reserves the right to close the Residence Halls when there is an imposing health and safety risk to the community. Residents will be notified of the closure via email. Messages regarding a closure should include:

- An explanation of the concern that is causing the closure of the building.
- A timeline for the closure of the building.
- A method by which students can request to continue residence in the halls.
- A method through which students can ask questions regarding the closure of the halls.

COMMITMENT TO JUSTICE

As a residential community grounded in the values of the School Sisters of St Francis, we believe in and advocate for the justice of all in our local and global community. We expect the members of our community to act with integrity as they embrace and celebrate the diverse experiences and identities of community members. We expect that the members of our community respect their peers and create an environment that shows their respect for others.

The words of writer Clarissa Pinkola Estes express the hope and expectation of our residential community to act with integrity, kindness, and justice:

"Ours is not the task of fixing the entire world all at once, but of stretching out to mend the part of the world that is within our reach. Any small, calm thing that one soul can do to help another soul, to assist some portion of this poor suffering world, will help immensely. It is not given to us to know which acts or by whom, will cause the critical mass to tip toward an enduring good. What is needed for dramatic change is an accumulation of acts, adding, adding to, adding more, continuing. We know that it does not take everyone on Earth to bring justice and peace, but only a small, determined group who will not give up during the first, second, or hundredth gale."

Every single member of our community should feel safe and valued, regardless of their background or identity. There is not an easy or quick solution to this. However, we as the Alverno community are committed to

stepping up and working toward an anti-racist and anti-violence agenda through action-oriented means. It is, after all, our mission to foster meaningful engagement with the world. It is on all of us to work towards this change. It does not rest on the shoulders of our communities of color to do this work. As a residential community, we will work together to create an environment that expresses the Franciscan values of justice for all.

The Department of Residence Life commits to continuing ongoing work and developing new methods for awareness of and education in the areas of racial and social justice. This will take the form of student staff training as well as hosting and advertising programs and events around this work. We expect that residents will take part in these events in a way that is respectful of others and meets the needs that they have for furthering their education in areas of justice. While we know we will not be able to cover every topic and every area of injustice, we hope to provide a well-rounded experience for all residents.

Residence Life Housing and Dining Contract (https://catalog.alverno.edu/STUDEV/College_Housing_and_Dining_Services_Contract.pdf) RELEASE FROM HOUSING CONTRACT

College housing contracts are binding for the entire academic year. Release from the housing contract will only be granted under extenuating circumstances. You must complete the petition for release from the housing contract and return it to the Director of Residence Life. This action does not guarantee the release will be granted. If you need to request a release, contact a residence life professional staff member for the form.

RECOGNITION OF RISK

By choosing to live on campus, every resident must acknowledge the risks that they take:

By living in a group living environment, I acknowledge that I am at a greater risk of contracting a contagious illness. While high standards of cleanliness will be maintained by campus staff, there is no way to guarantee my health and safety in the residence halls. I agree to take all possible precautions to maintain my health and safety and assist in creating an environment that will encourage the health and safety of others.

STUDY ABROAD

A student who studies abroad must make housing arrangements in writing either before departure or during the semester in order for a room to be reserved upon return. This is the student's responsibility.

Residence Life cannot be held responsible if a student does not make arrangements and then the halls become full. Also, if the student will be returning from a study abroad program before the end of the semester, the student must arrange for on-campus housing before returning to campus. Housing is not guaranteed. If space is available, the price will be pro-rated.

GENDER AND HOUSING

The majority of our bed spaces on campus offer either a private or shared bedspace and require the use of community restrooms. There are a limited number of single rooms with restrooms that can be requested by transgender students wishing to live on campus in a slightly more private manner. Requests should be directed to the Director of Residence Life at ann.romei@alverno.edu.

Students can expect to see their chosen name on their door decorations and communication from the Residence Life staff. We will also use a student's chosen name in processing mail and completing rosters and floor plans. If the student will have a roommate for the year, only their chosen name will be shared with their roommate.

FACILITIES AND SERVICES

FACILITIES

Common areas can be accessed by the entire residence hall community for use. These include the floor lounges, hallways, meeting rooms, basement rooms, the rec room, and the Austin Hall lobby.

The cleanliness and condition of these areas reflect directly upon those who live here. Out of respect for the community, we must treat these areas with respect, and be responsible for cleaning our own messes and taking responsibility for any damages we may cause. Should any common area be damaged or left in serious disarray, the persons responsible will be sought to pay the resulting fine for damage or cleaning. If no one acknowledges responsibility, the entire hall may incur a damage fine. Residents are especially accountable for the cleanliness of the kitchens/lounges on each floor.

Rollerblading and the use of bicycles can damage floors or carpeting, and their use is not allowed inside the residence halls. If storing your bicycle in your room, please carry it through the lobby and the hallways. Bicycles may be stored in the bike storage room next to the Computer Lab in the Austin Hall basement. When storing your bike on campus, please use a bike lock at all times.

AUSTIN AND CLARE HALL COMMUNITY LOUNGES AND KITCHENS

Each floor of Austin and Clare Hall has a community lounge and kitchen space complete with a TV, comfortable furniture, an ironing board, a microwave, a refrigerator, a sink, and a toaster. These rooms may be used for studying, wing/floor activities, meetings, or catching a late-night movie with popcorn. Students are not to sleep in lounges or common areas. This also applies to guests of students in the residence halls.

All residents must clean the kitchen after use so that everyone may enjoy the facilities. The following are the set guidelines for all residents who use the kitchens:

- Residents are responsible for washing and must remove their dishes in a timely manner.
- Clean up after yourself when you're done. This includes emptying food from drain catchers in the kitchen sinks, wiping down surfaces, and discarding food waste or other trash in the appropriate bins.
- Any items placed in the refrigerator must be labeled. Remove all spoiled food immediately. Residence Life Staff will check the items in lounge fridges for unlabeled or expired food items once a week. Unlabeled and expired items will be removed.

The consequences for residents who choose not to follow these guidelines are as follows:

- Confiscation of food, pots, pans, and other items left behind.
- Loss of kitchen privileges for the remainder of the semester.
- Fines to individuals responsible.

AUSTIN AND CLARE HALL SHOWER ROOMS

Each wing in the halls has a shower room and bathroom. Shower stalls are meant for one person; residents are not allowed to shower with guests and/or other residents.

AUSTIN HALL COMPUTER LAB

There is a 24-hour computer lab located in the basement of the Austin Hall. All individuals utilizing the Austin Hall computer lab must be signed in and accompanied by an Austin Hall resident.

CLARE HALL COMPUTER LAB

There is a 24-hour computer lab located on the third floor of Clare Hall. All individuals utilizing the Clare Hall computer lab must be signed in and accompanied by a Clare resident.

CLARE HALL FITNESS ROOM

There is a fitness room located on the second floor of Clare Hall. All individuals requesting to use the fitness room must be Clare Hall residents. The fitness center may close at any point due to concerns about the health and safety of residents using this facility.

CLARE HALL GROUP STUDY

Clare Hall offers a group study room on the fourth floor where residents and their guests can study. All individuals utilizing the study room must be signed in and accompanied by a Clare Hall resident.

SERVICES

- Copy machine: There is a copy machine available for student use on the first floor of Austin Hall in the alcove near the desk. Printing costs will be taken from your student paper account.
- Laundry: Washers and dryers are located in the basement of Austin Hall and on each floor of Clare Hall. They are free for resident student use. Laundry detergent is not provided. Do not leave clothes unattended in the laundry room, as the College is not responsible for lost or stolen items. Items left for more than 24 hours will be donated.
- Items available for checkout: You may check out a wide variety of items by completing an item checkout form at the Austin Hall front desk. Items include sports equipment, games, DVDs, cleaning supplies, Rec Room equipment, and cooking equipment. Please try to limit your use of the items available for checkout due to the needs of the community at this time.
- Storage: International, exchange students, and residents who live more than 300 miles from campus can have personal items in storage during the academic year, free of charge. To place items in storage, please take the following steps:

1. Box all items, seal them with tape and clearly mark with your name, room number, and home address. Two residents may not place items in storage together. Each resident must complete a separate storage form.
2. Complete a storage receipt at the Austin Hall reception desk or with a Residence Life professional staff member. The Residence Life staff must sign all storage receipts and forms prior to storage entry.
3. Contact the professional staff to enter storage. You must have your signed storage receipt form with you to enter storage. After all items are stored, the desk worker will sign the receipt and give you a copy. Keep your copy of the receipt in a safe place, as it will be your ticket back into storage to retrieve your items.

4. Items may be removed from storage during the first week of classes. Items may be placed into storage during the second week of classes for the academic year. If you have an emergency situation where you must put items in, or retrieve items outside of this timeframe, contact your CA.

- Summer storage: Students who live out of state or students traveling abroad receive first priority for storage over the summer. The College is not responsible for items lost, stolen, or damaged while in storage. (Please follow the same process as above for storage).

- Vending machines: There are vending machines on the first floor of Austin Hall and by the Corona/ Clare Hall information desk.

ROOM POLICIES

College residents are expected to show respect for the room they are occupying, as well as the floor lounges and other areas of the residence halls. Residents are expected to leave the room in the same condition as when they moved in. Failure to do so may result in loss of housing deposit or additional fees.

Residents may not request beds or other furniture to be removed from their rooms. Any damage to the rooms or failure to comply with the Residence Life policies may result in a fine. College-owned furniture may not be materially altered in any way. Neither furniture nor the walls of the residence hall rooms may be painted, wallpapered, altered with nails or screws, etc.

Painter's tape is the only tape allowed on the walls.

Lofts are not allowed.

Beds in Austin Hall may be bunked. To do so, please get the proper equipment from the Austin Hall front desk.

ROOM ENTRY AND INSPECTION

The right to enter or search a room by an authorized College representative is exercised with discretion. A reasonable effort will be made to have the resident present if it is necessary and appropriate to enter.

Before entering a room, a staff member will knock on the door, announce themselves, and then enter. Furthermore, professional staff may require hall staff to perform periodic "room checks" during a semester to ensure that conditions do not exist in rooms that constitute health, safety, or fire hazards. Hall staff will attempt to notify residents in advance of a scheduled room check.

Residents may be required to clean their rooms or make other appropriate changes to correct any hazardous conditions. Items that violate College policies and are left in plain sight during room checks will be confiscated and transferred to campus officials as evidence for disciplinary action.

The College reserves the right for its authorized personnel to enter rooms for the following reasons:

- To examine, protect, and maintain College property. Housekeeping and maintenance staff members may enter a student's room without the student present for routine housekeeping or maintenance functions or when they have received a maintenance work/key request form. Maintenance staff will leave a written notice to residents informing them of the day and time they were present in the resident's room.

- Residence Life staff members may also enter rooms without prior notification or in the absence of the occupant(s) for matters relating to the comfort and/or the safety of fellow hall residents (i.e., to close a window or turn off an alarm clock).
- Other staff, as appropriate, reserve the right to enter a resident's room without notice in emergency situations when imminent danger to life, safety, health, or property is feared.
- The Residence Life staff reserves the right to enter a resident's room if a situation regarding suspicion of illegal activity or residence hall policy violations. In this case, Campus Safety and the police may be called.

CONSOLIDATION POLICY

The College reserves the right to change room assignments for health, safety repair services, economic or disciplinary reasons involving the student, or for irresolvable incompatibility of roommates. The College further reserves the right to cancel this agreement, enter the premises, and remove a student for any violation of the terms of this agreement or in the interest of health, discipline, or the general welfare of campus housing or other students.

The College reserves the right to consolidate vacancies by requiring any student to move to a different but comparable space. The College reserves the right to consolidate vacancies by requiring the residents to move from a single occupancy of a double room to double accommodations. New residents may be assigned to a room during college breaks; therefore, your room must always be in a roommate-ready condition (i.e. available beds and dressers) or you will be fined. Residence Life staff will give at least 24 hours' notice of a new resident moving into the space unless there is an emergency. Emergencies will be determined by the Director of Residence Life.

ROOM CHANGE REQUEST

Room change requests will not be considered until after the second week of classes in each semester. No one is allowed to change rooms without following these guidelines and receiving approval from a Residence Life professional staff member.

- Make every effort to work things out with your current roommate.
- If you are unable to work things out, make an appointment with your CA to discuss the situation and review your roommate agreement.
- If a compromise cannot be reached, you and your roommate must meet with a professional member of the Residence Life staff to try and reach an agreeable compromise or room/roommate change.
- If you are requesting a room change from a small single to a large single or a double to a single, confirm with Financial Aid and/or Student Accounts prior to meeting with the Residence Life staff.
- If a room change is granted, make an appointment with the Residence Life professional staff to obtain your new room key agreement and return your old room and mailbox key.
- All room changes must be approved by the Residence Life professional staff member prior to moving. If a room change request is granted, you will have 48 hours to move your things out of your old room.
- Any move after the first move will result in a \$50 room move fee.
- Failure to follow these procedures will result in a \$50 improper move fee.

ROOM CHECK-IN/CHECKOUT

Residents are required to follow the following procedures at the beginning and end of each semester.

CHECK-IN PROCEDURES

1. If this is your first time living on campus, please complete the immunization form prior to moving in.
2. Pick up keys (room and mailbox).
3. Inform the CA within 48 hours of any room damages via email or written note.
4. Make sure your meal plan has been activated on your ID card.
5. If you plan to have a car on campus, pick up a parking permit from Campus Safety on or shortly after move-in day. Please display your permit for overnight parking on campus. Bring a copy of your registration to pick up your parking permit.

MID-SEMESTER CHECKOUT PROCEDURES

All residents considering moving out of the hall must request and complete an appeal form in order to be considered for release from the Housing Contract. The process is as follows:

1. Complete and submit a petition for release from your housing contract. The petition for release can be picked up from the Director of Residence Life.
2. Receive approval from the Director of Residence Life to be released from your contract. 3. Set an appointment with your CA to check out of your room. At this time your belongings must be completely moved out and your room must be clean. Your CA will inspect the room for damages and cleanliness. Your CA will then collect your keys and parking permit.
4. Failure to follow this procedure will result in a \$50 improper checkout fee and additional fees may be incurred based on the condition of the room.

END-OF-THE-YEAR CHECKOUT PROCEDURES

1. Complete tasks indicated on the checklist that is placed on your door.
2. Students are asked to check out within 24 hours of their last assessment. If you have a reason for staying after your last assessment, complete the late stay form received via email from Residence Life. During this time, all residents are expected to abide by all residence hall policies. Students who violate the hall policies and have completed their assessments will be asked to leave the residence hall immediately.
3. Student should sign up for a checkout time as instructed by Residence Life Staff and follow given checkout procedures as stated around Closing via email.
4. At the time you meet with a CA, your belongings must be completely moved out and your room must be clean. The CA will inspect the room for damages and cleanliness. Once your room has been inspected, you must return all issued keys and if applicable, your parking pass at the Austin Hall key drop box. Failure to complete all components of the checkout procedure may result in fines, including the \$50 improper checkout fee.

5. Failure to follow this procedure will result in a \$50 improper checkout fee and possible loss of your deposit.

ITEMS NOT PERMITTED IN ROOMS

In order to ensure the safety of all residents, the following items are not allowed in residence hall rooms. Please note that this list is not exhaustive of all prohibited items. If you have a question about whether a certain item is allowed, please reach out to residencelife@alverno.edu.

- Candles or incense (even if decorative)
- Charcoal or lighter fluid
- Firearms, including ammunition.
- Sharp knives or other objects that could be considered weapons.
- Halogen lamps
- Live Christmas trees
- Microwaves (except those supplied by the College)
- Refrigerators (except those supplied by the College)
- Space heaters or other auxiliary heating devices
- Air conditioners/dehumidifiers
- Hot plates, french fryers, toasters/toaster ovens (hot pots and closed-coil popcorn poppers are allowed)
 - Some common electrical appliances pose a safety hazard in confined spaces. If your appliance is rated over 6 amps (700 watts), has an exposed heating element (i.e., coils), or is not Underwriters Laboratory (UL) listed, it is not permitted in your room.
- Pets (other than fish in a maximum of a 10-gallon tank)
- Grills (charcoal or gas)
- Weapons
- Tasers
- Hoverboards
- Chew tobacco
- Vape pens and/or CBD products

POSTING POLICY

All postings for the purpose of advertising must be approved by the Residence Life staff and placed in approved areas. When posting flyers, posters, and pictures in publicly visible areas (including, but not limited to, room doors and windows), you are responsible for exercising respect and good judgment. If you post something and it is determined to be offensive, the Residence Life staff will ask you to remove the posting and place it in a "nonpublic" space (i.e. in your room). Painter's tape is the only tape allowed on the walls. See Alverno College's Student Handbook for a complete listing of the College's policies regarding on-campus postings.

Summer and Break Housing

SUMMER HOUSING

Summer housing is available. To be eligible to live on campus during the summer, students must:

- Be free of outstanding Student Account Office balances.
- Be in good standing within the residence hall.
- Be free of outstanding residence hall fines.
- Be a registered Alverno student for summer and/or fall classes and have the fall housing contract completed.

If these conditions do not apply to you, you may make a special request based on your circumstances. Written requests should be submitted

to Residence Life Staff. The residence hall officially opens for summer occupancy the shortly following the Memorial Day weekend. Occupancy at other times is at the discretion of the Residence Life staff and may incur additional fees. Visitation hours are limited during the summer. Any changes in regulations will be given in writing to all summer residents prior to the beginning of the summer session.

BREAK HOUSING POLICY

Occupancy does not include housing during scheduled college breaks. Any resident who wishes to stay in the residence halls during a break must submit a Break Housing Request Form and receive approval before the break starts.

Students who have outstanding fines or are not in good standing in the residence halls are not eligible to stay on campus during the breaks. Also, any student on academic or behavioral probation will not be allowed to stay for breaks. Therefore, in these cases, any requests submitted will be denied. Any resident found in the building during the break who has not received approval to stay will be asked to leave the residence hall immediately and may be subject to additional disciplinary actions or a fine. Your meal card may be used during scheduled breaks when Dining Services facilities are open. Keep in mind that the food service hours and meal options may be limited. See Dining Services' schedule posted outside of the Commons for mealtimes during breaks. Staying on campus during breaks is considered a privilege. Failure to respect the policies may lead to loss of housing for the remainder of the break or the year.

Mail Processes

RESIDENT MAILING ADDRESS

Full name

CLARE HALL or AUSTIN HALL and Room Number

3400 S. 43rd Street

Milwaukee, WI 53219

MAIL DISTRIBUTION

Mail is received at the Austin Hall reception desk daily, except Saturdays, Sundays, holidays, and during scheduled breaks. Packages sent to the residence halls are accepted whenever the desk is open. Outgoing mail (stamped only) is picked up when the daily mail is received at the Austin Hall desk.

Oversized mail will be held at the Austin desk, and a notice for pick-up of oversized mail will be placed in the resident's mailbox. Only the resident listed on the notice may pick up oversized mail. Residents must sign for packages and show their notice slip, as well as their valid Alverno College student ID.

MAIL DISTRIBUTION DURING VACATION AND SUMMER BREAKS

During the summer break/vacation period, mail is received at the Clare Hall reception desk daily, except Saturdays, Sundays, and during scheduled holidays for summer residents only. Residents who are not living on campus over the summer but plan to return the following Fall semester will need to update their address accordingly for the summer break period.

Packages sent to the residence halls are accepted whenever the desk is open. Outgoing mail (stamped only) is picked up when the daily mail is received at the Austin Hall desk.

Oversized mail will be held at the Austin desk, and a notice for pick-up of oversized mail will be placed in the resident's mailbox. Only the resident listed on the notice may pick up oversized mail. Residents must sign for packages and show their notice slip, as well as their valid Alverno College student ID.

Damages and Billing

The Common Area Damage Policy stresses student accountability. The common areas in the residence halls are part of your community, and you are expected to take responsibility for those areas.

The Residence Life staff members are there to enable your community to function effectively, but a cooperative effort from everyone is needed to ensure proper maintenance of community areas. Common areas are defined as "those areas not assigned to individuals." This refers to study and social lounges, bathrooms, hallways, lobby areas, stairwells, and elevators — areas open to everyone in the hall. Damages in these areas can be very costly to everyone. Those directly responsible for the damage should bear the burden of paying for the damage rather than having all students pay for such damages through their housing fees. Reports of common area damage will be posted when they are received.

Only when the responsible person is not identified and billed for damages are students living on the floor or in the hall charged equally for such damages. Billing everyone is the last resort taken — we expect individuals to accept responsibility for the damages they cause. We also expect residents of the community to assist in identifying these people. In addition, the staff makes every effort to find the responsible individual(s).

If applicable, residents of a floor or residence hall will be assessed a prorated amount for public area and/or elevator damages if the individual(s) responsible are not identified and held accountable. This could include charges for failure to clean the common kitchen area, dirty dishes, or excessive trash after use of the space. Charges will be applied immediately after the end of the semester that the damages were caused. It is important to keep in mind that prorated charges are made only as a last resort after all efforts to identify the responsible individual(s) have failed. As a general rule, floors that share a common lounge will be responsible for that lounge.

The professional staff will determine the floors to assess for damages depending on which floors make use of the affected lounge.

COLLEGE-OWNED PROPERTY

Residents may not request beds or other furniture to be removed from their rooms. Additionally, Residence Life furniture may not be taken from other spaces and added to rooms, such as box fans from shared spaces, chairs from lounges, etc. Any damage to the rooms or failure to comply with the Residence Life policies may result in a fine. College-owned furniture may not be materially altered in any way. Neither furniture nor the walls of the residence hall rooms may be painted, wallpapered, altered with nails or screws, etc.

Painter's tape is the only tape allowed on the walls.

Lofts are not allowed.

Beds in Austin Hall may be bunked. To do so, please get the proper equipment from the Austin Hall front desk.

ROOM DAMAGE

You are responsible for any damages to your room that are not the result of normal use. At the time of check-in, you should be certain to notify your CA or professional staff in writing if there are any room damages. An

initial assessment of room damages will be made at the time you check out of your room. Furniture in student rooms should not be removed or disassembled. After all residents have checked out of their rooms and left campus, your room will be checked for damages in detail by staff. Clean-up and damage charges will be assessed and charged (if applicable) at the time of final inspection. Damage charges will appear on your normal billing statement issued by the College. Questions about the damage charges should be addressed to the Director of Residence Life. If you wish to appeal damage charges, you will need to submit an appeal in writing within 30 days of the date the charges are placed on your student account. The appeal letter should be addressed to the Department of Residence Life.

CHARGES

The following list of tasks must be completed before you depart for the summer (or prior to that if you leave before the end of the spring semester). Charges will be assessed for each task that is not completed. For double occupancy rooms, charges can be assessed to both residents.

Key Charges (\$75)

Notify Residence Life in the event of lost/missing keys, which require a core change and replacement keys

Sink Area (\$10 charge)

Clean the inside of the medicine cabinet shelves and glass mirror. Clean the sink, fixtures, and vanity area. Remove all items from the cabinet below and wipe down the shelves.

Closets (\$5 charge)

Remove all items; wipe off shelves and the floor.

Desk Area (\$10 charge)

Bookshelves, drawers, chairs, and desktops must be wiped down. The bulletin board above the desk must be cleaned of all paper, staples, and tacks.

Bed (\$20 charge)

Beds must be placed in their original position with clean mattress pads folded on top.

Walls/Doors (\$10 charge)

Remove all paper, tape, and poster putty from the walls and the door.

Floor (\$15 charge)

Damp mop or vacuum the entire room.

Refrigerator

Charges for missing parts: \$8 for drip tray, \$8 per shelf, \$5 for ice tray, \$20 for microwave glass tray, and \$20 for microwave roller guide. Charge for not cleaning: \$25. Defrost and clean refrigerators. Do not close the door until completely dry.

Screens (\$25 charge)

Screens should not be damaged or removed.

Garbage/Recyclables (Charge: \$10 per bag)

Dispose of all garbage and recyclables in the outside dumpsters. There will be an extra garbage dumpster available during the last two weeks of school.

Carpet square replacement (Charge: \$25 per square)

Cleaning (Charge: \$25/hour)

Student Accountability Process

Purpose

We believe that resident students are all responsible for maintaining a safe and welcoming living environment. All members of the community therefore have a role in maintaining an open-minded, mindful, and intentional community. The Student Accountability Policy and Procedure lay out the policies that are in place to assist in maintaining a safe and inclusive community. The Accountability Process is intended to be a transformative and interactive process with educational and restorative principles. The procedures listed in this section outline what can be expected if there is a policy that is potentially violated.

Process

When an incident occurs, an incident report is generated, submitted, and then assigned to an Accountability Facilitator.

For resident students: A Residence Life professional staff member will serve as Accountability Facilitator.

For commuter students and resident students who have demonstrated repeated behavior issues: the Assistant Dean of Students will serve as Accountability Facilitator.

The Accountability Facilitator will take the following actions:

- Send a letter to the student describing the incident. A meeting may be required and, if found in violation, a sanction may be given.
- Invite the student to an accountability assessment meeting. If the student is in agreement with the nature of the violation, the extent to which they were involved, and the sanction, then no other action is taken.
- If sanctions are given, a deadline is determined to complete the sanctions. If the sanctions are not completed by the assigned date, there may be an additional meeting and/or the student will not be allowed to return to the halls for the next term.
- Please note that Interim Sanctions may be assigned as needed. The student will have the ability to appeal assigned sanctions within a given, specified time frame.

COMPLIANCE WITH STAFF AND COLLEGE OFFICIALS

When a resident student or their guest violates a residence hall policy and is confronted by a Residence Life staff member or another College official, cooperation from the resident student and guest is expected.

This includes opening the door when a staff member is attempting to confront a policy violation, presenting proper identification, managing guest behavior, and communicating accurate information upon request. Ignorance of policies, anger, and intoxication are not acceptable excuses for inappropriate behavior toward a staff member. Noncompliance with reasonable requests of staff or College officials will result in disciplinary action.

EMERGENCY REMOVAL FROM HOUSING

The Director of Residence Life, or designee, is authorized to impose an emergency, immediate, or temporary removal from the residence halls if it is determined that the student's continued presence in the halls would: constitute a potential for serious harm to that specific individual, constitute a potential for serious harm to other members of the residence hall community, pose a threat of serious disruption of residence hall-run or residence hall-authorized activities, or constitute a potential for serious harm to residence hall facilities or property. If the Director of Residence Life, or designee, concludes that one or more of these conditions are present and that an emergency, immediate, or temporary removal from housing is warranted, they shall notify the student in writing of the intent to impose this removal from the residence halls.

Depending on the circumstances of the situation, the Director of Residence Life, or designee, may seek permanent removal from the residence halls either through an administrative contractual action or through the Accountability process. A timely conference with the Director of Residence Life, or designee, and the student will determine the student's future residence hall status.

ADMINISTRATIVE, CONTRACTUAL PERMANENT REMOVAL

A timely meeting with the Director of Residence Life, or designee, will occur after the written notice of temporary removal has been delivered or sent to the student. During the meeting, it will be determined if the student will be allowed to return to the residence halls. Prior to this meeting, the student will provide, in writing, reasons why they should not be administratively or contractually removed from the residence halls. The Director of Residence Life's, or designee's, decision to permanently remove the student from the residence halls shall be regarded as final.

DISCIPLINARY PERMANENT REMOVAL

The Director of Residence Life, or designee, may determine to refer the student to the Accountability Process through Residence Life Office or the Dean of Students Office. The student's "emergency, immediate, or temporary removal" status will remain in effect during the accountability facilitator's investigation and review.

RIGHT TO ASSISTANCE

An Alverno professional staff member assigned by the Dean of Students Office will be available for the student accused, to assist in preparation for the accountability assessment, discuss the process, and be available after the accountability assessment to reflect on the process and get feedback about the experience. It is the responsibility of the student to make contact if the student chooses to utilize this assistance. The student may also invite one support person to assist with the process (e.g., parent, spouse, guardian, friend, another student or faculty/staff member). This person can advise the student, accompany them to the accountability assessment and advise the student in preparation and presentation of any appeal. Electronic communication with the advisor is not permitted during the accountability assessment. The support person may not participate directly in the accountability assessment. Support persons not complying with the accountability assessment procedures may be removed from the hearing. Members of the legal profession are not permitted to attend the accountability assessment.

STUDENT RIGHTS IN AN ACCOUNTABILITY ASSESSMENT

Students who have violated the Student Accountability Policy are entitled to the following procedural protections. The student:

- Will be informed in writing no less than two days prior to the accountability assessment of the possible policy violations.
- Will be listened to and treated with respect.
- Will be considered not responsible until found responsible.
- Has a right to assistance.
- May request that the Assistant Dean of Students, Director of Residence Life, or the Residence Hall Coordinator (in the case of residence hall misconduct) resolve the case in an informal accountability assessment.
- If several students are involved in one situation, the individuals are heard alone, not in or as a group.
- *Has the right to when falsely accused of violating this code. If the accuser makes an accusation, which, after investigation, is determined to have been filed with the intent to cause harm, the person filing the complaint may be held accountable for their acts.*
- Has a right to appeal.
- If the student accused decides not to appear, the hearing shall proceed without the student being present. In this case, sanctions and/or decisions can be made without the party's input. Persons disrupting the hearing will be asked to leave.

POSSIBLE SANCTIONS

The College's response depends on the nature and severity of the incident and whether or not it can be determined that a policy violation has occurred. If it appears that a policy violation has occurred, the normal accountability process is followed. The College recognizes the right of all parties involved in a complaint to a fair framework for encouraging resolution of complaints. Falsification, distortion, or misrepresentation of information during the course of the accountability process may be grounds for an additional accountability assessment. Sanctions are given after a determination of responsibility has been established. The purpose of a sanction is to hold students accountable for their behavior and to state clearly that Alverno College does not tolerate such behavior. Possible sanctions include:

- Residential warning: Notice to the student that the behavior is unacceptable and future misconduct will result in disciplinary action.
- Residential Notice: A specified period of time during which the student is not on good disciplinary standing. The student may be restricted from leadership positions. Probationary status may permit the student to remain in the residence halls on the condition that the individual complies with the sanctions. Failure to maintain behavioral expectations will result in further disciplinary action.
- Educational sanctions: This sanction is intended to engage the student in a positive learning experience related to the inappropriate behavior. The sanction allows a student to reflect upon the behavior. This type of sanction may include a research paper, presentation, educational project or bulletin board related to the violation topic, a work project, interviewing someone, or a personal assessment.
- Restorative Service: This sanction is intended to engage the student in a positive, restorative experience related to the inappropriate behavior. Examples of a service sanction would be completing community service, assisting a CA with tasks, or assisting housekeeping staff with tasks.

- Intervention measures: This might include an intervention by a supervisor or appropriate authority, or an individual meeting with the option of a support person in attendance.
- Loss of privileges: Denial of a designated privilege for a specified period of time.
- Fines: Monetary sanction which must be paid within a designated period of time.
- Restitution: Student is held responsible for damages to personal or community property through financial compensation or appropriate service.
- Suspension from the residence hall: For a resident student or a non-resident student who violates residence hall policies, the student may be separated from the hall for a specified period of time, after which the student is eligible to return. Conditions for readmission may be specified.
- Dismissal from the residence hall: The student is removed and is no longer allowed to live in the hall or have visitation privileges for an indefinite period of time. There will be no refunds.
- Suspension: Separation of the student from the College for a specific period of time, after which the student is eligible to return. Conditions for readmission may be specified.
- Deferred suspension from residence halls: A specified period of time in which a student is allowed to continue living on campus; however, the student's ability to continue residency is clearly in jeopardy.
- Deferred suspension: A specified period of time in which a student is allowed to attend classes; however, the student's continued enrollment is clearly in jeopardy.
- Immediate removal from campus: A student who presents a threat to her or his own well-being or to the rights, safety and/or property of others may be subject to immediate removal from campus. The student may not re-enter any campus building or be present on campus without the written permission from the Dean of Students office or a designee.
- Dismissal: Permanent termination of student status. A dismissed student is no longer eligible to attend classes and is Officially Withdrawn from the College. There will be no refunds.

Consequences for Noncompliance of Sanctions: Registration for subsequent semesters will be on HOLD until a student completes the sanctions as determined by the accountability administrators listed above. Failure to comply with any disciplinary sanctions may result in additional accountability process action.

RESIDENCE LIFE STUDENT ACCOUNTABILITY POLICIES

Abuse of the judicial system: Abuse of the judicial system includes, but is not limited to:

- Falsification, distortion, or misrepresentation of information before a hearing officer.
- Disruption or interference with the orderly conduct of a judicial proceeding.

- Attempts to discourage an individual's proper participation in or use of, the judicial system. • Attempts to influence the impartiality of a hearing officer prior to and/or during the course of the proceedings.
- Harassment (verbal, written, or physical) and/or intimidation of a hearing officer before, during, and/or after a judicial proceeding.
- Unacceptable behavior related to persons: Unacceptable behavior threatens or endangers the health or safety of others, including, but not limited to:
 - Physical abuse. This is any intentional and unwanted contact with you or something close to your body. Sometimes abusive behavior does not cause pain or even leave a bruise, but it's still unhealthy. Examples of physical abuse include: scratching, punching, biting, strangling, or kicking.
 - Verbal abuse. This is a negative defining statement told to the victim or about the victim, or by withholding any response, thereby defining the target as non-existent.
 - Threats. These are statements of an intention to inflict pain, injury, damage, or other hostile action upon someone in retribution for something done or not done.
 - Intimidation. This is forcing someone into, or deterring someone from, some action by inducing fear.
 - Coercion. This is the intimidation of a person to compel the individual to do some act against his or her will by the use of psychological pressure, physical force, or threats.

Disruptive behavior: It is an expectation that students cooperate with one another, guests, Residence Life staff, and other College officials. A student shall not interfere with, annoy, disturb, or distract any other student, guest, or staff member of the College by means of noise, abusive language, or any other nuisance, including laser pointers. Students who verbally abuse, provide false information or identification to, or fail to cooperate with College officials (including, but not limited to, professional Residence Life staff, Community Advisors, Desk Workers, Campus Safety, or Dean of Students staff) acting in the performance of their duties will face disciplinary action.

Eavesdropping: Eavesdropping, surveillance, or intruding upon the privacy of another person or group by means of bugging devices, concealed recorders, cameras, camera phones, magnifying optics, etc., is prohibited.

Failure to comply with or complete disciplinary sanctions: Failure to comply with or complete disciplinary sanctions will result in further disciplinary action.

Failure to cooperate with staff: It is the expectation that every resident and/or guest cooperate with staff while in the residence halls at Alverno College. It is the expectation that the resident(s) of the room and guests(s) open the door, present their IDs, and identify themselves when staff requests and/or confronts the room in the performance of their duties. Use of inappropriate language and/or verbal harassment toward staff while in performance of their duties is considered noncooperation and may result in further disciplinary action above and beyond the normal sanctions for the policy violation.

Filming and/or videotaping: Students may not be filmed or videotaped in any manner unless the student has given written consent to appear in

said medium. This includes using such devices as digital video cameras and cell phones with video capability. Any commercial or public use of unauthorized student images is strictly prohibited. For safety reasons, the Office of Residence Life may have security cameras installed in public areas.

Harassment - Physical: The threat to, attempt to, or the actual subjection of striking, shoving, kicking, or other physical contact with the intent to bully, harass, or intimidate another person. This also includes engaging in a course of conduct or repeatedly committing acts that harass or intimidate another person, which serve no legitimate purpose, and which are intended to harass or intimidate another person.

Harassment - Sexual: The introduction of unwanted gender-based verbal, written, or physical conduct into the work, learning, or living environments on campus will not be tolerated and is strictly prohibited. Students involved in such behavior may face disciplinary action that may result in removal from all residence halls and suspension or expulsion.

Harassment - Verbal: The bullying, intimidation, harassment, or subjecting of another person to derogatory and/or hateful comments through means of communication. This includes acts performed in person and through the use of electronics and/or social media. This also includes engaging in a course of conduct or repeatedly committing acts which bully, harass or intimidate another person, which serve no legitimate purpose, and which are intended to harass or intimidate another person.

Illegal activity and/or law violations: To violate any local, state, or federal law, or to violate any College policy within the residence halls, is prohibited.

Indecent exposure and/or behavior: "Streaking," "mooning," "flashing," or any other sexual act or display in a public area (hallways, lobbies, restrooms, basement facilities, lounges, stairwells, etc.) is strictly prohibited.

Offensive materials: While residents are allowed to post materials on their room door, this should not expand to the door frame or surrounding walls. Harassing or demeaning materials cannot be posted to the outside of the door or in windows facing outwards for others to see.

Relationship violence: All forms of sexual assault, sexual harassment, domestic or dating violence, and stalking. These acts will not be tolerated in the College community.

Sexual assault: Sexual contact or intercourse without a person's permission or consent is against the law and undermines the safety, security, and dignity of all members of the College community. Students involved in such behavior may face disciplinary action that may result in removal from all residence halls and suspension.

Theft and/or attempted theft: No person may intentionally take, retain, or use another individual's property without that person's consent. Removal of Residence Life-owned furniture is prohibited and is treated as theft. The College is not responsible for personal property becoming lost, stolen, or damaged. Large sums of money or other valuables should be kept in a secure location within your room. The best guard against property loss is to always keep your room door locked. In the event that property is lost or stolen, notify Campus Safety and Residence Life staff immediately. Students should secure renter's insurance for their personal property; many students find that their belongings are covered by parents'/guardians' homeowner insurance policies.

Vandalism: Students who vandalize property on college premises will face disciplinary action and restitution costs. This includes but is not limited to, damaging bulletin boards, water and/or food fights, tampering with washing machines, vending machines, and game machines in order to avoid paying for services, and elevator misuse/abuse.

Video copyright law: Students who wish to view copyrighted material must comply with federal copyright regulations. Rental and purchased videos, as well as video streaming, cannot be viewed (even by just one person) in public areas unless a license is secured. A video rental or video streaming service only gives you the right to view the movie in your own room. (*Netflix streaming in the rec room and lounges is not against the law.)

Violent behavior: Any behavior that jeopardizes the safety of oneself or another individual is prohibited and will result in significant disciplinary action.

Weapons: Possession and/or use of firearms (guns) or any other dangerous weapons is prohibited. This includes martial arts equipment (see “recreational equipment” for approved appeal process), bullets, used bullet casings/shells, knives, stun guns, paintball guns, air-soft guns, and any article or substance that could be used as a weapon. Note that “facsimile weapons” are not allowed in the residence halls. This would include any replica, toy, or other object that bears a reasonable resemblance to, or that can reasonably be perceived to be, an actual weapon.

Safety

Security is the responsibility of all residents. The following precautions will help ensure your protection and the safety and security of your community:

- DO NOT loan residence hall keys or ID cards to other students, family or friends.
- Carry your Alverno ID card with you at all times.
- Immediately report any lost or stolen keys or cards.
- Do not prop outside doors open.
- Ensure your room door closes whenever you leave, even if it's only to go to the shower or visit your neighbor.
- Keep petty cash to a minimum.
- Do not let anyone you do not know into the residence hall.
- Be conscious of “tailgating,” which are instances in which an unauthorized individual gains access by tagging along with someone who does have access. Report these instances to Campus Safety and/or the front desk.
- Never leave laundry unattended.
- Report thefts or suspicious persons to a CA or the hall reception desk and fill out an incident report immediately.
- Go with someone when walking or jogging — there is safety in numbers.
- Do not meet strangers on campus, and do not include the name of the College in any web profile you might post.

Alverno students can always contact Campus Safety through a convenient and accessible app for escorts, informational purposes, and more. Students can download the Rave Guardian app on either the Apple (<https://apps.apple.com/us/app/rave-guardian/id691246562/>) or GooglePlay (https://play.google.com/store/apps/details?id=com.ravemobilesafety.raveguardian&hl=en_US) stores

FIRE SAFETY

It is the community's responsibility to become familiar with the type and location of fire equipment in your living area. Firefighting equipment, alarm systems and procedures are provided for the protection of residents' lives and property in compliance with the Building Code regulations of the City of Milwaukee. The Residence Life staff will take action against those making inappropriate use of the equipment or starting a false alarm. To help ensure the safety of all residents, unannounced fire drills are conducted each semester, and the fire alarm system is tested regularly. Evacuation routes are posted behind resident room doors, please read that information. Federal law requires that all persons exit during a fire alarm. Anyone found not leaving the premises will face a fine and/or eviction. When the fire alarm sounds, leave the building immediately via the nearest stairwell. NEVER use the elevator in a fire emergency. Once outside, stay clear of the main entrances and walk on the grass or sidewalk — NOT in the road. This will allow quick entry of firefighting personnel. All residents must remain outside until the ‘all-clear’ signal is given by Campus Safety. A Residence Life staff member will open the doors to the building so that you may re-enter. The following policies have been set up as fire safety precautions:

- No candles (not even decorative) or incense.
- No open-coil appliances, including, but not limited to, George Foreman grills.
- Do not put micro fridges in the closet.
- Do not leave items in the hallway. In the event of a situation that would result in the loss of power, items in the hallway become an evacuation hazard.
- All issued furniture must remain in the room.
- No toasters/toaster ovens.
- No smoking in the residence halls (or on campus. Alverno is a smoke-free campus.) • Do not remove, cover or otherwise obstruct smoke detectors.

FIRE

If you discover a fire, pull the fire alarm; this will notify 911 (9-911 from a campus phone). Call Campus Safety at 414-382-6911 and provide the location, building name and room number.

When the alarm is activated, before opening the door, feel if it is warm. If it is warm, leave the door closed and find an alternate path. If you encounter smoke, stay low. Smoke and gas kills more than fire does. Stop, drop and roll if your clothes catch fire.

Close the doors (do not use the elevator). Exit the building at the safest exit and assist others with evacuation. Do not re-enter the building until a signal is given that it is safe to do so. Campus Safety will check the building for residents/visitors (if safe to do so) and assist those with disabilities to an exit. Verify that 911 (9-911 from a campus phone) was called and coordinate/direct the arrival of emergency services.

EVACUATION

Remain calm. Follow the posted emergency evacuation procedures. Use stairs, not elevators. Pay close attention to your surroundings as you exit.

Encourage residents to take an alarm or evacuation request seriously. It may save their life and will reduce the risks to responding emergency personnel.

Stay clear of the building and entryways after exiting the building in order to facilitate responder access to the emergency. Do not re-enter the affected area until instructed to do so by Campus Safety.

Do not use the elevator for evacuation needs. Assist person(s) with disabilities to a safe stairwell and inform responding emergency personnel of their location.

SAFETY & SECURITY EMERGENCY REFERENCE GUIDE FOR RESIDENTIAL STUDENTS EMERGENCY PROCEDURES

The Alverno College Campus Safety staff and Residence Life professional staff are the first responders for any campus emergency or crisis. They have been trained in CPR, first aid and in using the Automated External Defibrillators (AED). The AEDs can be found in the following areas: Austin Hall Lobby, Gym Corridor, Christopher Hall Lobby, Commons Hallway, Clare/Corona Lobby, North Hall Child Care Center at all times.

Use the following procedures in case of an emergency. For a LIFE-THREATENING or EMERGENCY SITUATION: Call the Ambulance/Rescue Squad (911 from a phone, 9-911 from all on campus phones). Give the following information:

- Your name
- The location of the emergency (building, address, room number and phone number you are using)
- Answer questions and provide important information.
- Stay on the line and stay with the victim until help arrives.
- Call Campus Safety at 414-382-6911

For a COMMON INJURY SITUATION:

Call the Austin Hall Front Desk at 414-382-6314. They will call Campus Safety. Ensure you locate and familiarize yourself with the booklet of emergency specific procedures. There is a booklet in every occupied residence hall room.

SUSPICIOUS ACTIVITY

Be aware of your surroundings and report any suspicious activity or person to Campus Safety. Call 414- 382-6911 (emergencies only) or call the Information Desk at 414-382-6000. Press the 'O' for operator (nonemergency) and request a Campus Safety Officer on duty for non-emergencies. Remember the appearance of the person or the characteristics of the object of suspicion in order to properly report and inform the appropriate people.

CAMPUS RESOURCES

The campus offers professional counseling services for students who may be in various states of crisis. Examples of crisis situations may include suicide attempt, death of a loved one, depression, eating disorders, substance abuse, stress, sexual assault, domestic abuse, etc. If you are aware of a student in need of assistance, please contact Counseling Services at 414-382-6119. If the situation is life threatening, call 911 (9-911 from a campus phone).

CYBER SAFETY

The Internet has opened up a world of information and opportunity for anyone with a computer and a connection. Your safety can be protected by establishing safety guidelines. We encourage you to practice the following:

- Do not give out personal information online.
- Do not use your full name or a well-known nickname.
- Be very cautious about meeting online acquaintances.

If you believe you are being cyber stalked, help yourself by notifying Technology Services at 414- 382-6326. Change email accounts, keep detailed records and documentation about ongoing abuse, use gender-neutral nicknames and exercise caution filling out online profiles that ask for personal information. Campus Safety is also available to assist in ensuring your safety.

VIOLENCE

Report all acts of theft and violence immediately to your CA and the Assistant Director. Call Campus Safety at 414-382-6911 or if an emergency, call 911 (9-911 from a campus phone). Pay close attention to the perpetrator's appearance and provide that information to responding authorities. Do not physically engage a perpetrator of violent behavior unless in defense of personal safety. In the event of a holdup, cooperate in every way, giving money, wallet or other items as ordered.

RESOURCE PERSONS

The Safety and Security Committee is responsible for reviewing incident reports, communicating security concerns to the College community and recommending changes to provide a safe campus environment. The following individuals are part of that committee:

- Dean of Students
- Director of Campus Safety
- Human Resources
- Facilities

Missing Student

In compliance with the Higher Education Opportunity Act's "Missing Student Notification Policy," it is the policy of the Office of Residence Life to actively investigate any report of a missing resident who is enrolled at the College and residing in on-campus housing. For purposes of this policy, a student may be considered to be a "missing person" if the person's absence is contrary to their usual pattern of behavior and possible unusual circumstances may have caused the absence. Such circumstances could include, but are not limited to, a report or suspicion that the missing person may be the victim of foul play, has expressed suicidal thoughts, is in a life-threatening situation, or has been with persons who may endanger the student's welfare. Each resident will be notified of the Missing Student Notification Policy and procedures via the Residence Life Handbook.

Each resident is required to share Emergency Contact Information in the Housing Application to identify the name and contact number of the individual(s), both primary and secondary, to be contacted in case of an emergency or in the event that the resident is reported missing. This information will be kept confidential for those considered to be campus authorities. The information will only be used in the event that the student is missing. This information will be disclosed to law enforcement personnel in the event of an investigation.

If a member of the College community has reason to believe that a student is missing, Alverno College Campus Safety should be notified. Upon receiving notification, Campus Safety, Residence Life and other applicable College personnel will make reasonable efforts to locate the student to determine their state of health and well-being. These efforts include, but are not limited to, checking the resident's room, class

schedule, friends, ID card access, locating the resident's vehicle, and calling their reported cell phone number. As part of the investigation, the College reserves the right to make contact with emergency contacts to help determine the whereabouts of the resident.

If, upon investigation by Campus Safety and Residence Life Staff, the resident has been determined to be missing for at least 24 hours, the Director of Residence Life or College representative will contact the resident's designated emergency contact.

SEVERE WEATHER-RELATED EMERGENCIES WINTER WEATHER CONDITIONS

If weather conditions are poor and classes are held, we ask you to exercise discretion regarding your safety. We advise you to back your car into parking spaces to make access easier, should the need arise, to jump your battery. If you need jumper cables, the desk workers can contact Maintenance or Grounds staff between 7 a.m. and 10 p.m. Otherwise, contact Campus Safety for assistance.

TORNADO WATCH

Weather conditions are right for a tornado to form, although funnel clouds have not yet been spotted.

TORNADO WARNING

A tornado has been sighted and is approaching. The Milwaukee sirens sound. Go to the Pipeline area or the basement in Austin Hall or Clare Hall by taking the center or south stairwells; do not use the elevator.

OTHER HAZARDS

If there is ice, slippery floors or snow, call the Austin Hall Front Desk at 414-382-6314 to radio housekeeping. For flooding, call the Austin Hall Front Desk 414-382-6314 to radio Plant Operations. Secure or isolate the area if possible.

Student Engagement and Leadership

Student Engagement & Leadership Department Information

The Alverno College Department of Student Engagement & Leadership provides opportunities that are an extension of the classroom, providing a "seamless" learning environment that allows students to develop their leadership, communication, and problem-solving skills. This office is responsible for working with:

- International Students (<https://catalog.alverno.edu/ros/glbmulti/>)
- Students interested in Study Abroad (<https://catalog.alverno.edu/ros/glbmulti/>)
- Campus Programming and Leadership Development
- Student Organizations
- The Food Pantry

People to Contact

The Department of Student Engagement & Leadership is typically open from 9:00am to 5:00pm. We're located on the first floor of Founder's Hall. Please come and visit us!

- Coordinator of Student Engagement & Leadership
 - Responsibilities: Overseeing student organizations, event coordination, maintaining the food pantry, supervising student employees.
 - Office: FO 110-A
 - Phone: 414-382-6460
 - Email: studentactivities@alverno.edu
- Global Engagement Coordinator
 - Responsibilities: Advising students interested in study abroad, supporting international and exchange students, event coordination, supervising student employees.
 - Office: FO 110-B
 - Phone: 414-382-6099
 - Email: studentactivities@alverno.edu
- Student Engagement Leaders
 - Responsibilities: Planning and working events, staffing the info desk, SEL office desk, and food pantry, engaging students in fun activities.
 - Office: FO 112
 - Email: studentactivities@alverno.edu
 - Find us on Instagram (search @alverno.sel)!

Student Organization Information

Recognized Student Organizations

Recognition of a student organization means the organization has completed recognition procedures and received approval from the Department of Student Engagement & Leadership. Recognition does not imply the College endorses the views of the organization's membership or the views expressed at meetings. The organization members are responsible for views held or expressed. Alverno College reserves the right to restrict use of the College's name if deemed necessary. Only student organizations that maintain good standing by following the policies and procedures will be authorized to use College facilities and services or be permitted to identify themselves directly or indirectly with the College. Organizations are required to follow the guidelines outlined in this section to maintain good standing. The Coordinator of Student Engagement & Leadership reviews the activities of student organizations and monitors compliance with College policies.

Privileges of Recognized Student Organizations

Recognized Student Organizations may:

- Use the College facilities for meetings and activities.*
- Sponsor events and activities on campus.**
- Recruit members on campus under the organization's name.
- Participate in the Student Organization Fair.
- Raise funds under the organization's name, subject to the approval of the Coordinator of Student Engagement & Leadership and within the fundraising guidelines.
- List the organization in the Student Group Directory.
- Promote events on campus bulletin boards and other designated posting areas.
- Use campus services such as Event & Space Coordination (E.S.C.), Media Hub, and Dining Services (Aladdin).
- Participate in leadership development programs.

- Use the student organization office (FO 110) and the resources contained within.
- Apply for student organization budget funds.

* Student organizations may use the majority of space on campus free of charge for meetings and events. However, fees may be assessed based on set-up or technical requirements.

**If a national organization (with a student chapter on campus) wants to host an event at Alverno, student leaders are responsible for completing the event planning procedures (i.e. Space Request form, catering requests, etc.) and making sure current Alverno students are in attendance in order to avoid room rental fees. Some fees may still apply.

Starting and Maintaining a Student Organization

The Department of Student Engagement & Leadership serves as the coordinating unit for recognized student organizations. Recognized organizations are guided by two important principles: community and self-governance. Success of a student organization depends upon shared decisions and responsibility by the organization's members. Since organizations enjoy considerable self-governing authority, they also incur a large measure of collective responsibility. To help assure community and self-governance, all student organizations are responsible for:

- considering students for membership without regard to ethnic origin, religion, disability, sexual orientation, or any other characteristic declared unlawful by federal or state law.
- meeting the Community Responsibilities for behavior outlined in the Student Handbook and acknowledges responsibility for the conduct and activities of members and guests.
- complying with College policies and national organization regulations (if applicable). Non-compliance results in the organizations' standing being put in jeopardy.
- actions which damage the College's good name and reputation, or which violate College policy or the requirements of law. The College recognizes that nationally affiliated organizations are internally self-governing, legal entities, responsible and liable for their organization's members and guests.

Starting a New Student Organization

Student organizations may apply through the Department of Student Engagement & Leadership. The Coordinator or Director of Student Engagement & Leadership will approve all new organizations, and may, if needed, call together a small committee to review applications.

Student Engagement & Leadership reviews the new organization using the following criteria. The Student Organization:

- promotes personal development and accommodates the diverse needs of students.
- extends opportunities to practice the eight abilities and to practice what they are learning in the classroom.
- promotes the pursuit of knowledge, collaboration, and teamwork within the organization and with other organizations on campus.
- prepares students for their profession and/or responsibilities of citizenship.
- does not duplicate another organization's purpose or efforts unless meeting the needs of a weekend audience versus a weekday audience.

- is open to any student without regard to ethnic origin, religion, disability, sexual orientation, or any other characteristic which is declared unlawful by federal or state law.
- has a constitution or statement of purpose.
- has a faculty/staff advisor.
- has at least 3 members.

Student organizations typically fall into seven categories: Academic/Professional, Multicultural, Special Interest, Spiritual/Religious*, Student Publications, Department Sponsored, and Greek Life**

* Written approval is required from the Department of Campus Ministry. Please note that religious/spiritual groups are not allowed to proselytize on campus.

** Alverno does not allow sororities to "colonize" on campus. Alverno does have relationships with sororities affiliated with city wide or national chapters that pull members from a variety of colleges and universities. Contact the Coordinator of Student Engagement & Leadership at 414-382-6460 with questions.

Step 1: Fill out a Request to Organize Form

To form a new organization on campus, students will need to complete the application for a new student organization; this application is available on-line at <https://alverno.wufoo.com/forms/x1deih1a1vojiry/>

The application requires the following information:

- name of organization
- statement of purpose
- constitution (see template in the Appendix A)
- name of advisor and acceptance email from advisor
- names of active members (at least 5)

NOTE: If the student group is a part of a national organization, you need to include any membership requirements, a constitution, and mission/vision statement from the national organization.

Step Two: Get approval from the Coordinator of Student Engagement & Leadership

Once the application is completed and submitted, the Coordinator of Student Engagement & Leadership will review the application and follow up with questions if clarity is needed.

Step Three: Find out about Policies & Resources

Once the student organization has officially been approved by the Office of Student Engagement & Leadership, student leaders and group advisors are required to meet with the Coordinator of Student Engagement & Leadership to review expectations, policies, and resources.

Student Organization Constitution Template

This sample is provided for use as a guideline only. If you like this format, you may use this document as a template. Simply delete this introductory paragraph, put your group's name at the top, and fill in the sections with information relevant to your organization.

Your group's actual constitution may be expanded or abbreviated but must include the following asterisked () sections below in order to be considered an officially recognized student group at Alverno College.*

*** -Components marked with an asterisk are required for Alverno student groups**

Article I – Name

* Section 1 – The name of this club or organization shall be [insert the formal name by which the student group shall be officially known.]

Article II – Purpose/Mission Statement

* Section 1 – The purpose of this organization shall be to [insert the organization's defined purpose (to promote, to organize, to educate, etc.) and if available, its mission statement.]

* Section 2 – [Name of Organization] shall abide by all Alverno College policies and procedures as outlined in the Student Handbook and Student Group Handbook.

Article III – Affiliations

* Section 1 – [Identify any local, regional, national, or international groups with which the student organization is affiliated. This section may be removed if the organization is not affiliated with an entity other than Alverno College.]

Article IV – Membership

* Section 1 – Alverno College students must comprise 100% of the student group's membership

* Section 2 – [Insert eligibility requirements, such as successful academic progress or good standing with the College Judicial board which may be required for eligibility that do not illegally discriminate.]

* Section 3 – Membership in this organization is open to all meeting the above criteria, irrespective of race, creed, color, gender, class, age, nation of origin, nationality, disability, marital status, religion, veteran status, or sexual orientation.

Article V – Officers/Executive Board

* Section 1 – The officers of this organization shall be: [Insert the number of officers, their titles, and their duties. An organization must identify at least one presiding officer and one financial officer.]

* Section 2 – [Insert qualifications for each office, if any. For example, "Members must have been a member of the group for at least one calendar year to be eligible to run for election as president."]

* Section 3 – [Insert the term length of each position. Being specific may be helpful, like "...one year from May 1 through April 30." Be careful to include provisions for holding elections before an officer's term expires.]

* Section 4 – [Insert provisions for removing an officer, in the event it is necessary.]

* Section 5 – [Insert whether reports from officers to the membership will be required. If the organization decides they are required, how often will they be made? How will they be made available?]

Article VI – Elections

Section 1- Election of officers shall be held [Insert the month of elections and specify which member of the organization will oversee them. Who will announce elections? The candidates? The results? A provision

should be made that specifies how far in advance election meetings will be announced.]

Section 2 – [Insert procedures for filling vacancies in positions.]

Section 3 – [Insert procedures for voting in elections. Some organizations make provisions for a secret ballot, for example, whereas some feel a vote by a show of hands is best. What percentage of those voting shall constitute a candidate's election? Consider procedures for election proceedings in which no candidate has won.]

Article VII – Meetings

* Section 1- Regular meetings of this organization shall be held [Specify the frequency of meetings. Determine who has the authority to call a meeting and who has the responsibility of notifying members of the meetings and how it should be done. For example, "The Secretary shall notify members of the business meeting, via email, no later than five business days in advance of the meeting."]

* Section 2- Quorum shall consist of [insert the number or percentage of] voting members. [A quorum is defined as the number or percentage of the total membership that must be present at a meeting in order to conduct the business of the organization.]

Section 3 – The [specify edition] edition of Robert's Rules of Order [or Sturgis Standard Code of Parliamentary Procedure] shall govern meetings of this group within the requirements of this constitution and bylaws adopted by the membership of this organization. [Student groups are not required to follow these procedures standards, but if the group decides to do so, it should be articulated in the constitution.]

Article VIII – Advisors

* Section 1 – There shall be at least one full time Alverno College faculty or staff advisor who shall serve as an advisor to the organization.

Section 2 – [Insert a description of how the advisor will be selected.]

Section 3 – [Insert a description of the duties or responsibilities of the advisor. The description must be congruent with the guidelines established in the Office of Student Engagement & Leadership's Student Group Handbook. In situations in which the role of the advisor prescribed in an organization's constitution is different, policies established by the Office of Student Engagement & Leadership supersede them.]

Article IX – Committees

Section 1 – [Insert a description of standing committees, their function, financing, powers, etc.]

Section 2 – [Describe the selection of committee members. For example, "Members of the marketing committee shall be appointed by the President, with a majority vote of approval of the general membership."]

Article X – Finances (if applicable)

Section 1 – Members shall pay dues in the amount of [Insert a dollar amount, the schedule for which they are assessed, and the individual for collecting and processing dues.]

Section 2 – [Insert a description of accounting procedures, how funds are allocated, how accounts are maintained, etc.]

Article XI – Constitutional Amendments

* Section 1 – This constitution may be amended by a vote of [Insert the number or proportion of the membership required to amend the constitution. What is the process by which revisions may be proposed? How far in advance must proposals be distributed to the membership? Are the changes effective immediately upon their passage? May this take place at any meeting, or may changes only be proposed and passed at an official business meeting? Every time the organization's constitution is amended, a revised copy must be emailed to the Office of Student Engagement & Leadership at studentactivities@alverno.edu.]

Article XII – Bylaws

Section 1 – [Some organizations may find it necessary to implement policies other than the primary guiding rules described in a constitution. As the constitution, in many ways, is the backbone of the organization, it may not be appropriate to include secondary policies in this document.]

Responsibilities

Responsibilities of Student Organizations

Student Organizations are guided by two principles: community and self-governance. Success of a student organization depends upon shared decisions and responsibility by all members of the organization. All organizations are responsible for:

- observing all laws and regulations of the College.
- observing all laws and regulations governing the activities of the group.
- confirming the organization each semester to remain in good standing with the College.
- sending representatives to monthly Student Group Council meetings.
- communicating with and meeting with the local/national office of the organization, if pertinent. On-campus visits should include a conference with the Coordinator of Student Engagement & Leadership and the advisor(s) of the chapter.
- providing financial resources for students who may not have the resources for membership or make payment arrangements if possible.
- providing the environment and support to promote academic achievement.
- encouraging members to take part in educational opportunities that will enhance their effectiveness as a leader.
- including volunteer service and/or philanthropy opportunities among its annual projects.
- using the services and resources the College offers before going to outside sources.
- completing the budget request form at the end of each academic year

If there is conflict about leadership within an organization, the conflict first needs to be addressed by the executive board or active members.

If a group is unable to find a working solution that is amendable to all parties, they need to approach their advisor for assistance with problem solving. The Coordinator of Student Engagement & Leadership is also able to offer assistance, but only if the problem has already been addressed with group members and the advisor.

Organizations are encouraged to develop election procedures for nominating new leadership each year. Elections offer the opportunity to develop new leaders, as well as to keep the mission fresh and alive among the majority of members.

Responsibilities of the Student Engagement & Leadership Department

The Department of Student Engagement & Leadership is responsible for:

- assisting student organizations in their development and growth.
- assisting student leaders in reviewing, modifying and updating organization policies.
- maintaining files on national and local chapters of organizations.
- maintaining records of organization functions.
- maintaining records on membership, officers and advisors of organizations.
- providing resources and workshops for leadership training.
- providing assistance in developing educational, social, and professional programs.
- assisting in finding faculty/staff advisors.
- providing assistance in securing help from departments on campus.

Responsibilities of the Advisor

Every student organization must have an Alverno College faculty or staff advisor. Organizations rarely become successful without the active involvement of an advisor.

The Advisor is responsible for:

- submitting a letter/email accepting and outlining the advisor's role within the organization.
- learning about the goals and objectives of the organization (or assisting in the development of goals).
- attending regularly scheduled meetings.
- discussing the organization's goals and financial status and assisting with the development of programs within a budget.
- knowing the organization's constitution and by-laws.
- being knowledgeable about College policies.
- recognizing the general financial condition of the organization and encouraging the maintenance of sound financial records.
- monitoring the organization's functions and encouraging all members to participate and assume responsibility for the organization's activities. An advisor has the right to restrict any activity or event that violates College policy.
- intervening in conflicts between members and/or officers.
- providing continuity and stability as leadership changes.
- contacting the Coordinator of Student Engagement & Leadership to discuss organizational plans or concerns.

If an organization would like to switch advisors, a current group member must have a conversation with the advisor about concerns and/or the desire to switch before a new advisor is designated. If an advisor wishes to resign, a letter or email must be sent to the Coordinator of Student Engagement & Leadership.

Membership Recruitment and Orientation Practices

Student organizations are encouraged to participate in the Student Organization Fair every Fall and Spring semester to promote their group and recruit new members. The Department of Student Engagement & Leadership will invite organizations to participate several weeks prior to the start of the fair. Organizations are required to have a poster with information about the group's mission, vision, and sponsored events (contact Student Engagement & Leadership for size guidelines and printing procedures). Student Engagement & Leadership will provide each group with a sign-up sheet where interested students can list their name and

email. Student organizations are encouraged to follow up immediately with interested students about upcoming meetings or events.

Orienting new members of student organizations is an important means to retain membership. New member orientation plans should be accompanied by a general schedule of planned activities. The Department of Student Engagement & Leadership recommends a new member education period of no more than four weeks and requires that no initiation activities of any kind be held during Mid-Semester Assessments or the final three weeks of the semester.

Recruitment Practices and Periods must be

- communicated to the Department of Student Engagement & Leadership.
- open to all interested students.
- free of alcohol and of all conduct and activities which violate any law, ordinance, or college policy.
- in accordance with national and local chapter guidelines governing recruitment, education, and initiation activities.

Resources For Organizations

DIGITAL RESOURCES

Student Organization Leadership will have access to a Google Drive Folder (<https://drive.google.com/drive/folders/1XdHC6dkKODDWazbVNeK7Awfq7qlvvqIN/?usp=sharing>) with Digital Resources including an Events Calendar (Fall 2024 (<https://docs.google.com/document/d/16RH5K7s0VJjr7mWjUMkdTzLyRVLqR6ZVKbzddGaheos/edit?usp=sharing>) and Spring 2025) (<https://docs.google.com/document/d/1O3uZ6A0aITdtkSWL9rCMxCbhlMbsbySUPtLOSZM2SYQ/edit?usp=sharing>), Student Organization Rosters, Important Information sheets, and other resources to help the Student Organizations be successful. If you need access to this Google Drive folder, please email studentactivities@alverno.edu (<https://catalog.alverno.edu/STUDEV/studentactivities@alverno.edu>).

STUDENT ORGANIZATION OFFICE

FO 110 is the designated office for student organizations. This space has two computers for student group work, commonly used forms, storage space, and general office and art supplies. There is also a meeting room available on a first come, first serve basis. Groups wishing to reserve a date and time in the meeting room should communicate with the Coordinator of Student Engagement & Leadership.

LA VERNA COMMONS LOBBY AND STAGE

Student Organizations and campus departments may reserve space in the La Verna Commons Lobby (FO 156) for tabling, publicizing events, and fundraisers. Reservations may be made by submitting a request via Virtual EMS.

If an organization would like to use the La Verna Commons seating area (FO 161 for the whole space, FO 161A for the front stage half and FO 161B for the back window half) and stage for an event, reservations are made by submitting a request via Virtual EMS. Approval of events in the Commons will depend on dining hours and other logistics.

STUDENT GROUP MEETING ROOMS

There are two meeting rooms off of the La Verna Commons designated for student use – FO 164 and FO 166. These two rooms are reserved through Virtual EMS. If these rooms are not available student groups can reserve other meeting rooms or classrooms on campus.

DINING SERVICES

Aladdin is the company that provides dining services for Alverno. Student organizations are required to use Aladdin catering services if they are planning an event on campus with food. See “Hosting Events with Food” section for more details.

LEADERSHIP DEVELOPMENT RESOURCES

The Department of Student Engagement & Leadership is committed to assisting recognized student organizations to develop strong leadership and effective practices. Members of the Department of Student Engagement & Leadership are available to serve as consultants for any leadership topic. Each semester the department hosts Student Org Leadership Retreats to train our leaders in policies and ensure successful student organization leadership.

THE INFERNO CAFÉ

The Inferno Café offers a relaxing and informal meeting space. The Inferno Café can be reserved for performances and events, and seating is on a first come, first serve basis.

The Inferno Café serves Colectivo Coffee, espresso, lattes, cappuccinos, blended coffee drinks, fruit smoothies, delicious bakery, and a variety of grab-and-go items. The Inferno Café is located on the first floor of Founders Hall and is in the center of “Bella Way” – the first floor Main Street.

AUSTIN HALL LOUNGES

Austin Hall is one of Alverno’s residence halls. The lounges are primarily for resident use; however, some of the common areas such as the first floor Formal Lounge or basement level Rec Room may be available for use by student organizations. To inquire about reserving space in Austin Hall, contact Residence Life at residencelife@alverno.edu

OFFICE PRINTING

Student organizations may apply for a special log-in account in order to print small amounts in the Student Organization’s Office (FO 110). Student orgs should identify 1-3 leaders to fill out the form (available in hard copy in FO 110) and do printing on behalf of the group (i.e. agendas, posters, etc.).

Technology Usage

Student Group social media (i.e. Facebook, Instagram etc.) may not violate copyright, libel, obscenity or other local, state or federal laws. Student Organizations should be aware that any personal information published on the internet is available to the public. Be judicious in the use of full names, phone numbers, photographs, and other personal information.

- Maintain a high standard of conduct in your communication. Accessing, or assisting others in downloading, uploading, transferring, posting, displaying, or printing of sexually explicit or pornographic images of any kind, or materials considered obscene, vulgar, harmful, hateful, harassing, threatening, defamatory, demeaning, or otherwise objectionable is a violation of College policy. Sending material that is abusive, offensive, or unwanted may disrupt the work of others and is a violation of the policy.
- The Alverno College name may only be used in an official context for College business. To avoid misrepresentation of Alverno College, do not use the Alverno College name or any symbol, graphic, text, or logo associated with Alverno College in a manner implying endorsement of any political, social, or commercial activity or in a context that implies official endorsement by the College without prior written approval of Dean of Students Office or other appropriate College authority.

- Student web sites may not be used for the distribution or file sharing of copyrighted materials created by others. This includes music, video, software and multimedia files.
- Students may not use personal social media for commercial or financial gain. Any content promoting commercial sales or promotional advertising is prohibited.
- Student social media should not create a high volume of network traffic that interferes with the normal activities of the Alverno College network infrastructure
- Student social media must conform to policies in the Alverno Technology Use Policies and Alverno Student Handbook.
- Every effort should be made to ensure pages are free of typographical and grammatical errors.

Student Organization Budgets and Finance

Effectively handling money in your organization can be a tough job. The United States Government has issued several mandates that every organization must adhere to. Please follow these guidelines and regulations to keep in accordance with College requirements. Contact the Department of Student Engagement & Leadership with any questions.

Student Organizations can decide to be only an interest group with no financial transactions at all. However, if your group decides to fundraise, make purchases, collect fees etc., you will need the following financial information.

ANNUAL BUDGETS

Student Organizations can apply for an annual budget through the Student Org Funding Committee, an independent sub-committee of Alverno Student Government.

The maximum amount a group can request for their annual budget is determined by how long they've been active on campus and/or need. This funding has three tiers.

- Less than 1 year active on campus
 - Not eligible for an organization budget, but the group can apply for the Student Org Programming Fund to get funding for specific programs.
 - This applies to groups that were not formed before November 1 of the current academic year.
- 1-2 years active on campus
 - Eligible for a maximum allocation of \$200.00
- 3-4 years active on campus
 - Eligible for a maximum allocation of \$300.00
- 5+ years active on campus
 - Eligible for a maximum allocation of \$400.00

If an organization receives a budget, there is criteria attached to the funding. The primary purpose of this funding is to help student organizations grow by sponsoring campus programs and sharing their interests with the broader campus community. You can use this funding for:

- Fees for performers, speakers, presenters (contracts required and must have staff approval)
- Event decorations / supplies
- Internal catering requests
- Promotional giveaways
- Prizes or thank-you gifts

- Transportation to and from group sponsored events
- Conference / hotel fees (must not exceed ½ of total budget)

You cannot use org money on the following things:

- Materials that will be donated (i.e. toys for a Toys for Tots drive)
- Items for a bake/food sale
- Food and fuel while at a conference
- Your entire budget on materials only for the use of the group (Note: some funds can go toward member t-shirts as long as your group is also sponsoring campus wide programming)

These funds are housed in college accounts under the Department of Student Engagement & Leadership. Each group's budget will be tracked by the Student Engagement & Leadership Staff as well as the group's designated treasurer (if no treasurer is designated, this responsibility should fall on the president or primary leader of the organization).

Annual Budget Request Process

Every Spring semester the Alverno Student Government budget sub-committee will sponsor the process for requesting funds for the upcoming school year. Groups will be asked to

- Assemble information about your organization's leaders and activities from the current school year.
- Fill out a 'Student Org Budget Request' form and provide all the requested information.
- Sign up for a 15-minute time slot to present to the Student Org Funding Committee
 - 5-minutes: Describe your organization, the things you have done this year, and your aspirations moving forward.
 - 5-minutes: The committee explains the requirements for student org funding and expectations for the upcoming year of programming.
 - 5-minutes: For your questions and any additional committee questions.
- Prepare a 5-minute presentation on what your org has been doing and your goals for the future.
- Receive a decision on your funding request before the end of the school year.

Rules for maintaining funding eligibility:

1. Groups must present two active programs each semester and submit program evaluations for all College funded programs. One program must be sponsored within the first six weeks of school.
2. Groups cannot spend more than half of their allotted budget on conference attendance.
 - a. Groups using College money for a conference must bring back a program.
3. Funds will NOT roll over, and must be spent by May 10th. Plan wisely. We will not spend money just to spend it at the end of the year.
4. Each group's treasurer and/or president must be trained on budget and spending procedures. Student Engagement & Leadership will notify group leaders when training sessions are being offered.

HOW TO USE BUDGET MONEY

Check Requisitions & Purchase Orders

- Check reqs. used to pay performers/presenters
- Purchase Orders (P.O.'s) used to pay pre-approved vendors
- Will need to have a contract, order form, or invoice listing services or products

- Procedures –
 - Contact Student Engagement with request/questions as soon as possible or **at least 2 weeks prior to event date.**

Staff Credit Card

- For on-line or specialty purchases
- To pay for conference/lodging fees
- Procedures –
 - Contact Student Engagement 2-3 weeks prior to when you need the product in hand (earlier if shipping/production is a factor) or to schedule an appointment to register for a conference (earlier if you can receive early-bird registration rates)

Internal Charges

- For catering, printing, and A-Store purchases and services
- Procedures –
 - Catering: Use EMS to attach catering items and equipment to your space reservation. Charges will go to Student Engagement and will be subtracted from your budget total.
 - Print Services: Cc: Student Engagement and Leadership Coordinator on any email communication with Print Services whether asking for a quote or placing an order. Charges will be subtracted from your budget total.
 - A-Store: Approved purchaser coordinates internal charge with Student Engagement

Activity and Conference Fund

- This fund is for larger programs that student organizations would like to sponsor.
- Brand new organizations who are ineligible for an annual budget are eligible to receive funding for programs through the Activity and Conference Fund.
- Programs funded through this fund must be available to and of interest to the broader campus community (i.e. not just a single group's membership).
- Groups can receive up to \$200 annually from this fund to help send their members to conferences related to their organization's mission.
 - If groups utilize this fund and their allotted budget to sponsor conference attendance then they must bring back two programs.

FINANCIAL BEST PRACTICES

- Financial records should be retained for a **minimum of five years.** This can be accomplished by keeping a treasurer binder and/or sealing all records in an envelope or box at the time of transfer to the new treasurer/bookkeeper. The data to destroy the information should be clearly identified on the container to ensure future officers know the proper date.
- All expenses for your organization should be tracked using a declining balance sheet provided by Student Engagement & Leadership is the group has received a Student Org Budget.
- Develop a budget. Sound financial planning is important for an organization's strength, stability, and permanence. Budgeting is an important planning tool and an integral part of program planning. A budget is a projection of income and expenses but can be revised as plans change. Prepare a budget for your organization with expected income and expenses for the year. Income possibilities are membership dues and fundraising events that may include ticket sales or donations. Expenses could include printing and duplicating, equipment, postage, travel, national or regional membership dues, and Dining Services costs. Examples of expenses for special events

include speaker/entertainment fees, officials, space rental, mileage, lodging, publicity, receptions, and sales tax.

Fundraising for Student Organizations

FUNDRAISING POLICY

Student Organizations are encouraged to sponsor fundraising activities.

Only recognized student organizations may sponsor a fundraising activity. Fundraisers are defined as any sales, including raffles, lotteries, bake sales, food sales, jewelry, and clothing sales. A fundraising calendar is kept in the Student Engagement & Leadership office in FO 110. Check the calendar to find available dates.

All fundraising activities must be approved by the Coordinator of Student Engagement & Leadership through the submission of an Event/Fundraiser Approval Form. Fundraising activities must be consistent with the mission of Alverno College and comply with all local, state, and federal laws. Promoting credit card applications and/or sale of alcohol will not be permitted.

Organizations sponsoring food or bake sales must follow the guidelines listed in the Policy Section. Bake/Food sales may be held in the La Verna Commons Lobby and the Christopher Hall Lobby. Organizations should plan well in advance to ensure the date and location for the fundraiser is available.

Fundraising for Charities

Student organizations must make sure the charity is legitimate and complies with the Internal Revenue Service 501(c)(3) before fundraising activities begin. Student organizations raising funds for a non-profit charity must obtain written consent from the charity prior to holding the fundraiser. Often organizations hold food drives or clothing drives and then decided where the items would go afterwards. Though well intentioned, these items may not be what the charity needs at the time.

Consult with the charity ahead of time to determine their fundraising needs. If raising money for another organization, please note that all checks should be made out to the name of your organization and checks/cash deposited into an external bank account before your organization writes a check (again from your external account) to the receiving charity.

Solicitations

Student Organizations generally raise funds for raffles through the solicitation of businesses. Only those businesses listed in the Permissible Prospects List may be contacted for goods or funds, except for those businesses with noted exceptions, for support of their organization's activity. Organizations should remember to write appropriate thank-you letters as follow up when money or goods are given. Questions regarding the list can be directed to the Coordinator of Student Activities & Leadership. Outside vendors, such as banks or cell phone companies, are not allowed to solicit on campus unless sponsored through the Development Office.

ON-CAMPUS EVENTS/FUNDRAISERS

In order to sponsor an event on-campus, space must be reserved on-line through Virtual EMS (the College's event management/room reservation system). <https://scheduling.emp.alverno.edu/VirtualEMS/>

Student leaders should talk with their org advisor and group members prior to planning an on-campus event. In addition, space should be reserved prior to advertising the event.

Student Groups/Classes are limited to hosting a total of 3 fundraisers (of any kind) per semester. Groups are not allowed to hold a fundraiser for more than two days in any given week.

OFF-CAMPUS EVENTS/FUNDRAISERS

Groups who are participating in or sponsoring off-campus activities (including fundraisers) need to submit an on-line Off-Campus Event Approval Form found at <https://alverno.wufoo.com/forms/offcampus-eventparticipation-form/>. This form should be submitted at least 1-2 weeks prior to the event.

An off-campus event is any event that takes place in a facility not owned by the College. Student organizations participating in off-campus events represent Alverno College and reflect the image of the institution, as well as the organization. Inappropriate behavior, even though occurring off campus, falls within the jurisdiction of the College and may result in disciplinary action. The following responsibilities pertain to participation by student organizations in events, activities, and programs away from the College campus.

1. A copy of the properly completed contract with the off-campus establishment must be filed with the Coordinator of Student Engagement & Leadership at least 72 hours before the event. For the protection of the organization, a written contractual agreement must be made with any off-campus establishment. The organization must obtain written approval from the organization's advisor.
2. All financial obligations are the responsibility of the student organization and must be met in accordance with the contract.
3. The student organization is responsible for abiding by current state statutes regarding alcohol.
4. The student organization and its officers are directly responsible for the behavior and general welfare of both the organization and its individuals. Advisors must be aware of the event in advance and should attend, if possible.
5. The student organization officers and the advisor(s) must ensure social events are properly planned and orchestrated. If the organization arranges for alcohol, it should take adequate steps to prevent underage students or guests from drinking. Any student organization sponsored event that takes place on campus that includes alcohol must be purchased and served by Dining Services personnel. Even if the organization does not arrange for alcohol to be served, the organization is still responsible for preventing underage drinking.
6. The organization must stop the consumption of alcohol by an intoxicated person. Because of their positions in the organization, the president and advisor may be legally liable if the aforementioned are not carried out.
7. If problems arise disciplinary action may occur.

FOOD AND BAKE SALE POLICY

This policy applies to all registered student organizations and athletic clubs interested in utilizing a food sale to generate funds for their organization or team.

REQUIREMENTS

For the protection of the student organization/team and for those purchasing food, the following precautions must be taken.

1. The majority of products must be made by students or other members of the group, and sold by student members. Commercially-packaged products that specifically say "not for individual sale" are prohibited.
2. Food which requires refrigeration must be first approved through the Department of Student Engagement & Leadership.
3. Beverages must first be approved through the Department of Student Engagement & Leadership.

4. Food must be cooked thoroughly before being brought to campus or served. Food that needs to be warmed must be contained in chafing dishes or crock pots.
5. All "loose" food sale items shall be individually wrapped, at the original point of preparation (i.e. cookies, cakes, brownies, etc.). Napkins or other appropriate materials must be provided to pick up food items that are not individually wrapped, such as rolls, or they should be individually bagged prior to sale.
6. All food handlers must wear gloves when working with food that is not individually wrapped.
7. Food sale items shall be transported in a covered, dust-proof container.
8. Individuals conducting the baking, wrapping or sale of food shall thoroughly wash their hands before handling the product.
9. Apply good sanitation practices in the storage, preparation, and display of food.
10. All products must be labeled with a list of the ingredients.
11. A sign or placard stating "Homemade/Not Inspected" must be posted at each sale location; as well as "Food may contain nuts, dairy and other allergens."

Bake/Food sales are limited to the La Verna Commons Lobby and the Christopher Hall Lobby.

In order to ensure the same opportunity is given to all interested groups, organization, or teams must follow these rules:

- Groups are limited to three (3) food/bake sales (any combination) per semester.
- Groups cannot hold a food/bake sale longer than two days in any given week. The days do not need to be consecutive, but cannot exceed two days per week.
- No more than one (1) student organization or team may hold a food sale per day, except under unusual circumstances.

FOOD AND CLOTHING DRIVES

The La Verna Commons Lobby in Founders Hall and the Christopher Hall 2nd Floor Ramp have been identified as collection sites for on-campus donation drives. All donation drives shall utilize the bins located in the FO and CH donation centers. Any exceptions must receive prior approval from Student Affairs and Public Areas Committee. Donation space is reserved through Virtual EMS and bins can be reserved for up to 4 weeks.

LA VERNA COMMONS LOBBY & CHRISTOPHER HALL

Both collection sites in Founders Hall and Christopher Hall each contain four permanent bins. Student groups, classes, and departments can reserve one of the four bins in each location for up to four weeks on a first-come, first-serve basis. Competing drives during the same time frame will not be approved (i.e. two coat collections in January).

However, there can be four different drives happening at the same time (i.e. a food drive, a coat drive, and a hygiene product drive). The sponsoring group is responsible for removing items from all donation bins at the end of each week (or more often if needed).

Hosting events

HOSTING EVENTS WITH ALCOHOL

The student organization officers and the advisor(s) must ensure social events are properly planned and orchestrated. Alcohol for events sponsored by student organizations on campus must be purchased and served by Alverno College Dining Services staff. The organization is still responsible for preventing underage drinking even if the organization

did not arrange for alcohol to be served. The organization must stop the consumption of alcohol by an intoxicated person. Because of their positions in the organization, the president and advisor may be legally liable if the aforementioned are not carried out.

HOSTING EVENTS WITH FOOD

Alverno College recognizes student organizations have limited budgets; therefore, it is strongly encouraged all organizations explore food and beverage options with Alverno's Dining Services Department *before* scheduling the event. Food for sponsored campus events must be purchased through Dining Services unless otherwise approved.

Student Organizations may provide their own food and beverages for meetings, fundraisers, or for off-campus events.

EVENTS IN AUSTIN HALL

If you have reserved space in Austin Hall (Rec Room, Formal Lounge), and you expect LESS than 50 people, guests attending the event must check in at the Reception Desk. If you expect MORE than 50 guests the sponsoring student organization must request a separate check-in table adjacent to the Reception Desk in the lobby for guest check-in. Guests must enter and exit through the main (west) entrance of Austin Hall only. Guests must sign-in upon arrival and check-out when they leave, but they do not need to leave a photo ID. Guests are not allowed on resident floors unless formally checked in at reception desk with a current Alverno College resident (and photo ID).

Failure to abide by procedures may result in disciplinary action.

LARGE EVENT POLICY

To ensure the safety of Alverno College students, staff, and faculty attending events on campus, the following guidelines are established for events where we expect more than 50 participants, which are open to the public; and/or where we serve alcohol. Organizers of the event are responsible to:

1. Submit a space reservation via Virtual EMS.
2. Secure one or several faculty/staff chaperones to attend the event (several people can rotate throughout the night). The name(s) of the faculty/staff must be submitted to the Coordinator of Student Engagement & Leadership BEFORE the event will be approved and advertised.
3. Make an appointment with Student Engagement & Leadership no later than 21 business days prior to the dance, party or event to review the invited audience, marketing plan, DJ or band information, admission costs, check-in procedures, etc. for the dance, party or event.
4. Parties may not go beyond 4 hours and must end by midnight.
5. Prevent guests under 18 years of age from attending unless the event is specifically advertised as a family event (consult with the Department of Student Engagement & Leadership)
6. Publicity may not include advertisements for alcohol. (See the Advertising Guidelines in the Student Handbook.)
7. Meet with Dining Services to discuss the event.
8. All alcoholic beverages, food and other beverages must be purchased through Alverno's Dining Service.
9. Sufficient food and soft drinks must be served.
10. Dining Services must provide a licensed bartender.
11. Alcoholic beverages may not be provided free of charge. Alcoholic beverages may be dispensed and consumed only in designated areas. The Bartender is responsible for checking IDs and will not

serve to minors, be alert and aware of signs of intoxication, will not serve to person(s) who are intoxicated and will notify the supervisor if, in their judgment, they should cease serving alcohol to a customer, and will charge for alcoholic beverages (no free drinks are allowed).

Campus Safety should be notified about any large campus event on campus. Unless otherwise arranged, an officer will not be stationed solely at the event location, but will try to do frequent rounds through the event. Security Officers will:

- watch that guests are not bringing in alcohol, and/or are not under obvious influence of drugs and/or alcohol.
- ask individuals who do not comply with policies, who demonstrate unacceptable behavior, who bring in alcohol/drugs, or who demonstrate being under the influence of drugs/alcohol to leave the Alverno College Campus.
- check suspicious persons for possession of weapons, alcohol, and/or drugs.
- monitor the exit and reentrance of guests of the event and rotate between outside, check-in and the dance area.
- terminate the event (after consulting with the advisor and sponsors of the group) and call the Milwaukee Police Department if it is known that someone possesses a weapon or if there is other suspicious or questionable behavior.

LARGE EVENT PLANNING CHECK LIST

- q Secure faculty or staff representative(s) to attend the entire event
- q Reserve space through Virtual EMS.
- q Discuss and create a plan with your group about who is the intended and expected audience, how and where are you advertising the event, how are you going to handle check-in procedures, what food and beverages do you need (carding procedures if there will be alcohol)
- q Meet with the Coordinator of Student Engagement & Leadership to discuss your plan (3 weeks prior to event)
- q Communicate your set-up needs to Event & Space Coordination (2 weeks prior to event)
- q Communicate your catering needs to Dining Services and submit order (2 weeks prior to event)
- q Communicate your security needs/concerns to Campus Safety (2 weeks prior to event)
- q Discuss safety concerns and procedures with group members and advisors working/attending the event (i.e. how and when to contact Campus Safety, where the nearest house phone is, what to do in case of a fire alarm, what to do if a fight breaks out, what to do in case of alcohol misuse, etc.)

Screening of Films

Student Organizations are to be aware the federal copyright law prohibits the use of videocassettes and DVD's to private showings without prior consent of the holder of the copyright. All films being shown for entertainment purposes require clearance for its performance.

Organizations requesting to show a film on campus must reserve space through EMS and contact Student Engagement & Leadership about obtaining the rights and permission to show the film. For more information on copyrights or information on how to obtain permission visit the Copyright website at www.copyright.gov ([http://](http://www.copyright.gov))

www.copyright.gov/) or <http://colleges.swankmp.com/understanding-copyright/>).

When showing a film for educational purposes, student groups are required to follow the format listed below.

1. The film viewing is only open to the members of the student organization.
2. The event cannot be advertised through a social media (i.e. Facebook, Instagram, Twitter, etc.) announcement or by distributing paper flyers. An email to group members is permitted.
3. To set context for the films, the presenter will share background information about the making of the film, and reflections of the filmmakers and actors on the issues explored in the film.
4. After setting context for the movie, the presenter will hand out a news article or share visual media as a prelude for discussion of a local, national, or international current event related to the issues that will be explored in the film.
5. Show the movie.
6. Following the movie the presenter will lead a discussion using prepared questions that encourage the use of Alverno's eight abilities to reflect on the film.

Failure to follow these guidelines may result in federal fines and/or sanctions from the College.

Table and Room Reservations

All table space and room reservations must be made through Virtual EMS. Student Organizations may reserve rooms in Founders Hall, Christopher Hall, the Sister Joel Read Center, Alexia Hall and Austin Hall for meetings and events. A student organization may be assessed a small fee through Event & Space Coordination depending on the site requested and set-up requirements.

Questions about Virtual EMS can be directed to Student Engagement & Leadership or Event & Space Coordination.

Visiting Speakers and Public Performances

Visiting speakers, public performances, and the screening of films must be approved by the Coordinator of Student Engagement & Leadership at least two weeks prior to the date of the event.

When hosting speakers on campus, student organizations must reserve space through EMS and notify Student Engagement & Leadership (please include a biography and/or resume of the speaker including a written description of the purpose of the performance). If a speaker/performer charges a fee, all contracts, negotiations, and payments need to go through Student Engagement & Leadership.

Adveritising and Posting Procedures

The La Verna Commons Lobby is the posting area for Founders Hall.

There are additional posting areas on the second floor of Athletics & Fitness, the second floor of Christopher Hall and in the Clare/Corona lobby. Student Engagement & Leadership is responsible for posting all event/dated materials and notifications in the designated posting areas e.g. academic fliers, campus resources and updates, travel classes/opportunities, volunteer opportunities, on/off campus events, rentals and sales. Postings can be dropped off in the Student Engagement & Leadership office (FO 110). All materials for campus posting must be approved and stamped by Student Engagement & Leadership and will be approved for up to 4 weeks prior to the advertised event. Postings and/or banners without an approval stamp or located in undesignated

areas will be removed and discarded. The approval stamp is neither an endorsement of the activity or of the quality of the publicity. The college is not responsible for damaged or destroyed postings. NOTE: Separate School and Division bulletin boards for major/division specific postings will be available in Christopher Hall, Alphonsa Hall, Corona Hall, Clare Hall, and the north end of Founders Hall. These areas will be maintained by the individual School/Division. [Student Engagement & Leadership size and content guidelines do not apply to division bulletin boards.]

16 postings per event will be accepted in Student Engagement & Leadership.

- One will be displayed in the designated area in the La Verna Commons Lobby
 - Accepting on and off campus events, job postings, volunteer opportunities
- One will be displayed in the Athletics & Fitness Floor Hallway
 - Accepting on and off campus events, job postings, volunteer opportunities
- One will be displayed in the Alexia/Christopher 2nd floor ramp
 - Accepting on-campus event postings only
- One will be displayed in the Clare/Corona Lobby
 - Accepting on-campus event postings only
- Twelve will be distributed in the residence halls (8 ½" x 11" only)

Posting materials must be error-free, legible and include the following:

- Name of department or sponsoring group.
- What, when, where, cost, how to register, and who to contact for more information.
- A blank 2"x2" space in the lower right hand corner for the Student Engagement approval stamp.
- Size: For the three lobby spaces either 8 ½" x 11" or 11"x17" will be accepted. The residence halls will only accept 8 ½" x 11". Postings larger than this may not be accepted.

CONTENT GUIDELINES

Student Engagement & Leadership reserves the right to refuse posting non-college related material that may be a conflict of interest or violate campus policies, criteria, or procedures. Interpretation of content resides with Student Engagement & Leadership. The following are not permitted for college or non-college related material:

- Content that is threatening, harassing or invading the privacy of others.
- Pornographic material, explicit implied vulgarity, or pictures or statements perceived as obscene, offensive or insensitive to any religious, ethnic, age or gender group.
- Materials promoting, displaying or implying the use of alcohol or illegal substances.

BANNER POLICY

- Banner space is available above the posting area in the La Verna Commons Lobby only. Space is limited and must be reserved in through Student Engagement & Leadership. Banners will be posted for up to 3 weeks.
- Posters and banners may not cover up other postings.
- All postings and displays will be removed and discarded within 24 hours after the event.

MAILBOX DISTRIBUTION

- The college mailboxes may not be used for selling or soliciting without sponsorship by an office, department or registered student group.
- Residence hall mailboxes are subject to federal statutes and policies governing the mail. Check with Residence Life, 414-382-6372, for specific regulations concerning mailings or postings for the residence halls.

POSTINGS ARE NOT ALLOWED IN THE FOLLOWING AREAS:

- Chapel Lobby, Sister Joel Read Center, Alphonsa Hall, Alexia Hall, and Christopher Hall (with the exception of academic division bulletin boards).
- Restrooms and elevators.
- Doorways and windows.
- Grounds, trees, shrubs, cars, snow.
- Resident rooms and/or doors.

DISPLAY SIGNS

Floor standing display signs (holding 22x28 posters) or banners created by Marketing (see picture below) may be used on the day of an event for check-in or directional purposes, but must be placed out of the flow of traffic. The following areas are approved areas for ONE standing display the day of the event.

- Alphonsa Lobby
- Alexia Lobbies (ground floor, 1st floor and 2nd floor)
- The Loft
- Clare/Corona Lobby
- Chapel Lobby
- Library Entrance

CHALKING

Chalking on campus grounds is prohibited, with the exception of recognized student organizations. Student Organizations are allowed to chalk by Alexia Hall, Austin Hall, Clare Hall, and Christopher Hall only. Requests to chalk on sidewalks around campus must receive approval from the Department of Student Engagement and Leadership.

Note: As the College adjusts to its new spaces and traffic patterns, the posting policy will continue to be adapted as needed. Feedback is always welcome – email studentactivities@alverno.edu.

ADVERTISING RESOURCES

- **Austin and Clare Hall Announcements** are made nightly in the residence hall. Submit an announcement at <https://alverno.wufoo.com/forms/residence-hall-announcement-form/>.
- **Banner Paper** – This paper is great for banners, art projects, table decorations, etc. Paper is accessible in the Student Engagement & Leadership Office (FO 110) during business hours.
- **Button Machine** - This button machine creates 1 ½ inch buttons. Complete the Button Form and return to Student Affairs. Please provide front design inserts and allow one week for assembly. Button template can be downloaded from alverno.edu, click on Student Affairs.
- **Digital TVs** – Submit an ad to run on digital TVs throughout campus at <http://alverno.wufoo.com/forms/alverno-college-digital-message-request-form/>.
- **Napkin Dispensers in Commons**

Advertising space is limited to one week and must be reserved through Student Engagement & Leadership, FO 110 or 414-382-6869. Reservations will be on a first-come, first-served basis. Inserts must be 4 ½" by 6 ½" in size and delivered to Student Engagement by 5pm Friday. Inserts are limited to a quantity of 80 and will be removed and discarded within 24 hours after the event.

• Sidewalk Chalking –

Student Organizations who want to chalk sidewalks and walkways must submit a written copy of the message to be chalked to the Coordinator of Student Engagement & Leadership for approval at least 1 week in advance of the proposed date of chalking. Chalking is allowed on all sidewalks except for sidewalks in front of the Sister Joel Read Center and the LA Building.

- **Table in the La Verna Commons Lobby** – Table space may be reserved through Event and Space Coordination by using an Event and Space Coordination Form (forms available outside Student Services). Student organizations reserving a table must have this form signed and approved by the Coordinator of Student Engagement & Leadership.

***Note:** Alverno College is not responsible for stolen or broken items used in displays. If an incident occurs the Campus Safety office should be contacted immediately.

Raffles

The selling of raffles involves separate procedures than the selling of goods for fund raising. Raffle procedures are outlined by the State of Wisconsin Department of Regulation and Licensing and are not subject to change or interpretation by Alverno College. Alverno College holds a raffle license that may be used by campus organizations. Alverno College is required to report ALL raffle activities to the State of Wisconsin's Department of Administration and Division of Gaming in order to maintain a valid license. In order to accurately record and report raffles sponsored by student organizations or college departments, the following procedures must be followed:

Getting a raffle approved:

Student Organizations and Campus Departments must contact Student Engagement & Leadership least **2 weeks prior** to the start of the raffle. A copy of a raffle ticket must be submitted for approval as well (a ticket template will be emailed upon request). Raffles will NOT be approved until the ticket design is approved.

Please note that the ability to hold a raffle is not guaranteed and that advance notice is necessary for approval. No two student organizations or campus departments will be allowed to hold raffles at the same time. For raffle information email studentactivities@alverno.edu.

HOLDING A RAFFLE:

Sponsoring organizations are required by state statute to sell raffle tickets face-to-face in order to provide the buyer with their portion of said ticket at the time of purchase and the purchaser must be present to enter their name and address on the drawing stub portion of the ticket. **Phone, Internet, mail, and any other form of non face-to-face sales are strictly prohibited by both federal and state law (Game 44.03).**

Please make sure you do the following:

1. Submit your raffle ticket to the Department of Student Engagement & Leadership for approval.

2. A copy of the raffle license must be displayed prominently during times of active selling of raffle tickets.
3. Publicity must clearly state how the funds from the raffle will be used, the procedure for awarding prizes, and when the prizes will be awarded.
4. Provide a list of prizes when actively selling tickets.
5. All raffle drawings must be held in public.
6. If a raffle drawing is cancelled, the sponsoring organization shall refund receipts to the ticket purchasers.

CONCLUDING A RAFFLE:

Please submit the following items to the Department of Student Engagement & Leadership **24 hours** after the raffle drawing:

1. Completed Raffle Report
2. Borrowed copy of the raffle license
3. A BLANK printed raffle ticket
4. ALL raffle ticket stubs used in the drawing
5. Winning raffle ticket stubs (separate these from the non-winning raffle ticket stubs). Please rubber band in bundles.

Failure to abide by the following procedures and to submit the required paperwork will result in loss of raffle privileges.

PLEASE NOTE: Raffles are different from prize drawings. If you are selling tickets in exchange for the chance to win prizes, this is considered a raffle and the procedures listed above must be followed. If people are entering their names to win prizes and there is no exchange of money, this is considered a prize drawing.

Student Leadership Reception & Excellence in Leadership Awards

Student group members are invited to a leadership celebration each spring. The Student Leadership Reception is open to all active group members and is designed to highlight and recognize student group accomplishments from throughout the year. The reception is free to attend, and non-Alverno guests are welcome to attend if they RSVP with the Department of Student Engagement & Leadership.

At the reception the Excellence in Leadership Awards are presented. The awards include:

- Outstanding Student Organization
- Outstanding Program
- Outstanding Faculty/Staff Advisor
- Outstanding Student Employee
- Dean of Students Senior Leadership Award
- and more

Groups are ineligible to win the same award in back-to-back years.

Contact the Department of Student Engagement & Leadership with questions or about the nomination process.

Activity Waiver Form

For events that individuals are driving separately, but are still sponsored by the student group, an event waiver form needs to be submitted. This gives Student Engagement & Leadership a list of participants, as well as

insures that participants understand that there may be risks involved, and that individuals are taking responsibility for those risks.

Non-Academic Policies

Alverno College expects that all members of this community act in ways that contribute to a supportive living and learning environment. Creating a positive learning and working environment takes effort from all members of the community. This section includes non-academic policies that pertain to all Alverno College students.

Questions about these policies or processes should be directed to the Dean of Students Office, Founders Hall 119, or deanofstudents@alverno.edu, 414-382-6118.

For academic policies, see the Academic Policies (<https://catalog.alverno.edu/acadpol/>) section of this website.

JOINING AND CONTRIBUTING TO A COMMUNITY OF LEARNERS

A community is a group of people who hold something fundamental in common. Alverno College is committed to providing a community environment where students, faculty and staff have the opportunity to develop personally and professionally. We believe that the college community functions at its full potential when everyone in the community is respected for who they are and what they do. Creating a caring and respectful community that functions well depends on the individual and collaborative efforts of each person. The ability of an organization to experience each individual member as a valuable resource can translate into beneficial growth not only for the individual but for the organization as a whole.

As members of the Alverno community, we expect that each person will

- appreciate the connections between ourselves and others, recognizing that diversity contributes to richer life experiences for us all
- participate actively in collaborative learning experiences
- integrate learning not only in classes, but equally into life situations and work settings
- recognize and value the life experiences we all bring to our learning
- respect the dignity of all persons and demonstrate concern for others
- be compassionate and considerate in our interaction with others
- practice the skills of listening, understanding, and appreciating other points of view

Commitment to Diversity, Equity, and Compassion

"Where there is hatred, let me sow love; where there is injury, pardon; where there is doubt, faith; where there is despair, hope; where there is darkness, light; where there is sadness, joy." — from The Peace Prayer of St. Francis

Alverno College is an active learning community founded on Catholic, Franciscan values and shaped by research from across academic disciplines and professional fields in service of our mission: to educate students in a collaborative, inclusive, compassionate and supportive atmosphere.

These Catholic and Franciscan values call on us to cherish the full diversity of human identity, to acknowledge differences in identity as the work of God, and to act together across differences to oppose oppression. Our values challenge us to view the world through a lens

of compassion without judgment. Our values compel us to build compassion within ourselves where we fail to find that compassion with ease.

Alverno College strives to nurture, promote and protect the academic, personal and professional development of students, colleagues and guests by embracing individual identities. We pledge continual action toward building a safe environment for all members of our community by creating policies and curricula that fortify our ability to value, strive and succeed within and across diverse populations.

The College recognizes that each of us relies on aspects of our personal identities, histories and experiences for self-definition and strength, and that each of us has a right – an imperative – to explore, express and evaluate those identities and experiences in the context of higher education. Our right to this exploration must come without fear of stereotype and discrimination, and it must not be exercised to the exclusion or harm of others. When conflicts arise, we will work to find resolutions that affirm each member's humanity and value.

In pursuing our personal and professional goals at Alverno, we learn to negotiate and to inhabit the shared spaces that construct not only the college community, but also the workplace and the broader global community, whether we interact in person or online. We accomplish this objective through continual self-assessment (recognizing and critiquing the foundations of our values, beliefs and knowledge) and social interaction (learning to communicate across differences).

How do we live our commitment to diversity, inclusion and compassion?

While many organizations have established their vision for diversity practices, Alverno College has determined that our model for community success is rooted in ABIDE, which is Access, Belonging, Inclusion, Diversity, and Equity. Ensuring the implementation of these practices takes place in decision making and strategic programming will allow Alverno to continue to work towards a culture of beloved community.

ACCESS

Providing access means lowering barriers that prevent some people, whether due to ability, gender, religions, race, or any other identity, from fully sharing in spaces, services, or systems. Access includes making disability accommodations, creating bilingual signs and documents, and scheduling around important religious or cultural holidays.

BELONGING

Experiencing a sense of belonging is the emotional outcome of inclusion and means feeling supported, respected, and secure as a member of a community. When people feel that they belong to a community, they are able to act as their full, authentic selves and can meaningfully engage with and shape the community with their own unique voice.

INCLUSION

Creating an environment of inclusion means intentionally giving all members of the community regardless of status, background, or identity, the ability to participate in decision-making and community-building processes. When people are included, they feel a sense of belonging and are given the space and security to empower themselves.

DIVERSITY

Valuing diversity means both acknowledging differences in identity between people as well as actively listening to and incorporating the

perspectives of people who experience or embody a wide range of these differences into groups. Diversity is relational, meaning that people can only be diverse in relation to each other and individuals alone cannot be described as diverse.

EQUITY

Practicing equity means offering all members of a community the unique types of support they need to achieve success by intentionally accounting for their complex histories, identities, and perspectives. Equity is contrasted with equality, which flattens the individuality of human experience to give all people the same type of support regardless of their needs.

Emergency Response

COMMUNICATION IN AN EMERGENCY

In the event of an emergency affecting Alverno College, we will communicate in multiple ways so that you receive messages in a timely manner. Emergency notifications are limited to such things as severe weather alerts, emergency building concerns, intruders or pandemic outbreak. We currently use the following means of communication: Alverno email; announcements on Alverno's home page (alverno.edu) and campus digital signs; voice mail and text messaging to phone numbers registered on Rave Alert, an emergency communication service for colleges and universities; campus announcements and/or bullhorns; pop-up messages on Alverno computers. Severe weather updates impacting campus operations will also be shared through local media stations.

Emergency Voice and Text Messaging

Alverno automatically enrolls all students, faculty and staff to receive emergency notification by voice and/or SMS text messaging. Those who are registered will receive a voice message and/or a text message within minutes of it being sent. The system is tested once a semester.

Frequently Asked Questions about Rave Alert

1. I just got my Alverno email address –OR– I just got my Alverno ID number. How soon will I be registered in Rave Alert? Students will be automatically registered in Rave Alert at the start of each semester. Employees will be registered for Rave Alert shortly after starting employment.
2. How can I see which phone numbers will be called and/or will receive text messages? Login to Rave Alert at <https://www.getrave.com/login/alverno> (<https://www.getrave.com/login/alverno/>) with your Alverno network user name and password; You will see the phone numbers for Mobile Phones and Voice Only Line Contacts on your My Account page.
3. How do I change or correct my phone numbers? Login to IOL at <https://iol.alverno.edu> (<https://iol.alverno.edu/>) with your Alverno network username and password; On the Students, Faculty or Employees menu, click Update Name and Address; Click Launch Form; In the Address Changes section of the form, enter your new or corrected home or cell phone number; Scroll down and click Submit Changes.
4. How can my parent sign up to receive emergency phone messages? Login to Rave at <https://www.getrave.com/login/alverno> (<https://www.getrave.com/login/alverno/>) with your Alverno network username and password; Click the Add link after Mobile Phones or Voice Only Line Contacts on your My Account page; Follow the prompts to add and confirm a parent's phone number.

5. I do not want to receive emergency text messages? How do I stop receiving texts? Login to Rave at <https://www.getrave.com/login/alverno> (<https://www.getrave.com/login/alverno/>) with your Alverno network username and password; Click the red minus (delete) icon for the Mobile Phones number you want to remove. OR – Once registered, you can opt out of SMS messages at any time by texting STOP to 67283 or 226787.
6. I do not want to receive emergency voice messages. How do I stop receiving calls? Login to Rave at <https://www.getrave.com/login/alverno> (<https://www.getrave.com/login/alverno/>) with your Alverno network username and password; Click the red minus sign for the Voice Only Line Contact number you want to remove.

Rave Guardian App

Alverno faculty, staff and students are able to use the Rave Guardian app to access campus safety resources. The app includes a central location for finding campus information, a phone directory of on and off-campus resources, a virtual safe walk, an instant message feature to connect students to Campus Safety Staff, and emergency call features that directly dial the Campus Safety Emergency Line and to 911. You can download this app from the Apple (<https://apps.apple.com/us/app/rave-guardian/id691246562/>) or GooglePlay (https://play.google.com/store/apps/details?id=com.ravemobilesafety.raveguardian&hl=en_US) stores

EMERGENCY COMMUNICATION FROM FAMILY

If there is an emergency and someone at home needs to reach you on campus, they may call the Information Desk at 414-382-6000. Campus Safety will use your class schedule to locate you. If you anticipate an urgent call for any reason, notify the Information Desk to facilitate reaching you.

EMERGENCY MEDICAL EVALUATION OR TREATMENT AND RETURN TO CAMPUS

Any student who has needed emergency medical evaluation or treatment, or has been transported from the campus by emergency medical personnel, must meet with Student Development and Success or a designated representative prior to returning to class. The discussion will include: the treatment staff responsible for your ongoing care, your plan for your safety - including resources for you for 24 hour care in case you need that in the future, a statement from your treatment provider confirming you are well enough to continue in your classes and live in the residence hall (if applicable).

Campus Policies (Non-Academic)

ACCESSIBLE TECHNOLOGY POLICY (<https://catalog.alverno.edu/acadpol/tech/>)

ALCOHOL AND OTHER DRUGS

STATE AND FEDERAL LEGAL SANCTIONS

Alcohol – The legal drinking age in Wisconsin and Arizona is 21 years of age. All members of the college are subject to all laws of the State of Wisconsin and/or Arizona regarding possession, consumption, and sale of alcoholic beverages while at Alverno College or at College-sponsored off-campus events. Alverno College neither encourages the use, nor condones the misuse of alcohol but respects the privilege of choice of those of legal age. Alverno College expects individuals to abide by all federal and state laws regarding alcohol and drug use.

There are substantial restrictions against the sale, possession and distribution of alcohol in Wisconsin and Arizona. It is against the law to sell alcohol to anyone under the legal drinking age of 21 and there is a

concurrent duty on the part of an adult to prevent the illegal consumption of alcohol on their premises, Wis. Stats. 125.07(1)(a) and A.R.S. 4-244(9). Violation of these statutes can result in monetary fines and imprisonment for subsequent violations. It is against the law for an underage person to attempt to buy an alcoholic beverage, falsely represent their age, or enter a licensed premise except to conduct lawful business.

Drugs - Wisconsin laws prohibit drug possession and delivery through the Uniform Controlled Substances Act, Wis. Stats. 961. This mandates stiff penalties, including large fines and long periods of imprisonment.

For a first-time conviction of possession of a controlled substance, a person can be sentenced up to one year in prison and fined up to \$5000, Wis. Stats. 961.41(2r). The penalties will vary depending on the amount and type of drug confiscated, the number of previous offenses by the individual, and if the individual intended to manufacture, sell or possess the drug. Wis. Stats. 961.41. In addition to the stringent penalties for possession or delivery, the sentences can be doubled when exacerbating factors are present, such as when a person distributes a controlled substance to a minor, Wis. Stats. 961.46(1).

Arizona laws prohibit drug possession and delivery through A.R.S. 13-3407. However, the statutory provision Prop 207, found in A.R.S. Title 36, Chapter 28.2, does allow adults over the age of 21 to possess, purchase, transport, or process 1 ounce or less of marijuana or 5 grams or less of marijuana concentrate. All students should be aware of specific rules and policies pertaining to their individual disciplines.

The federal government revised the penalties against drug possession and trafficking when it adopted the Federal Sentencing Guidelines that reduce or eliminate the discretion that federal judges may use in sentencing offenders of federal drug statutes. Under current statutes, courts can sentence a person up to one year of imprisonment and a \$5,000 fine for unlawful possession of a controlled substance such as marijuana. Federal law creates special penalties for the possession of certain drugs such as cocaine base, also known as crack. For the possession of 5 grams of cocaine base, a federal judge is obligated to sentence a person to at least 5 years (and up to 20 years) imprisonment.

A sentence of life imprisonment is required for a conviction for the distribution of a controlled substance that results in death or bodily injury. The Federal Sentencing Guidelines eliminated parole in the federal judicial system.

Federal law prohibits, among other things, the manufacturing, distributing, selling and possession of controlled substances as outlined in 21 United States Code, Sections 801 through 971. Depending on the amount, first offense maximum penalties for trafficking marijuana range from up to five years' imprisonment and a fine of up to \$250,000 to imprisonment for life and a fine of \$4 million. Depending on the amount, first offense maximum penalties for trafficking other controlled substances (e.g., methamphetamine, heroin, cocaine, cocaine base, PCP, LSD, fentanyl and fentanyl analogue) range from five years to life imprisonment and fines range from \$2 to \$4 million. First offense penalties and sanctions for the illegal possession of small amounts of controlled substances, including marijuana, range from up to one year in prison or a fine of at least \$1,000. Penalties are more severe for subsequent offenses. Drug convictions may also have an effect on federal student aid for students.

STUDENT RESPONSIBILITIES

The College supports a wellness philosophy and promotes individual responsibilities, rights and privileges. Individuals must recognize that

when exercising their rights, they assume certain responsibilities, including

- Respecting themselves and the rights of others
- Respecting the privilege of choice of those of legal age and the rights of individuals to abstain from alcohol use
- Making informed decisions and conducting themselves in a mature and responsible fashion
- Confronting those whose behavior may be damaging to the community or to themselves
- Guiding individuals who may have a problem to speak to a counselor or to seek health care intervention
- Understanding and following state laws and college policies regarding alcohol use

AWARENESS & PREVENTION

As part of its ongoing commitment to health and well-being, the College offers educational programs and resources through Counseling & Health Services. When possible, one of the first responses to an individual found abusing alcohol or drugs would be assistance in overcoming the problem.

Individuals whose behavior indicates that they may be abusing alcohol and/or drugs will meet with the Assistant Dean of Students or the Dean of Students and appropriate action will be taken.

College Assistance and Resources

Alverno views alcohol and drug abuse and dependence as treatable. Although the College provides reasonable assistance in these matters, we look to individuals to make a significant commitment in addressing their issues. Interventions are confidential. The College provides Alcohol/ Drug education programs and individual assistance through Counseling & Health Services.

Community Assistance and Resources

- Alcoholics Anonymous (24 hours): Milwaukee: 414-771-9119 / Mesa: 480-834-9033
- Al-Anon Family Groups: Milwaukee: 414-257-2415 / Mesa: 480-969-6144
- Aurora Sinai Medical Center & Sexual Assault Treatment Center (24 hours): 414-219-5555
- IMPACT Alcohol and Other Drug Abuse Services (24 hours): 414-256-4808
- Milwaukee: Mental Health & Crisis/Suicide Prevention Hotline (24 hours): 414-257-6995
- Mesa: Maricopa County Resources call 2-1-1
- National Suicide and Crisis Hotline (24 hours): Call or Text 9-8-8
- Milwaukee Women's Center Crisis Line (24 hours): 414-671-6140

POLICIES

In addition to institutional expectations, the following specific policies address violations.

1. If you are under the age of 21 you may be found responsible for violating the alcohol policy if one of the following conditions exist:
 - A college official smells alcohol on your person
 - You are in the presence of someone consuming alcohol
 - You have alcohol paraphernalia in your residence hall room or car

- Your residence hall room or car smells like alcohol
 - You appear visibly intoxicated
2. Illegal drug use is not tolerated by the college. Individuals may be found responsible of drug use if the following conditions exist:
 - A college official smells drugs on your person
 - You are in the presence of someone doing drugs
 - You have drug paraphernalia in your residence hall room or car
 - Your residence hall room or car smells like drugs
 - You appear under the influence of drugs
 3. Students are required to abide by all state laws and may drink at college sponsored events if of legal age. Individuals are expected to conduct themselves in a mature and responsible fashion when drinking at College events, always respecting the rights of others. The staff or event sponsors reserve the right to make an event alcohol free and to ask persons to leave the event who do not demonstrate appropriate behavior. In addition, students demonstrating disorderly conduct after they have been drinking may be subject to disciplinary action.
 4. Alcoholic beverages may be possessed, purchased and/or consumed by persons of legal drinking age in areas designated by the college.
 5. All alcohol sold and served on campus must be purchased through Dining Services.
 6. All students are required to show proof of age when purchasing alcoholic beverages on campus. Students who fail to provide this information, use false ID or violate the law and/or college policy are liable for disciplinary action.
 7. No person may procure, sell, dispense or give alcoholic beverages to an underage person. Individuals contributing to underage drinking will be held responsible.
 8. Intoxication and/or alcohol abuse shall not be tolerated and will not be used as an excuse for unlawful behavior or misconduct. Inappropriate behavior stemming from the consumption of alcohol shall result in discipline (e.g. having kegs, tappers or beer bongs in the residence hall, having drinking parties in resident rooms).
 9. Alcoholic beverages are not permitted to be stored or consumed in a resident student room when any of the residents of the room are less than 21 years of age. Guests of legal drinking age may not consume alcoholic beverages in a resident's room unless the resident of the room and the guest visiting is of legal drinking age.
 10. Public intoxication is prohibited. Public intoxication is defined as any intoxication which causes a disturbance or is dangerous to self, others or property or in any way requires the attention of the college staff. Intoxication will not be accepted as an excuse for irresponsible behavior. This applies to all persons regardless of age.
 11. Individuals are responsible to assure the safety and welfare of their college peers and/or guests who are intoxicated. This includes providing transportation to/from off-campus events where alcohol is served.
 12. Using, possessing, manufacturing, selling, buying, or transferring drugs on any campus property or at any college sponsored function is forbidden.

Underage Drinking

If a student is underage and has been drinking, complete an incident report with Residence Life staff (for residential students) or the Assistant Dean of Students (for non-residential students) will discuss the violation and consequences with the student.

Drinking and Driving

Individuals are responsible for the safety and welfare of their peers and guests who are intoxicated. This includes providing transportation to/from off-campus events where alcohol is served. If an intoxicated individual insists upon driving, the Milwaukee Police Department will be called and an incident report will be completed.

Responsible for Guests

Students are responsible for the behavior of their guests. Guests violating the Alcohol and Drug Use Policies will be asked to leave. If they refuse to leave peacefully, Campus Safety will call the Milwaukee Police Department and complete an incident report.

Amnesty

At times, alcohol may be involved in cases of medical emergencies, major crimes, sexual misconduct or gender discrimination. In an effort to encourage students to report these incidents and to focus on the safety of the student, an assurance of amnesty from an alcohol policy violation is provided for the student reporting a medical emergency, major crime, sexual misconduct, or gender discrimination.

Student Employees and Interns – Alcohol and/or Drug Abuse

Students in the classroom, at their internship or clinical, and at their college work site are expected to report to work in appropriate mental and physical condition to perform their duties in a satisfactory manner.

Involvement with drugs and alcohol can be very disruptive, adversely affect the quality of work and performance, pose serious health risks to users and others, and have a negative impact on the learning environment, productivity, and morale. The internship/clinical site is considered an extension of the college campus. Students are required to follow the work site rules for alcohol and/or drug violations but Alverno would also discipline the student as if there was an abuse of alcohol or drugs on campus. Refusal to participate in drug and alcohol testing will be considered a voluntary termination of the employment or internship. Alverno College will test for violations when:

1. the College has reasonable cause to believe that a student worker or intern is under the influence of drugs or alcohol
2. an employee or intern is injured as a result of an on-the-job accident and receives medical treatment away from the workplace
3. an employee or intern is involved in an on-the-job accident which results in injury to another individual that requires medical attention
4. an employee or intern is involved in an accident which causes major damage to company property

Students should review program specific handbooks for additional policies (i.e. Nursing students and Music Therapy students) [include link]

Protocol for Dealing with Alcohol and Drug Related Problems and Violations

The college has no tolerance for public intoxication and illegal drug use. If there is evidence of drug use or public intoxication, the following action may be taken:

1. Call Campus Safety (414-382-6911) - They will assess the situation and complete an Incident Report. If a student is cooperative, they will refer the student to Student Affairs. If the student is combative, they will call the Milwaukee Police Department. If the student is

medically unstable, they will call 911. If the student insists upon driving, the Milwaukee Police Department will be called.

2. Call the Police – If there is evidence of drugs or if a student's behavior is disruptive to the community and directly traceable to the use of alcohol or other controlled substances, Campus Safety may call the Milwaukee Police Department and complete an Incident Report.
3. Room Entry and Inspection – College Officials, with permission from the Assistant Director of Residence Life, Director of Residence Life, or the Assistant Dean of Students have the right to enter and inspect student rooms and property for the purpose of inspection and repair, inspection if suspicion of illegal activities exists, preservation of health and safety, and recovery of college owned property. The Dean of Students reserves the right to inspect college property if suspicion of illegal activities exists.
4. Sanctions - Sanctions will be imposed for policy violations. Additional information on sanctions can be found under Student Code of Conduct: Process & Sanctioning Guide and the Residence Hall Handbook. Alverno College reserves the right to contact parents or guardians of students who violate the Policy on Alcohol and Other Drug Use. Sanctions may include, but are not limited to:
 - a. Community Service Sanctions
 - b. Educational Sanction
 - c. Reflection Paper
 - d. Monetary Fines
 - e. Termination of employment
 - f. Dismissal from the Residence Hall and/or College

HEALTH EFFECTS OF ALCOHOL ABUSE AND DRUG USE

The Harvard School of Public Health, through the efforts of Dr. Henry Wechsler, has conducted excellent research on the effects of alcohol consumption on today's college students. The Wechsler data from his 1993 and 1997 studies has been adapted to develop a list of the projected effects of illegal, irresponsible consumption on the individual student and our college community.

Alcohol Use and Abuse - Health and Personal Risks

- Underachievement in classes, i.e., missed classes, late assignments, significant difference between prior grades and present performance
- Forming relationships with other students whose socializing and drinking behaviors detract from academic goals
- Changes in behavior – aggressiveness, irresponsibility
- Problems with college or local officials (fines, probation, etc.)
- Injury to self or others
- Negative impact on health – physical and mental, (e.g. fatigue, loss of sleep, increased colds/flu, inability to concentrate)

Alcohol Use and Abuse - Impact on Others

- Academic work, sleep and personal time is disrupted, i.e. noise, interruptions
- Intoxicated students (roommate/friend) often need to be cared for
- Property is often damaged or vandalized (personal or residence hall)
- Unwanted sexual advances – there is a direct relationship between unwanted sexual involvement and alcohol abuse
- Loss of friends due to rift caused by behaviors while under the influence of alcohol (e.g. physical/mental insults, humiliation)

Serious Health Risks Associated With the Use of Illegal Drugs

- Increased susceptibility to disease due to a less efficient immune system
- Increased likelihood of accidents
- Addiction
- Death by overdose
- Anemia
- Poor concentration

For more information about the health risks associated with particular types of drugs and alcohol please visit <https://www.drugabuse.gov/drugs-abuse/commonly-abused-drugs-charts> (<https://www.drugabuse.gov/drugs-abuse/commonly-abused-drugs-charts/>).

ANTI-RETALIATION / WHISTLEBLOWER POLICY

Alverno College strives to operate in an ethical, honest and lawful manner and expects its faculty, administrators, staff and students to conduct their activities in accordance with Alverno policies and Code of Ethical Conduct, as well as applicable law.

The College's procedures and internal controls are intended to prevent or detect improper activities; however, Alverno strongly encourages all faculty, administrators, staff, and students to report suspected or actual wrongful conduct by Alverno employees to their immediate supervisor, Student Development and Success, Human Resources, an Alverno leader, or through other appropriate channels. Confidential information may be submitted to the President's Office, Human Resources, or Student Development and Success in a sealed envelope or by filling out the confidential reporting form found online on the front page of IOL.

The confidentiality of the whistleblower will be maintained whenever possible. No Alverno faculty, administrator, staff or student may interfere with the good faith reporting of suspected or actual wrongful conduct.

An individual who makes such a good faith report shall not be subject to retaliation, including harassment or any adverse employment, academic or educational consequence, as a result of making a report. All reported claims of retaliation will be reviewed and investigated and appropriate corrective action will be taken. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated. In addition, an employee who intentionally files a false report of wrongdoing, or knowingly makes an untrue statement of fact in the investigation of a complaint, will be subject to discipline up to and including termination.

BIAS INCIDENT PROTOCOL

DEFINITIONS

Bias Related Incidents - Any activity that intimidates, demeans, mocks, degrades, marginalizes, or threatens individuals or groups based on that individual's or group's actual or perceived age, ancestry, ethnicity, national origin, ability (physical, psychological, cognitive), sex, gender identity or expression, citizenship or immigration status, marital status, socio-economic class, race, religion, religious practice, sexual identity, veteran status or any other basis protected by law. A bias related incident can occur whether the act is intentional or unintentional and may or may not be an illegal act. In identifying a bias related incident, the focus is on the impact on an individual or group, not the intention or motivation of the actor. Adapted from ACPA and Virginia Tech, there are two types of bias related incidents:

1. Contained Bias Related Incident – a comment, activity, or event that is seen or heard by a few people, may not be a violation of a policy

or law, or has no interest from media or larger investigative bodies (examples include one on one meetings or small groups)

2. Community Bias Related Incident – a comment, activity, or event that is seen or heard by many, violates policies or laws, and/or has interest from the media or larger investigative bodies.

Retaliation - Retaliation is any adverse action that a person takes against another person because they filed a complaint about harassment or discrimination. This adverse action or threat of adverse action can deter that person from coming forward to report concerns.

Discrimination – According to the Office for Civil Rights, discrimination is conduct that denies any individual or group equal privileges or access to a particular activity or opportunity because of the individual's or group's actual or perceived age, color, disability, gender, gender identity or expression, genetic information, marital status, military status, national or ethnic origin, pregnancy or parenting status, political belief or affiliation, race, sex, sexual orientation, veteran's status, or any other basis protected by law.

Equity – The quality of being fair or impartial.

Harassment – Unwelcome conduct based on individual or group perceived or actual age, race, color, ancestry, national origin, creed or religion, sex, or sexual orientation. Intimidation and harassment can arise from a broad range of physical or verbal behavior, which can include, but is not limited to, the following:

- Physically or mentally abusive behavior towards another;
- Racial, ethnic, religious, or gender-based insults or slurs;
- Unwelcome sexual advances or touching;
- Sexual comments, jokes, stories, or innuendos;
- Requests for sexual favors as a condition of employment or affecting any personnel decision such as hiring, promotion, compensation, or transfer;
- Display of sexually explicit or otherwise offensive posters, calendars, materials, or slogans;
- Referring to another employee by any derogatory sexual, racial, or ethnic term;
- Making sexual gestures with hands or body movements;
- Intentionally standing too close to or brushing up against another employee;
- Inappropriately staring at another employee or touching his or her clothing or person;
- Asking personal or offensive questions about another employee's sexual practices;
- Repeatedly asking out an employee who has stated that he or she is not interested;
- Using vulgar, obscene, or offensive language;
- Any form of stalking, including unwelcome repeated phone calls, emails, or text messages;
- Posting comments about another employee on a website, whether private or public, that violate this policy (because, for example, they are sexually or racially derogatory or inappropriate)

Hate Crime – According to the report of the Wisconsin Advisory Committee to the U.S. Commission on Civil Rights, the Federal Bureau of Investigation (FBI) defines a hate crime as a "traditional offense like murder, arson, or vandalism with an added element of bias. It is a criminal offense against a person or property motivated in whole or in part by an offender's bias against a race, religion, disability, sexual orientation,

ethnicity, gender, or gender identity.” Although hate itself is not criminal, acting upon hate with criminal behavior constitutes a hate crime.

Inclusion –The act of fighting against exclusion and assuring that all support systems are available to those who need such support. It involves bringing together and harnessing diverse resources in a way that is beneficial. Inclusion puts the concept of diversity into action by creating an environment of involvement, respect, and connection.

Micro-aggressions – Brief and commonplace verbal, behavioral, or environmental indignities, whether intentional or unintentional, that communicate hostile, derogatory, or negative racial slights and insults toward people of color or other marginalized group membership. (Adapted from Derald Sue, Columbia professor).

Responsible employee - A person witnessing or experiencing a bias related incident is encouraged to speak to College officials to report the incident. College officials who are perceived to have the authority to take corrective action or to address misconduct on behalf of the College are considered “Responsible Employees.” Most college officials are considered Responsible Employees and should report any incidents to the Dean of Students Office.

Social Justice – Social justice is a concept that is based on human rights and equality. It can be defined as the way in which human rights are manifested in the everyday lives of people at every level of society. This includes dignity, economical and social equality, equal distribution of resources, justice, use of policy and laws, societal participation in change, personal responsibility, and creating access to opportunity and chance through action.

BIAS RELATED INCIDENTS

Alverno College continuously works to provide an environment that is free from discrimination, harassment, and intolerance. This response protocol for bias related incidents should be viewed as part of a larger effort to create an inclusive living, learning, and working environment. Prevention is preferable to response, yet we know that our work on behalf of prevention is ongoing. Bias related incidents occur and deserve responsible attention, with clear means of communication. The goal is to promote more conversation and listening and to work from a restorative approach.

When bias related incidents occur, they may not necessarily rise to the level of a crime, a violation of state law, college policy, or the student code of conduct. A bias act may, however, contribute to creating a negative, hostile, or unwelcome environment. Creating dialogue opportunities and protocol for all levels of bias to be addressed can help reduce the impact of micro-aggressions, those seemingly smaller acts of bias that accumulate over time and can create a chilling or hostile effect for others. When acts of bias occur on Alverno College's campus, we have responsibility as community members to come together in our shared values and mission to denounce such acts. This protocol is intended to address incidents that happen within the Alverno College community.

Freedom of Expression

This protocol recognizes that freedom of expression in the context of our learning environment is protected, while offering a channel for responding to ignorance and bias that work against the mission of Alverno College. This may produce tensions between individuals whose ideas and speech may be considered controversial, offensive, or objectionable, which can lead to a blurred line between freedom of speech and acts of bias. Acts of bias, whether or not intended, threaten to undermine individuals'

or groups' engagement in the free exchange of thoughts and ideas. Providing a clear avenue by which suspected acts of bias can be reported aligns with Alverno College's commitment to freedom of expression and to our mission of teaching and learning.

Reporting

Alverno College urges all members of the community to report any bias related incidents. There are several ways to address and report an incident:

- Seek campus support– Students are encouraged to speak to College officials to report incidents of bias (e.g. academic deans, administrators with supervisory responsibilities, campus safety, human resources).
- Seek confidential support – To be assured the report will remain confidential, consult with Alverno's Director of Counseling Services or the Careline, a 24/7 online mental health service. Each will offer confidential resources and options. These individuals are not required to tell anyone else private, personally identifiable information unless there is reason to fear for the safety of the victim or other community members.
- File an online, confidential, anonymous report - Bias Incident Report (<https://alverno.wufoo.com/forms/bias-related-incident-report-form/>) Alverno College accepts and investigates all allegations of improper activity by Alverno employees and students.
- File a complaint with the college - Students who believe they have been subjected to incidents of bias are encouraged to file a report with Dean of Students Office staff. Reporting means that only people who need to know will be told and information will only be shared as necessary with investigators, witnesses, advocates, and the accused individual(s). You can file a complaint in any one of the following ways:
 - You may submit an email to the Dean of Students Office by emailing deanofstudents@alverno.edu.
 - You may submit a phone report by calling the Dean of Students Office at 414-382-6118 during business hours. If you choose to leave a message your call will be returned at the earliest possible time. You can also call Campus Safety at 414-382-6158 (non-emergency) or 414-382-6911 (emergency).

If you are a victim of a bias-related incident, or if you witness a bias-related incident, please do the following to document the incident as best you can.

- If you experienced a written slur or discovered graffiti, do not erase the text. Campus Safety will need to see it.
- If you have a camera or cell phone camera, take a picture of the graffiti, license plate, or anything else relevant.
- If the incident was verbal, immediately write down what was said to the best of your recollection.

Response

When a person reports an act of bias to any campus office, the incident will be shared with the Dean of Students or designee and the Bias Incident Response Team Co-Coordinator. If the complaint occurs off campus (internship, clinical, field experience, etc.), the program director will be contacted. Falsification, distortion, or misrepresentation of information during the course of a complaint resolution process may be grounds for disciplinary action. After the incident is reported:

- The Dean of Students or designee will review the complaint and appoint an Investigator and Bias Incident Coordinator.
- Interim measures may be put in place pending the outcome of the investigation.
- Both (all) parties are assigned a designated support person to guide them through the complaint process. Either party may refuse the assistance of a support person.
- The facts of the complaint are investigated as presented by the person making the complaint, the respondent, and any witnesses.
- The summary of the investigation is submitted to the Bias Incident Coordinator who will review the information and determine appropriate next steps.

Our response to bias related incidents will generally involve an educational process focused on understanding what harms may have been done and why, who has been affected, and how the harm can be repaired. Where possible and with the agreement of all involved parties, restorative practices will be utilized as a framework to empower those directly impacted.

Regardless of whether the behavior violates policy or the respondent's intent was malicious, it is important to respond to people who have experienced bias in a timely, caring manner. All parties involved in a bias-related incident will be treated with respect and a sincere willingness to hear their perspectives.

Every bias related incident has a unique context that requires consideration. The nature and impact of the incident, the desire of the person or persons reporting the incident, and the impact on the community are all factors that should be reviewed when considering a response. Regardless of the type of bias related incident, a timely and transparent response to the immediate concerns will be implemented.

Examples of responses could include, but are not limited to:

- A facilitated conversation between involved parties
- Restorative circles – Several members of the Alverno College staff are trained as facilitators for restorative circles. Those individuals could be brought in to work with those affected by the incident.
- Changes in policies or procedures – Depending on the nature of the incident, a change in policy or procedure may be warranted. Those affected by the incident would be consulted regarding any changes.
- Educational programs - Bias related incidents may indicate a need for education in our community in order to remedy harm done, and to provide opportunities for reflection and growth. Such educational efforts are not part of the investigation process and are not intended to be punitive. Appropriate staff and faculty will work with students to plan timely educational opportunities that are reflective of diverse learning styles and address relevant issues from multiple perspectives.
- Consultation with outside organizations.

Confidentiality

Anyone reporting a bias related incident can request confidentiality. In the event of such a request, reasonable steps to review the incident and respond consistent with this request will be made. Limits to the review or response based on this request should be discussed throughout the process with all individuals involved.

On Campus Resources

- Campus Safety: FO 254; security@alverno.edu; 414.382.6911 or 414.382.6158
- Counseling & Health Services: AF 208; 414.382.6119 or 414.382.6319
- Dean of Students Office: FO 119; 414.382.6118

Off Campus (Milwaukee) Resources

- The Healing Center (414) 671-4325 for individual counseling, advocacy, and support groups
- Milwaukee LGBT Community Center (414) 271-2656 includes outreach to LGBT youth, adults, and their allies, and a mental health clinic for confidential outpatient care
- Milwaukee Police Department District 6 (414) 933-4444 for police officers in the district where Alverno resides
- The Zeidler Group – (414) 239-8555, 631 N. 19th St., Milwaukee, WI 53233 – <https://www.zeidlergroup.org/>

BUSINESS SOLICITATION

No form of selling or soliciting is permitted on the Alverno College Campus without sponsorship by an office, department or registered student group. A member of the student group/department must be present during the event and a sign stating who the sponsoring office is must be displayed. For procedures on soliciting off campus donations, contact the Director of Student Engagement & Leadership.

COLLEGE VEHICLE AND DRIVING POLICY

This policy covers all approved drivers (employees, students, and volunteers) who may use an Alverno owned or rented vehicle, or who uses their personal vehicle for College business. Only approved drivers on the authorized list of drivers may drive Alverno owned or rented vehicles. Students who meet the minimum requirements for driving privileges must complete the consent/release form in Human Resources. In order to be eligible to drive for College business and/or events, drivers must meet criteria determined by Alverno's insurance agent. Human Resources will verify that the student's driving record meets the minimum requirements set by Alverno College's insurance provider.

To become an approved driver and drive an Alverno owned or rented vehicle, the driver must:

- Complete the driver background check paperwork in Human Resources and submit a copy of their valid driver's license.
- Receive approval from the appropriate faculty or staff member connected to the group (e.g. advisor, instructor, department coordinator).
- Show proof that they are twenty years of age or older and that they have three years of driving experience.
- Successfully complete an annual driving record check. This includes no more than three minor violations in the past three years and no major violation in the past five years.
- Successful completion of defensive driving training.
- Sign and return acknowledgment of receipt of the Vehicle Usage Policy.

Alverno College provides training on defensive driving for all employees, students and volunteers authorized to drive Alverno owned, rented, or personal vehicles for College business. Human Resources maintains all records of employee training. Campus Safety maintains all records of student and volunteer training.

Training is provided:

- Upon request to be an authorized driver.
- Prior to operating any vehicle for College business.
- Whenever risk factor, requirements, or a process changes as determined by Human Resources and/or Campus Safety.

Vehicle Reservations:

- The appropriate staff or faculty member must approve and submit request (<https://alverno.wufoo.com/forms/z5wrgoa1ed4cmr/>) for any student or student group reserving an Alverno rented vehicle.
- Costs for rented vehicles are charged back to the department.
- Reservations for use of the vehicle must be made at least two weeks in advance through Campus Safety. Reservations are made via the Alverno intranet. See Campus Safety for assistance in making the reservation. During business hours call 382-6158 or when the college is closed call 382-6911.
- All passengers must sign a Waiver Form, which is to be given to Campus Safety prior to departing.
- Fifteen passenger vans will not be rented. Trailers will not be towed from any vehicles.

Picking Up Vehicles:

- Pick up and return should be made at the Enterprise location selected at the time the on-line reservation was made.

Alverno College Rented Vehicle:

Alverno College approved drivers (faculty, staff, students, and consultants) may drive Alverno rented vehicles for College business and events. Student drivers must be associated with a student organization or department on campus in order to reserve a vehicle for events. Vehicles cannot be reserved for personal trips.

Personal Vehicles:

Alverno College approved drivers (faculty, staff, students, and consultants) who are driving their personal vehicles for College business or events must provide the Human Resources Office with a copy of their proof of insurance. The proof of insurance must have the following information listed: Name of Insured Person, Policy Number, Effective Dates of Insurance, and Vehicle Information (Make, Model, & Year). If the student's name is not listed on the proof insurance, they must show proof that they are covered by the policy.

Number of Drivers on a Trip:

For an authorized student event:

- Two authorized drivers and a faculty/staff member must accompany the group beyond a radius of 250 miles.
- One authorized driver is needed within a radius of 250 miles. (A faculty or staff member does not need to accompany the group).

For faculty/staff events:

- One authorized driver is required.

Driver Responsibilities - approved drivers are responsible to:

- Driver should go to Campus Safety to collect rental pouch the day before the rental.

- Adhere to all traffic regulations (for the appropriate state) to include ensuring all passengers are wearing seat-belts.
- Adjust all mirrors and seats before driving. Familiarize yourself with the vehicle controls prior to driving (lights, wipers, etc.).
- Keep the vehicle clean. Ask passengers to remove litter at the end of the trip.
- Maintain a vehicle environment conducive to safe driving (temperature, noise level, radio volume, cleanliness, etc.).
- Turn off the ignition, lock, and take the keys with you when the vehicle is unattended.
- Keep windshield, side windows, and rear windows of the vehicle in good condition so visibility is not restricted.
- Do not load vehicles beyond the design capacities for passengers and cargo, properly secure any and all loads so that items will not shift or move around.
- Report broken equipment, equipment failures or damage to Campus Safety immediately upon return.
- Place all fuel card receipts in the pouch and label all receipts with your department name and return to Campus Safety.
- Do not transport any alcoholic beverages or drugs in an Alverno owned or rental vehicle at any time.
- Do not drive while under the influence of controlled substances such as alcohol, drugs, or medications that could adversely affect driving performance.
- Ensure that no tobacco products are used while in an Alverno owned or rental vehicle.
- No cell phone utilization while driving including texting, talking, web surfing or hands-free talking. Safely pull over to the side of the road to make or take a cell phone call or read a text message or email.
- Do not use ear buds while driving.
- Tickets: All parking, moving violations or other traffic tickets or fines are the responsibility of the driver.

Emergency Information - Insurance:

Alverno College has coverage to insure under-insured or uninsured drivers involved in an accident. Coverage includes liability, collision, comprehensive, medical, uninsured, and under-insured motorists. When utilizing personal vehicles for College business, the employee's insurance is primary and Alverno's insurance is secondary.

Emergency Road Care/Gas:

A fuel card is kept with the keys of the vehicle at all times. This fuel card is to be used only for refueling the vehicle. If you have an accident, need repairs or need roadside service, call Campus Safety at (414) 382-6158 or (414) 382-6911.

Reporting an Accident:

Refer to the information and paperwork in the pouch.

- Call the Police and DO NOT move the vehicle. Call 911 if there are injuries.
- Complete the proper insurance forms and bring all completed paperwork to the college.
- Immediately Call Campus Safety at (414) 382-6911 when safe to do so. Campus Safety will facilitate appropriate personnel.

- Alverno's Drug and Alcohol Policy will be followed. Any reports of accidents may result in the driver being tested at an Aurora facility. Campus Safety or Human Resources can advise on locations.
- All damage to a vehicle, no matter how small the damage, must be reported to Campus Safety or the Admissions Office immediately upon return of the vehicle if not reported earlier.
- Authorized drivers involved in an accident or property damage to a vehicle may lose their privilege to drive Alverno owned or rented vehicles.

Alverno College has the authority to revoke approved driver privileges at any time.

CONSTITUTION DAY

Federal legislation requires that all educational institutions that receive federal funds implement educational programs relating to the United States Constitution on September 17 of each year. The Department of Student Engagement & Leadership coordinates this programming.

DEMONSTRATIONS OR PROTESTS

Alverno College respects the right of students to express, explore, and discuss matters of interest or concern, whether that relates to events/actions on campus or off-campus - locally, nationally or globally. This expression may include voicing opinions publicly and/or joining to demonstrate those concerns in a peaceful manner.

Students are encouraged to utilize and reflect on the eight abilities when planning or participating in a demonstration or protest.

- **Analysis** - What is the goal of the demonstration/protest? Who is the intended audience? What are the desired outcomes? Will a demonstration/protest be an effective strategy to meet the identified outcomes?
- **Valuing** – What personal or societal values are supporting the desire for demonstration/protest?
- **Problem solving & Communication** – What messages/ideas will be conveyed and what are the most effective method(s) of communication?
- **Social Interaction** – What measures can be taken to decrease the risk of personal or physical harm?
- **Effective Citizenship** – How does this demonstration/protest contribute to the welfare of others or the community?
- **Aesthetic Engagement** – Are the protest signs legible, have they been proofread, and are they visually engaging?

Planned Events

A demonstration or protest is considered planned if the College has received a Protest/Demonstration Event Form, and it has been approved by the Coordinator of Student Engagement & Leadership or the Assistant Dean of Students. The Request to Demonstrate form must be submitted 2-business days prior to the proposed demonstration/protest date. The college may extend this approval period and delay the event if additional planning or preparation is needed. <https://alverno.wufoo.com/forms/protest-demonstration-event-form/>

Once the event has been approved, the student organizer is required to meet with Campus Safety regarding the date, time, location, approximate attendance expectation, and any safety considerations. If at any point the safety of others becomes a concern, Campus Safety and/or College Administrators reserve the right to disperse the event.

Campus Safety Office: 414-382-6158, cell 414-382-6911, e-mail campussafety@alverno.edu.

Emergency Approval

Student Development & Success understands that students may want to respond to breaking news campus, local, or national events where time for extensive pre-planning is not available. In those cases, please initiate a fast track approval process by contacting the Campus Safety mobile number at 414-382-6911. The process will originate with Campus Safety because their office is available 24 hours a day and they will contact the appropriate offices after hours. This process should only be used for newly arisen situations that require response and not as a substitute for advanced planning.

Examples of demonstrations requiring emergency approval:

- Demonstrations in response to breaking news events.
- Demonstrations in response to events happening after college business hours.
- Any demonstration requiring less than two business days for response.

Requests Not Approved

In the event a Request to Demonstrate is not approved, the student organizer can submit a written appeal to the Dean of Student Development and Success. The Dean or designated representative may schedule a meeting to consult with the organizing students. The appeal decision will occur within five business days of the appeal and/or meeting. Dean of Student Development and Success appeal decisions are final.

Spontaneous Demonstrations

If a spontaneous demonstration occurs without notice, leaders/organizers will be connected to the Dean or Assistant Dean of Students to discuss the goals of the protest or demonstration, and to work toward a solution. Students can expect the Dean of Students or designee and Campus Safety will want to speak with organizers to ensure safety of all involved.

Non Alverno Community Event

A demonstration or protest that is organized by a group un-affiliated with Alverno College will be instructed to stay on the public sidewalks and to not enter or impede Alverno property or thoroughfares. A leader of the event may be asked to meet with Alverno Leadership to determine the reason for the event and any potential solutions.

- **Example:** A group of Milwaukee citizens designate Alverno as the meeting/starting location for a Black Lives Matter march. In this scenario the group may be asked by Campus Safety to stay on public sidewalks. However, if an Alverno student organization is partnering with city-wide activists on a BLM march, and submits a Request to Demonstrate form, approval may be given for the group to further utilize spaces as a student group sponsored activity.
- **Example:** A student organization organizes a trip to a demonstration event elsewhere in the city put on by a local non-profit. Because the trip is being organized by a student organization, campus spaces and resources can be used to promote the event and gather.

Following Demonstration/Protest Events

Event organizers and sponsoring organizations will be responsible for all clean-up and any facilities issues associated with their event. This may include physically cleaning spaces, paying to have spaces cleaned, or responsibility for any damages that occur during the event.

Related Policies

Demonstrations must be in keeping with the Alverno College mission statement and the college's Commitment to Diversity, Inclusion, and Compassion, both of which are included in this handbook. Depending on the event, student organizers should also familiarize themselves with college policies on outside vendors, our weapons policy, residence hall guest and safety policies, and campus sidewalk chalking policies. All can be found in this handbook or can be clarified by contacting Campus Safety, Student Engagement and Leadership, or the Dean of Students office.

DINING SERVICES

Aladdin provides on-campus dining and catering services.

Commuter Meal Plan Fee

This fee will add \$150 to students' ID and can be used in the Café or at Hudson's to purchase snacks, drinks or meals during the semester. To use the plan, students will present their Student ID to the cashier to complete the purchase. The balance will not roll over from semester to semester. Dining options are available daily with hours posted on the Dining Services Website (<https://www.alverno.edu/Dining/>).

Resident Student Meal Plans

- Alverno College provides meal plans to meet a variety of dining needs of our resident students. All residents are required to participate in one of the following meal plans.
 - Plan A – Required for all first year students the first semester, open to everyone.
 - Plan B – May be chosen by first year students their second semester.
 - Plan C – May be chosen by any student after their first semester.
 - Clare Only Meal Plan – May only be chosen by a student residing in Clare Hall for full semester.
 - Graduate Student Meal Plan - May only be selected by graduate students.

Exemption requests from the meal plan are reviewed on a case-by-case basis by the Student Accessibility Coordinator with appropriate consultation by the Director of Dining Services. Students must work with the Director of Dining Services and/or the Student Accessibility Coordinator if a documented medical condition is a factor. Please supply a letter from your physician.

Meal Plan Information:

- The meal plan is nontransferable. No one else is eligible to use your card.
- The meal plan does not roll over from semester to semester.
- All students must present their meal card (student ID) at the time of purchase.
- Lost or damaged student ID cards will require a \$35 replacement fee.
- Alcoholic beverages cannot be purchased through the meal plan.

- The meal plan may be used in the La Verna Commons and the Inferno Café.

Flex Dollars

Available for all commuting students, faculty, and staff. Money can be added to an Alverno campus ID through a credit or cash transaction at one of the registers inside of Hudson's or at the Inferno Cafe. For amounts of \$50 and above added, Aladdin will add an additional 10% to your card. Money cannot be added over the phone. Questions should be directed to the Director of Dining Services.

EMOTIONAL SUPPORT AND SERVICE ANIMALS

Pets and other animals are prohibited in all Alverno College buildings, with the exception of service animals and emotional support animals that have been approved by the Student Accessibility Coordinator (see Instructional Services) in accordance with federal law and the College's policy. Emotional Support and Service Animals prescribed by a licensed provider and documented and maintained in agreement with the college's policies will be accommodated to the best of our ability.

Definitions

Service Animal: A service animal is a dog that is trained to perform an actual service or task for the benefit of an individual with a disability that is related to the disability. Examples of a service or task include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, pulling a wheelchair, or providing physical support with balance and stability to individuals with mobility disabilities.

Emotional Support Animal: An emotional support animal is an animal that is prescribed by a healthcare or mental health professional for a student with a qualifying disability and is necessary to afford them with an equal opportunity to use and enjoy a residence hall room. There must be an identifiable relationship between the student's disability and the support the animal provides. For example, an ESA's presence may positively impact the symptoms of the student's disability by providing emotional support. Emotional support animals are only allowed in the student's on campus residence hall room.

Pet: A pet is an animal kept for ordinary use and companionship. A pet is not considered a service or emotional support animal. Pets are welcome to use public, outdoor spaces on campus, subject to certain restrictions including the athletic fields and outdoor events sponsored by Alverno College faculty, staff and students (including but not limited to Graduation and Convocation). Pets/Animals must be under the control of the owner (i.e., on a leash or harness) at all times. Hosts are responsible for cleaning up after any visiting animals. Pets may be in outdoor, public spaces for a temporary, short term (less than one [1] day), and occasional (no more than three [3] times per semester) stay that is not overnight. All damages caused by an animal while on campus property are the responsibility of the owner. To maintain safety and avoid disruption, pets are not allowed inside buildings or other indoor spaces owned or controlled by the College.

HARM TO SELF OR OTHERS

Students who display disruptive behavior, go missing, or disclose distressing information about self-harm to faculty or staff should be reported to Campus Safety (Emergency Line: 414-382-6911) and/or through Blaze (<https://alverno.pharos360.com/login.php>), the

College's student support system. Those filing a report should only include observable actions/behaviors (i.e. do not diagnose or offer opinions). Reports about self-harm or harm to others should be reported immediately to Campus Safety.

Signs of distress:

- References to suicide or self-injurious behavior
- Feelings of hopelessness or helplessness
- Significant changes in mood, appearance, hygiene, or behavior
- Marked decline in quality of work or class participation
- Excessive absence or tardiness
- Coming to class or meetings while intoxicated or high
- Disclosure of current or past abuse
- Depressed or lethargic mood
- Hyperactivity or very rapid speech
- Behavior or communication indicating loss of contact with reality
- Signs of physical injury
- Death of a loved one
- Recent loss or break-up
- Exaggerated emotional response that is inappropriate to the situation
- Dependency/poor boundaries

If it becomes evident (through observed behavior and/or by report(s) from faculty, staff, or students) that there are concerns about a student, the Assistant Dean of Students may conduct a Wellness Assessment or recommend an administrative withdrawal until further steps can be determined.

The Assistant Dean of Students will:

- Review on an individualized, case-by-case basis all available information obtained from Incident Reports, conversations with students, faculty, and staff.
- Take into consideration the nature, duration, and severity of the risk, and the likelihood, imminence and nature of the future harmful conduct, either to the student or to others and will apply the direct threat analysis.
- Meet with the student (if possible), giving notice to the student of the meeting and providing an opportunity for the student to provide evidence to the contrary and/or to make suggestions for reasonable accommodation(s) short of involuntary withdrawal from the College.
- Consult with the student's family if the student has a signed waiver indicating permission to share information; or the student behavior constitutes a danger to self or others.
- Review with the Dean of Student Development and Success, the student's advisor, and the Director of Counseling and Health Services available information, and make a decision regarding the student's status.
- Notify the student in writing of any decision made.

Mandatory Wellness Assessment

An assessment of a student can be mandated by the Assistant Dean of Students or the Dean of Student Development and Success if:

- A student becomes incapacitated as the apparent result of alcohol or other drug use
- Emergency medical personnel are summoned to transport a student to a hospital for emergency care

- The student is transported to the hospital for emergency medical care or refuses to accept such transportation when recommended by the emergency medical personnel
- The student engages in or threatens to engage in behavior causing harm to self or others
- The student's behavior is disrupting the educational environment

The student will be required to follow the recommendations of the assessing agency/practitioner as well as those imposed by the Assistant Dean of Students or Dean of Student Development and Success, and sign a release to enable college officials to monitor compliance with the treatment plan. To appeal, follow the process listed in the Code of Conduct: Process and Sanctions section.

Administrative Withdrawal

This policy is to be used to transition a student to a safer and/or more conducive environment when remaining at the College is not in the best interests of the student or the Alverno community. In most cases, these situations can be handled through voluntary medical withdrawals; however, if the student is unwilling to pursue a voluntary withdrawal or if the situation requires more than a withdrawal from courses (i.e. "Direct Threat" remains), the Assistant Dean of Students or Dean of Student Development and Success may invoke the right to administratively withdraw a student. The college strives to balance concern for the health and welfare of individual students with those of the larger campus community. Alverno will take action for the welfare of the individual student and the College community if a student engages in behavior that

- presents a direct threat of harm to themselves or to others or
- substantially disrupts the learning or working environment of others or
- demonstrates destructive, threatening, or other disruptive behavior or
- poses a danger to life, health, safety, or property or
- causes significant property damage, or
- impedes the lawful activities of others.

If after conversation with the student, appropriate medical professionals and other college officials, the student chooses to withdraw voluntarily, the Advising Office will be notified and process the withdrawal.

Potential Responses to the Behavior

The Assistant Dean of Students or the Dean of Student Development and Success reserves the right to take any of the following action:

1. Call 911 to have the student taken to the hospital to receive appropriate health care.
2. Contact law enforcement officials to prevent harm to self or others, or require any further action on the part of the student that is deemed necessary or desirable under the circumstances.
3. Continue at the College with no restrictions- The College may take no action if it is decided, based on information presented, that the student be allowed to continue with no restrictions. Care should be taken to advise the student about accommodations and available support services.
4. Permit the student to continue at the College pending further proceedings – The College may require the student to meet certain conditions over a specified period of time to remain enrolled. Such conditions could include: to stop disruption of the classroom, or continuing only if the student participates in supportive services or accommodation arrangements. Failure to comply with the conditions,

coupled with further disruptive behavior, may result in additional sanctions or an involuntary medical withdrawal.

5. Permit the student to remain enrolled at the College subject to conditions but with a review of resident eligibility— Under certain circumstances, where other students' living and learning environment is very likely to be disrupted by the student's behavior, the Assistant Dean of Students can suspend the student from the residence hall.
6. Employ interim suspension of the student's studies and/or initiate separation from campus – If there is a pervasive pattern of disruptive or threatening behavior, the student may be suspended from studies and/or ordered off campus. During the suspension, students are not allowed to participate in any Alverno activities, attend classes, reside in or visit Alverno residence halls, and may not be on campus except to attend meetings related to the case. This interim period allows time for a student to receive needed medical care, and for all parties to obtain an evaluation regarding the student's capacity to return to the College. If it appears that the student is not capable of understanding the nature or severity of the action, this administrative withdrawal policy may be activated prior to issuance of a determination in the conduct process.
7. Referral for Evaluation - The College may refer a student for evaluation by an independent licensed psychiatrist or psychologist chosen by the College within a specified period of time (typically 5-10 days). Students referred for evaluation will be informed in writing with personal and/or certified delivery. A student who fails to complete the evaluation in accordance with these procedures and/or give permission for the results to be shared with appropriate administrators may be withdrawn. Based on the results of the evaluation, the Assistant Dean of Students may require the student to commit to a treatment plan as a condition for continued enrollment. Alverno may choose to cover all or a portion of the cost of the evaluation.
8. Involuntary Medical Withdrawal – A student may be withdrawn if it is determined by a preponderance of the evidence (that it is more likely than not)
9. that medical evaluations following an interim suspension do not support a student's readiness to return; or
10. that the student is engaging in or likely to engage in behavior which poses a substantial danger to the student, to others or to property
11. indications that the student is unable to engage in basic required activities necessary to obtain an education, or that substantially impedes the lawful activities of others; or
12. that there is a pervasive pattern of disruptive or threatening behavior, or behaviors that are assaultive, suicidal, self-injurious or self-neglectful which present an imminent risk of injury to the student or others, the student may be withdrawn and/or ordered off campus; or
13. that a student fails to complete the required assessment during a medical interim suspension; or
14. that a known condition has deteriorated (e.g. a student with an eating disorder), rendering the student to be in imminent danger or incapable of functioning as a student.

Tuition/Refunds/Housing Fees

Students will receive a statement from the Student Accounts Office indicating how their withdrawal affected their account. An administrative withdrawal does not dismiss students from their financial obligations with the college. Financial obligations could include tuition and fees, room, board outstanding fines, childcare, repayment for financial aid, etc.

If a recipient of student financial aid funds withdraws from the institution during an academic term or a payment period, the amount of grant or loan assistance received may be subject to return and/or repayment provisions.

Incoming International exchange students attending Alverno follow Alverno College policies for refunds. In addition, Alverno students attending a foreign university through the Alverno College Exchange Program follow Alverno policies for refunds.

For Alverno Students attending a foreign university (as an exchange student) through direct enrollment follow the refund policies of the university they are attending or the policies of the third party provider. This same policy pertains to international degree or exchange students attending Alverno.

Re-enrollment

These procedures are designed to ensure that a health emergency no longer exists and a treatment plan for continuing good health is in place to support the student's transition back to Alverno, support members of the Alverno community during the student's transition back to Alverno, and ensure the safety of the student and the College community. The Assistant Dean of Students will inform the student of the decision in regard to granting reentry and if approved, will release the Registration Hold. The student's advisor will be notified.

In addition to the information that a reapplying student submits, the College may require the student to undergo a medical evaluation by a licensed mental health professional of the College's choosing. The results of the evaluation must be disclosed to appropriate College personnel. The Assistant Dean of Students reserves the right to require the student to comply with a treatment plan recommended by an outside and/or Alverno College physical/mental health professional as a condition of returning to the College community.

If approved, the student may need to complete documentation with the Admissions Office.

If the Student Service restriction (Hold #27) is released, the student may meet with the advisor to register for classes.

Conditions for Re-enrollment after Removal from Campus or Residence Hall

A student who has been removed from the campus or residence halls must request to be re-admitted to the College. A letter to a designee of the College describing the following should be submitted 30 days prior to the start of the desired semester of return:

1. What the student has been doing during their time away from the residence hall or from Alverno
2. What has changed for the student that will assist them to be successful
3. What the student learned in the process
4. What support systems the student has developed (e.g. counseling, support group, group therapy, family support) in order to be successful in this environment
5. What their plans are for successful completion of a degree from the College

A meeting with the Director of Residence Life, Assistant Dean of Students, the Director of Counseling and Health Services, and/or the Dean of Student Development and Success or appropriate College

official is required. Reinstatement may be contingent upon satisfactory completion of an evaluation or assessment and application to Alverno College through the Admissions Office or Advising Office may be required.

HAZING

Hazing is in violation of the human and civil rights of individuals and is not acceptable behavior. Hazing will not be tolerated, regardless if the incident takes place on or off campus. Alleged incidents of hazing will be reported to the Dean of Students and all parties involved will be subject to disciplinary action through the Student Code of Conduct. This policy applies to all student organizations, both registered student organizations and un-registered organizations that involve two or more Alverno College students.

The Stop Campus Hazing Act defines Hazing as "any intentional, knowing, or reckless act committed by a person (whether individually or in concert with other persons) against another person or persons regardless of the willingness of such other person or persons to participate, that (1) is committed in the course of an initiation into, an affiliation with, or the maintenance of membership in, a student organization (e.g., a club, athletic team, fraternity, or sorority); and (2) causes or creates a risk, above the reasonable risk encountered in the course of participation in the IHE or the organization, of physical or psychological injury.

"Wisconsin law (W.S.A. § 948.51) makes it a crime to engage in hazing, which is defined in the following manner:

(1) In this Section "forced activity" means any activity which is a condition of initiation or admission into or affiliation with an organization, regardless of a student's willingness to participate in the activity.

(2) No person may intentionally or recklessly engage in acts which endanger the physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating in connection with a school, college, or university. Under those circumstances, prohibited acts may include any brutality of a physical nature, such as whipping, beating, branding, forced consumption of any food, liquor, drug or other substance, forced confinement or any other forced activity which endangers the physical health or safety of the student.

Examples of hazing include, but are not limited to

- "Subtle" Hazing refers to activities that are often taken for granted or accepted as "harmless" or meaningless. There is an emphasis placed on a power imbalance between new members and other members of the organization
 - Requiring new teammates or group members to perform unnecessary duties not assigned to existing members;
 - Sleep deprivation; or
 - Carrying required items
- "Harassment" Hazing confuses, frustrates, and causes undue stress for new members. This behavior has the potential to cause emotional anguish and/or physical discomfort.
 - Lineups for the purpose of interrogating, demeaning, or intimidating;
 - Wearing of embarrassing or uncomfortable clothing; or

- Assigning pranks such as stealing, painting objects, or harassing other organizations
- "Violent" hazing is behavior that has the potential to cause physical, emotional, and/or psychological harm.
 - Capturing or kidnapping;
 - Total or partial nudity;
 - Pushing, shoving, tackling, or any other physical contact; or
 - Forced consumption of any liquid or food, often involving alcohol and/or gross food combinations

Still Unsure if it is Hazing? Ask Yourself...

- Would I feel uncomfortable participating in this activity if my family were watching?
- Would a College administrator disapprove of this activity?
- Am I being asked to keep these activities a secret?
- Am I doing anything illegal?
- Does participation in an activity violate my values or those of my organization?
- Is it causing emotional distress or stress of any kind to me or others?

If you answered "Yes" to any of these questions, please report the incident to the Dean of Students Office.

Preventative Practices

Alverno College commits to educating our community on Hazing Prevention Strategies annually in the following ways:

- Requiring Faculty and Staff to take an annual, online training on Hazing
- Requiring all active student organization leadership to take part in a Hazing Prevention training at the start of the Fall semester.
- Information on Hazing Prevention will be available to all students in the Student Organization resources section of the Catalog.

What happens if I witness or experience hazing?

If you experience or witness hazing taking place in an organization related to Alverno College, you should report the incident using the following steps:

- Contact Campus Safety to complete an incident report. You can contact campus safety.
 - In person in FO 254
 - By calling 414-382-6158 or 414-382-6911
 - By emailing campussafety@alverno.edu
 - Using the Rave Guardian App

- Share the details of what you have experienced/witnessed with Campus Safety. This will prompt Campus Safety to start an investigation.
- Utilize campus and community resources to support you following what could have been a very difficult experience. Campus resources include:
 - On campus counseling with the Director of Counseling
 - Contact our 24/7 online mental health support (<https://app.uwill.com/>) or call 833-434-1217
 - Contact our Campus Minister

Investigation Process

After receiving a report of potential hazing, Campus Safety:

- Review information in the report and contact associated community members to share their experiences and collect evidence
- Findings from interviews and meetings will be collected in an investigation report and share with the Assistant Dean of Students to start the Student Conduct Process. If there is a finding of violation of the Hazing Policy, the Assistant Dean of Student will issue appropriate sanctions.
- If the Student Conduct Process findings result in a sanction, a Transparency Report will be promptly issued.

Reporting Statistics of Campus Hazing

Following the passage of the Stop Campus Hazing Act in December 2024, Alverno College has started to collect data. This information can be found on the Annual Crime and Fire Safety Report website (<https://www.alverno.edu/Campus-Safety-Safety-Reports/>). The Hazing Transparency Report will be issued by the Clery Officer, the Director of Campus Safety. The Hazing Transparency Report will only be triggered if there is a finding of hazing having occurred within the last year and that the report will be issued biannually after that time for a period no less than 5 years.

Statistics on Hazing will be included in the Annual Safety Report (<https://www.alverno.edu/Campus-Safety-Safety-Reports/>) by the Clery Officer, the Director of Campus Safety.

Health Education

The College recognizes the importance of health education and awareness programs. These assist individuals to dispel any misunderstandings and deal with the facts, as they are known. The development and implementation of these programs is coordinated by Counseling Services. Health education programs should follow these general guidelines

- External vendors and organizations need to be sponsored and hosted by the department of Counseling Services
- Topics of a sensitive nature will be scheduled in private, enclosed spaces in order to avoid people walking unawares into discussions/presentations
- Programs need to contain educational content

Members of the Alverno community with questions on physical and/or mental health issues are directed to their physicians, the Director of Counseling Services and/or community resources.

Confidentiality in all areas of this policy will be maintained wherever possible.

HEALTH REQUIREMENTS AND INSURANCE

HEALTH REQUIREMENTS

Tuberculin (TB) Skin Testing: Some academic programs require annual testing for tuberculosis. This may be done at your primary care physician's office or an outside clinic. All international students, regardless of country of origin, are required to have proof of tuberculosis testing prior to arrival at Alverno.

Commuter Students: Immunizations and an annual flu shot are strongly recommended, but not required, for all students.

International and Exchange Students: International and Exchange Students are required to submit the completed Health History and Immunization Forms. Students must show proof of COVID-19 vaccination, Tetanus-Diphtheria, Measles-Mumps-Rubella, and Polio vaccinations, as well as proof of a Tuberculosis test done within the year, before moving into the residence hall.

Resident Students: By federal law, each year all resident students must acknowledge that they have been informed about the risks and benefits of receiving the Meningitis and Hepatitis B vaccinations. These vaccinations are recommended, but not mandatory. Residents are responsible for reading the Vaccine Information Sheets provided. Students must complete an Immunization Form for Resident Students (<https://alverno.pharos360.com/login.php>). Students who do not complete the Immunization Form may be asked to leave the residence hall in the event of a vaccine-preventable disease occurrence in the residence hall.

**If you are also a student-athlete, contact the Athletic Trainer, AF 112B (414) 382-6424 for any additional requirements*

INSURANCE

Alverno College strongly recommends that each student obtain and verify health insurance coverage while attending classes. The college does not have a health insurance plan available for purchase.

International and Exchange students are required to have health insurance while studying at Alverno College. As a WAICU member, we utilize G (<https://www.wpshealth.com/waicu/index.shtml>) allagher Student health and Special Risk (<https://go.gallagherstudent.com/Universities/Alverno%20College/Home/>) insurance. The student health insurance meets the J-1 visa requirements as outlined in U.S. regulations governing that visa category (contained in 22 CFR 62.12). The cost of the insurance premium is part of the academic billing and will be payable upon arrival on campus.

IDENTIFICATION CARD

All new students at Alverno College receive an initial identification card at no charge. Students can request their ID by visiting the Dean of Students office (FO 119), the Nursing Administration office in Mesa, or by submitting an electronic request form (<https://alverno.wufoo.com/forms/student-id-picture-submission/>).

For purpose of identification, students should carry their Alverno College identification card at all times. The Alverno identification card is intended to be used the entire time you are associated with Alverno. It is not necessary to obtain a new card each semester. In order to prevent unauthorized use, it is your responsibility to report a lost or stolen ID card to the Dean of Students (Milwaukee) or the Nursing Administration Office in Mesa and obtain a new card. People with monetary balances on lost or stolen cards must also contact Dining Services immediately. Alverno College is not responsible for any loss or expense resulting from the loss, theft or misuse of this card. Once reported lost or stolen, the lost card will be deactivated.

Failure to produce a valid ID card when requested by a college official, fraudulent use of the card, and/or transfer of an ID card to another person, may result in confiscation, loss of privileges and/or disciplinary action. The ID card can be used for the following:

- Services in the Library, Media Hub, and the Computer Center.
- Purchasing items in Dining Services. Money can be deposited on the card in accordance with the Resident or Milwaukee Commuter Meal Plan.
- Appropriate educational discounts and admission to facilities at other local venues.

Replacement Card Fees:

- New Photo or Lost ID: \$35 for general ID; \$25 for nursing badge
- Name Change: Free with return of old card; \$35 if old card is not returned
- Damaged Card: \$35 for general ID; \$25 for nursing badge
- Stolen Card: Free with police report; \$35 with no report

IMMUNIZATIONS

Non-Residential Students: Submitting immunization records is not required for current non-residential students, with the exception of student-athletes and international students.

International Student Requirement: All international students must complete and submit the online Tuberculosis (TB) Risk Assessment form. If you answer "Yes" to any of the Risk Assessment questions, you will be required to schedule a TB screening at a community clinic.

Resident Student Requirement: By federal law, each year all resident students must acknowledge that they have been informed about the risks and benefits of receiving the Meningitis and Hepatitis B vaccinations. These vaccinations are recommended, but not mandatory. If students want to have these vaccinations they may do so, at their cost, through their local public health agency or their private physician.

Residents are responsible for reading the Vaccine Information Sheets provided as part of the online housing contract. This form must be completed and returned to Residence Life prior to moving into the residence halls. The student resident accepts responsibility (financial, legal, medical, academic) for waiving any missing immunizations, including off-campus living arrangements and fees and/or penalties assessed by the College for missed classes. The College reserves the right to require student residents missing vaccination information to move out of housing in case of emergency.

Resident Immunizations List:

- Tetanus Diphtheria (Td or DPT) Mandatory booster every 10 years
- Measles Mumps, Rubella (MMR) Mandatory 1 dose after 1st birthday, 2nd dose after 4th birthday
- Varicella (Chicken Pox) Strongly Recommended indicate date of disease of immunization
- COVID-19 Recommended, but not mandatory
- Hepatitis B Recommended, but not mandatory
- Meningitis Recommended, but not mandatory

INSTITUTIONAL COMMUNICATION

Email is considered an official method of communication at Alverno College. All Alverno College students are expected to check their Alverno email accounts. Failure to regularly check their email is not a valid reason for being unaware of College policies or procedures, or of one's academic, financial, or judicial status at the College.

Medical Exception

Alverno College is committed to the academic success, personal growth and well-being of its students. Circumstances may arise when a student experiences a sudden/unexpected health condition that is debilitating to the point that it interferes with the activities of daily living and participation in academic courses/requirements. In the event that a student must drop all/some courses due to a significant medical/health issue they may choose to submit documentation to request a Medical Exception.

A Medical Exception can only be requested during the semester in which a student was enrolled and the health issue occurred. Approval of a Medical Exception *may* qualify the student for a financial adjustment for that specific semester. A student may only be approved for a Medical Exception one time during their entire Alverno tenure.

To learn more about the Medical Exception policy and request process, contact the Academic Advising Office (professional-advising@alverno.edu).

Name Change Process

All members of the Alverno community may update and/or change their legal or chosen name in our campus information systems at any time.

The name change process will start when a Name Change Form is completed (<https://forms.office.com/Pages/ResponsePage.aspx?id=-o39dbcdEkGVkmmNkfTTdLoc6zcp5OtNqQIWA1YXkdJUQk85REEyQUdFQ0RGT1ZTS>

**Former students and alums should email registrar@alverno.edu in order to discuss legal name changes related to transcripts and/or diplomas.*

Legal Name Change

Student requests for legal first and/or last name changes can be made at any time. Legal documentation must be submitted upon time of request (documentation could include an updated driver's license, passport, social security card, or notarized court document). Changes do not occur immediately or automatically upon submission of the form (<https://forms.office.com/Pages/ResponsePage.aspx?id=-o39dbcdEkGVkmmNkfTTdLoc6zcp5OtNqQIWA1YXkdJUQk85REEyQUdFQ0RGT1ZTS>

Chosen Name Change

Alverno College recognizes that as a community some of its members choose to use a first and/or last name other than their legal name to identify themselves. Students can designate a chosen name at any time, regardless of whether they have legally changed their name.

Nursing Students: Verification and background checks are required for all clinical sites, and some do not allow for chosen names. Documentation of legal names on nursing badges may be required (see updating ID cards).

Updating ID Cards

You'll receive a confirmation email after your chosen name has been updated by the Registrar's Office. One business day after you receive this email, you may request a replacement ID card in the Dean of Students Office (<https://www.alverno.edu/Student-Affairs-Dean-of-Students-Office/>) (FO 119).

If nursing clinical students originally receive a clinical badge with their chosen name and need to receive a clinical badge with their legal name, a second badge can be requested from the Dean of Students office (the first request is free, any additional badges will cost \$25/badge).

Email/Network User Name change

Your request of name change form will be forwarded to Technology Services and they will contact you to determine if you wish to also change your Alverno network user name and your Alverno email address.

Your username for Self-Service, Student Planning, and Brightspace will also change.

Any current read or unread email will be available in your email box after your name change is processed. When your username is changed, you will only be able to receive email sent to your old email address for a period of two (2) weeks. Any email sent to your old email address after that date will be returned to the sender as undeliverable. You are responsible for notifying others of your new email address. If you have questions or problems, email helpdesk@alverno.edu (<https://catalog.alverno.edu/STUDEV/mail-to:helpdesk@alverno.edu>).

Pronouns

Alverno College celebrates gender diversity. Accordingly, students, staff, or faculty may indicate which pronouns they use. Pronouns will be made available to staff and faculty. Pronouns can be designated at any time, and they can be modified, changed, or deleted at any time by updating personal information on IOL/Self-Service. Currently, options for pronouns include the following:

- She/her
- They/them
- He/him
- She/her or they/them
- They/them or she/her
- He/him or they/them
- They/them or he/him
- She/her or he/him
- He/him or she/her
- Any/all
- Ask Me

All requests for changing chosen name, pronoun, or gender identity will be accepted as long as the request is not intended to avoid legal obligations, used for fraudulent purposes, contains the use of profane words, or is otherwise deemed inappropriate. Alverno College reserves the right to refuse to honor any request under these circumstances.

However, in accordance with the mission statement, Alverno College is committed to creating an inclusive community and will make every effort to use chosen names, pronouns, and gender identity where possible

throughout the college experience, except for the select systems and materials that require legal name and gender (see chart below) for reporting or legal needs.

How departments use legal/chosen names

If a student has concerns about chosen vs legal name and/or pronoun usage or would like to discuss a more widespread accommodation for safety or security reasons, please schedule an appointment with the Dean of Students (FO 119).

Check how the following departments use chosen and legal names.

Admissions

- Chosen name is collected on application
- Legal name is used for acceptance decisions, applications, and communications

Advancement

- Chosen name is used in external communications

Advising

- Chosen name is used in emails notifying of academic status, Blaze, and general communications
- Legal name is used for academic dismissal letters

Athletics

- Chosen name is used for rosters
- Legal name is stored confidentially for eligibility purposes

Career Studio

- Chosen name is used for database, student intern lists, student appointments, resumes and cover letters, event name tags, letters sent to mentors (with student permission)
- Legal name is used for background checks, drug tests, and medical documentation required by internship sites

Counseling Services

- Chosen name is used for counseling
- Legal name is used for medical records

Finance

- Legal name is used for check reimbursement

Human Resources

- Chosen name is used for meetings and internal communications
- Legal name is used for W-2 forms, payroll, and direct deposits

Instructional Services

- Chosen name is used for communications, name tags, schedules, and tutor/academic assistant paperwork
- Legal name is used for disability documentation and other legal documents

Library

- Chosen name is used for library account and communications

Registrar's Office

- Chosen name is used for class rosters, diplomas, academic evaluations/validation matrix, unofficial transcripts, the graduation program, and communications
- Legal name is used for federally mandated reporting and official transcripts

Residence Life

- Chosen name is used for CA rosters, front desk visitation, door decorations, emails to residents, and roommate notification

- Legal name is used for mail rosters, housing contracts, and contract cancellation forms

Student Accounts/Financial Aid

- Chosen name is used for meetings and internal communications
- Legal name is used for the FAFSA, award letters, 1098-T forms, loan servicing, and loan documents

Student Development and Success

- Chosen name is used for ID cards, meetings, and communications
- Legal name is used for emergency loan and/or grant check

Student Engagement & Leadership

- Chosen name is used for communications
- Legal name is used for visa information and study abroad documents

Technology Services

- Chosen name is used for Brightspace, IOL/Student Planning, Office 365 (including email address,) Google display names, Zoom, and student directories
- Legal name is used for mail rosters, housing contracts, and contract cancellation forms

NON-DISCRIMINATION

Non-Discrimination Statement

Alverno College intentionally creates a welcoming and inclusive learning community in which all members recognize and respect the rights and human dignity of every other member. The College values diversity and seeks talented students, faculty and staff from a variety of backgrounds. In keeping with its long-standing Catholic Franciscan foundations, Alverno College does not discriminate against any student, employee or application to become such on the basis of any individual's age, color, disability, gender, gender identity or expression, genetic information, marital status, military status, national or ethnic origin, pregnancy or parenting status, political belief or affiliation, race, sex, sexual orientation, or veteran's status in the administration of its educational programs and activities or in its employment practices. Furthermore, the College prohibits the harassment of students and employees, as harassment is a form of discrimination.

In the area of undergraduate enrollment, Alverno College's weekday undergraduate programs will remain exclusive in respect to gender identity, but not as to any of the other aforementioned characteristics.

Adopted by Alverno Board of Trustees, December 3, 2017

PARKING

MILWAUKEE

Parking at Alverno College is available on a first-come basis. On campus parking is restricted during weekdays in Lot D and Lot G to employee permitted parking. Parking is also restricted temporarily in areas designated as reserved for special events. Overnight parking on campus is restricted at all times during the hours of 2am - 5:30am. All State of Wisconsin and City of Milwaukee laws pertaining to motor vehicles apply on campus. Alverno College neither implies nor accepts any responsibility for loss or damage to any vehicle or its contents, however caused, while parked in the campus parking structure or any College parking lot. For overnight parking, call the Campus Safety Department for approval and instructions.

The following are examples of some of the parking violations:

- Parking in handicapped spaces, crosswalks, fire lanes, loading zones, non-designated spaces, roadways, parking in a manner that obstructs traffic, or backed into a parking structure space.
- Vehicles using more than one space, driving through a barricaded area or driving on the wrong side of the roadway.

Campus Parking and Driving Regulations are enforced by the Campus Safety Department. Enforcement includes patrolling the campus and ticketing vehicles in violation of regulations. Fines (other than the City of Milwaukee tickets) are payable in the Student Accounts Office upon receipt.

- First Offense - \$10
- Second Offense - \$25 (in same semester)
- Third Offense and all additional violations - \$75 (in same semester)
- Parking in a disabled space without a permit - \$75
- Continued violations of parking regulations may result in your car being towed including all fines and expenses for towing. If unpaid at the end of 10 days, employees are billed, with a \$2 service charge added; unpaid fines for students are placed on the student bill. Individuals wishing to appeal a parking ticket must fill out an Appeal Form, located in the Campus Safety Office, within 10 days of the issuance of the ticket. No other forms of appeal are accepted. Appeals will be considered by the Director of Campus Safety and notice of decision will be provided within 10 business days.

RESIDENT STUDENT PARKING IN MILWAUKEE

Resident students are required to have a parking permit in order to park overnight on campus. There is no fee for residents to obtain a permit. All resident students and guests must park in designated areas between 2am and 5:30am. Austin residents' designated lot is the Parking Structure and Clare residents' designated lot is either Lot I or Lot G (for overnight parking only). Permit requests forms and Resident permits are available in the Campus Safety Office. Residents must provide a copy of their vehicle registration. See the Residence Life Handbook (<https://www.alverno.edu/files/galleries/ResLife-Handbook-2019-20.pdf>) for the full policy and procedures.

ACCESS TO DISABLED PARKING ON THE ALVERNO MILWAUKEE CAMPUS

Alverno College provides disabled parking spaces across campus and honors use of these spaces by those who have an officially issued disabled license plate, or a temporary or permanent Disabled Parking Identification (DIS ID) hang tag issued by the State of Wisconsin or another state. A Disabled Parking Identification permit must be hung from the interior rear view mirror of any motor vehicle at all times when parking in the marked spaces on campus reserved for persons with a physical disability.

To determine if you are eligible and to apply go to:

Link: <https://wisconsindot.gov/pages/dmv/vehicles/dsbld-prkg/discards.aspx>

Certification by a health care specialist is required to obtain a permit.

Violations are subject to a ticket issued by the Alverno College Campus Safety Department or a municipal citation by the City of Milwaukee Parking Enforcement.

For information on parking on the Alverno College Milwaukee Campus please go to:

Link: <https://www.alverno.edu/Campus-Safety-Parking-Regulations>
(<https://www.alverno.edu/Campus-Safety-Parking-Regulations/>)

PARKING IN MESA, ARIZONA

There is a parking structure available for students enrolled in classes at the Mesa building. Handicap parking is available along the outside of the building. Students must fill out a parking form for the building and park only in unmarked parking spots in the parking structure. Parking is enforced by building security. Students will receive a written warning if they are parked in a reserved or visitor parking. If there are repeated violations, the ability to park in the structure may be revoked.

PHOTOS OF STUDENTS

During your time on campus at Alverno College your photo/video might be taken. If you knowingly allow your picture to be taken by staff, media or approved contracted photographer(s)/videographer(s) it will be considered permission for Alverno College to use that photo/video in any campus publication or web-based communication tools. All participants in photo/videos are considered volunteers and will not receive remuneration. Any photography/videography intended for use in advertising or promotions will be done with the expressed written consent of students featured.

Students who do not want their photo/video to be taken or to appear in any publication must tell the photographer at the time the photo/video is being taken. The photographer and Alverno will honor any such requests. If a student is concerned about a photo being used, the student should contact Marketing and Communications via email at marketing@alverno.edu. The student identification card photo and identification card number is considered confidential and part of a student's educational record. Use of the identification card photo and/or identification number will not be used for public display without the student's permission.

POLITICAL ACTIVITY

Alverno College values the opportunity for free expression of political views by members of the Alverno community and is committed to the value of discourse and debate as an essential component of a liberal arts education. Alverno College promotes effective citizenship and encourages participation in the political process. Students, staff or faculty may freely engage in and comment on political issues as individual citizens but must clarify that the expressed opinions are their own and do not represent the official position of the college. Individual students who wish to engage in the political process are encouraged to connect with the Department of Student Engagement & Leadership to see what opportunities are available.

Guidelines for hosting a political candidate or representative on campus

- The event must be open to the entire campus community.
- Members of the student group/department must be present during an approved event or distribution of materials. Student groups should talk to the staff of Student Engagement & Leadership for approval. Staff and faculty should direct inquiries to Human Resources for approval and for the appropriate process for distributing information.
- The college must maintain a non-partisan, educational status and not support or oppose any candidate. This must be stated clearly on

advertisements for the event and when the candidate is introduced. The college must comply with the provisions governing its tax exempt status under Section 501 (c) (3) of the Internal Revenue Code. Federal statute stipulates that non-profit, tax exempt institutions of higher education are prohibited from participating in, or intervening in, any political campaign on behalf of any candidate for public office.

- Unless a candidate for public office is of significant stature as to warrant an invitation from the Office of the President, hosting of political candidates for educational purposes should generally be left to faculty within academic departments or the appropriate Alverno College recognized student group.
- If a faculty member, academic department or the college itself chooses to invite an individual candidate to speak on campus about his or her political activities or campaigning, every attempt should be made to provide opposing candidates the same opportunity.
- If any member of the college community is contacted by a political official to organize an appearance on campus, the Marketing Department should be immediately notified and updated with information. The Marketing Department coordinates all public affairs on campus.

Advertising, Posting and Canvassing Guidelines

- Posting of political materials must adhere to the Posting Guidelines.
- Faculty and staff need to get approval from Human Resources to advertise, post, and/or canvas for a political candidate.
- Canvassing (mass distribution of fliers on cars or in common areas) is not allowed.
- Information must include a contact name or name of sponsoring group.
- Use of the college's name, letterhead, or logo on any written materials used for political purposes, such as solicitation of funds or other contributions in support of a political party or political activities, is prohibited.
- Opinions promoted are the opinions of Alverno students and members of an organization. Alverno College does not support any one specific candidate.

Political Activity Policy & Guidelines

Alverno College values the opportunity for free expression of political views by members of the Alverno community and is committed to the value of discourse and debate as an essential component of a liberal education. At the same time, the college must also comply with the provisions governing its tax exempt status under Section 501 (c) (3) of the Internal Revenue Code. The College must maintain a non-partisan, educational status. Federal statute stipulates that non-profit, tax exempt institutions of higher education are prohibited from participating in, or intervening in, any political campaign on behalf of any candidate for public office. College Policy:

1. Alverno College promotes effective citizenship and encourages participation in the political process.
2. Students, staff, or faculty may freely engage in and comment on political issues as individual citizens but must clarify the expressed opinions are their own and do not represent the official position of the College.
3. Use of the College's name, letterhead, or logo on any written materials used for political purposes, such as solicitation of funds or other contributions in support of a political party or political activities, is prohibited.

4. Unless a candidate for public office is of significant stature as to warrant an invitation from the Office of the President, hosting of political candidates for educational purposes should generally be left to faculty within academic departments or the appropriate Alverno College recognized student group.
5. If a faculty member, academic department, or the college itself chooses to invite an individual candidate to speak on campus about his or her political activities or campaigning, every attempt should be made to provide opposing candidates the same opportunity.
6. If any member of the College community is contacted by a political official to organize an appearance on campus, the Marketing Department should be immediately notified and updated with information. The Marketing Department coordinates all public affairs on campus.

PREGNANT AND PARENTING

PURPOSE

This policy covers the area of Pregnancy and Parenting related matters as covered under Title IX regulations and law. This policy shall set guidelines for addressing issues involving pregnancy or parenting related matters at Alverno College.

Scope of Policy

All policies, decisions, accommodations, or actions of the Alverno College community shall be in accordance with the rules and regulations set forth by the Department of Education in conjunction with the Title IX law. This policy applies to 1) pregnancy, false pregnancy, childbirth, or pregnancy termination-related conditions; 2) all post-partum medical conditions or needs; and/or 3) breastfeeding and related activities.

This policy is a sub-set policy to the full Title IX policy as located on the Alverno Website or available through the Dean of Students' office, Human Resources, or the Campus Safety Department. Both this policy and the full Title IX policy have authority over all students, employees, volunteers, or persons with a special relationship to the college. This policy applies to all students and may not be limited by gender, gender identity, sexual orientation or other protected classification.

Definitions

False Pregnancy – Clinically termed pseudocyesis, is the belief that you are expecting a baby when you are not really carrying a child. People with pseudocyesis have many, if not all, symptoms of pregnancy – with the exception of an actual fetus.

Abortion – The act of terminating a pregnancy prior to viability of the fetus.

Spontaneous Abortion – Noninduced embryonic or fetal death or passage of products of conception before 20 weeks gestation. Also known as Miscarriage.

Ectopic Pregnancy – Pregnancy in which the fertilized egg implants outside the uterus

Breastfeeding – To directly breastfeed, pump by use of electric or mechanical device for collection of breast milk, express breast milk, or meet other lactation needs.

Lactation Needs – Cleaning of breast and torso region, cleaning of pump and accessories, changing or rinsing of wardrobe.

Extra-Curricular Activities – participation in an organized and college approved club, student group, or academic society; or as a part of an organized college athletic or intermural team or event.

Pregnancy Related Medical Conditions – Conditions that might be considered disabilities include but are not limited to carpal tunnel syndrome, gestational diabetes, acid reflux, severe morning sickness, chronic migraines, and severe pelvic or back pain.

Oversight and responsibility for this policy

Title IX Coordinator

Dean of Student
Founders Hall 254; 414.382.6116; theresa.barry@alverno.edu
(jason.pilarski@alverno.edu)

Title IX Deputy Coordinator for Students

Assistant Dean of Students
Founders Hall 119; 414.382.63726; ann.romei@alverno.edu

Title IX Deputy Coordinator for Employees

Director of Human Resources
Founders Hall 211B; 414.382.6420; HR@alverno.edu

Department of Education – Office of Civil Rights

Office for Civil Rights
U.S. Department of Health and Human Services
200 Independence Avenue, SW
Room 509F, HHH Building
Washington, D.C. 20201

(800) 421-3481 | OCR@ed.gov

Protection from Harassment/Discrimination

Under Title IX, students have the right to continue their education activities regardless of pregnancy, childbirth, or pregnancy termination-related conditions. This includes school sponsored internships, clinics, lab work, athletics and extracurricular activities. Harassment or intimidation because of a pregnancy-related condition is sex discrimination in violation of Title IX and is illegal. To report potential violations or concerns regarding this policy, please contact the Title IX Coordinator or a Deputy Coordinator.

Absence

Absence(s) related to pregnancy-related conditions are justified so long as the absence is medically necessary (a doctor's note is not required unless other students in the class, program, clinical or activity must provide a note when they are absent). Students returning from their absence must be allowed to make up any missed work, including assessments and projects, and they must have opportunities to compensate for in-class participation through some other opportunity.

The makeup work should be comparable to the amount of work given other students, not extra. Deadlines for the work must be comparable to the amount of time other students were given to complete the work.

Accommodation

Students impacted by pregnancy-related conditions are eligible for at least the same accommodations given to students with temporary disabilities. Some pregnancy-related accommodations may include an

assessment room near a bathroom and opportunity to take frequent breaks. If a student can't lift heavy equipment, others may be allowed to assist. In some cases, even though pregnancy itself is not considered a disability, certain pregnancy-related conditions are considered protected under the Americans with Disabilities Act Amendment Act (ADAAA) as well if they substantially limit one or more major life activities such as walking, standing, lifting, etc. Examples of

Accommodations are meant to address each student's specific needs and give opportunity for access to the program that is equal to that given to other students. An accommodation that is unreasonable because it would require significant administrative or financial burdens is not required to be provided under the law. Colleges also can't be required to make fundamental or substantial modifications that change the very nature of their programs or academic standards.

Students wanting to request accommodations should contact the Student Accessibility Coordinator, who will engage in an interactive discussion with the student, instructor and other need-to-know personnel, up to and possibly including the Title IX Coordinator, regarding their requests. Once decisions are made, notification to student and instructors will be made in writing.

Breastfeeding

Alverno has designated FO 114 in the Commons as the Mothers' Room.

It is private, clean and a reasonably accessible place for breastfeeding. Depending upon the particular details of a student's situation, other arrangements may be available. Other similar or equivalent locations on campus may be identified for these purposes in a specific or ongoing basis.

Instructors and students shall work together to identify solutions for making up in-class work or participation credits, as well as any instruction missed, when the need for absence due to the occurrence of breastfeeding activities.

Extracurricular activities

Student participation in a college club, student group or academic society can't be limited because of pregnancy or related condition. The club can ask for a doctor's note stating that a student's engagement in a particular activity is safe only if the club/group/society requires other students with conditions to provide a note.

Pregnant athletes must be treated like any other athlete with a temporary disability. Alverno cannot assume that it is unsafe for them to play. Medical clearance from a doctor to participate can be requested only if players with other medical conditions are asked to do so. If there is a disagreement about whether it is safe, athletic staff members are expected to rely on the opinion of the student's obstetrician or other specialists.

Student on Campus Employment by the College

Pregnancy, childbirth, false pregnancy, termination of pregnancy and resulting disability or recovery must be treated the same as any temporary disability for all job-related purposes, including the provision of accommodations and other services. Additionally, students may be entitled to accommodation of a pregnancy-related disability under the ADAA. Students should speak with their employment supervisor, human resources department, The Student Accessibility Coordinator or the Title IX Coordinator for more information about receiving accommodations.

Leave Status

A student may, of their free will, decide to take a leave for pregnancy-related reasons, but the college cannot require a leave. No employee, volunteer, or other person associated with the college may require or imply a requirement to take a leave or other action detrimental to the student's educational attainment process due to issues covered under this policy.

Financial Aid Considerations

All students should consult with the Financial Aid office prior to taking any form of leave to determine what impact there may be on their aid.

To the extent possible, Alverno will take reasonable steps to ensure that, upon return from leave, a student will be reinstated to their program with access to the same institutional aid as when the leave began. Continuation of a student's scholarships or other funding during the leave term will depend on the policies of the funding program. Students will not be negatively impacted by or forfeit their future eligibility for institutional scholarship, fellowship or similar college-sponsored funding by exercising their rights for a leave under the policy. Federal and state awards are subject to refund calculations, satisfactory academic progress, repayment and related regulations in place at the time of leave of absence or withdrawal from class. Alverno's tuition refund policy and schedule will be used to determine if a tuition refund will be applied for students who withdraw from classes. In order to determine eligibility for a full or partial refund, students are required to apply for a Medical Exception.

RELIGIOUS ACTIVITY

As a Catholic, Franciscan, and liberal arts institution, Alverno College is committed to supporting holistic development of our students, including support for their spiritual development. Alverno welcomes a variety of religious traditions and respects individual religious commitments. Alverno does not attempt to proselytize nor sanction attempts to convert people to a religious affiliation other than their own. Alverno's programs seek to encourage the sharing and discussion of religious values and beliefs between members of the college community.

With the approval of the Campus Minister, representatives of various religious traditions may provide appropriate religious services for their own members and others who wish to participate. Students who are members of specific religious affiliations are encouraged to form recognized student organizations for the purpose of supporting their religious beliefs and practices.

In order to provide the highest level of support and to prevent duplication of services, religious student organizations will receive their primary organizational support from Campus Ministry. This includes:

- The Campus Minister will approve or reject requests for new religious student organizations and submit approved organizations to Student Engagement & Leadership for recognition. Campus Ministry will also determine eligibility for annual re-recognition of religious student organizations.
- The Campus Minister will serve as the de facto advisor or co-advisor to all religious student organizations. Organizations may designate other faculty or staff as co-advisors on campus.
- Leaders of religious student organizations will meet with Campus Ministry staff at least once each semester as their advisor and for any organizational leader training deemed appropriate by campus ministry staff.

- Religious student organization events and programs must be approved by the Campus Minister to avoid duplication of services.
- Religious student organizations with an affiliation with a non-Alverno religious organization may designate up to two liaisons who represent the external organization and those liaisons will be required to meet with the Director of Campus Ministry each semester to discuss campus programming and solicitation policies.
- Student Engagement & Leadership will continue to support religious student organizations through funding, promotion, and event support. In the event of a vacancy in the Campus Minister position, advising responsibilities for religious student organizations will be filled by the Coordinator of Student Engagement & Leadership and any co-advisors the organization has chosen.

Residence Hall Policies

ANIMAL POLICY

Fish are the only pets allowed in the residence halls. Tanks must be no larger than 10 gallons.

Per Title III of the Americans with Disabilities Act (ADA), Alverno College accommodates service animals, which are limited to dogs, in all areas on campus, including the residence halls. Under the auspices of the Federal Housing Act (FHA), Alverno will approve the placement of an emotional support animal (ESA) in the residence halls for qualified students with disabilities when written documentation is provided that there is a clear relationship between the disability and the service the animal provides and all necessary steps of the approval process are completed.

For further information on accommodations, contact the Student Accessibility Coordinator at StudentAccessibility@alverno.edu or 414-382-6026. More information can also be found on the website at (Instructional Services - Accessibility Services (<https://www.alverno.edu/Instructional-Services-Accessibility/>)). The determination of whether an emotional animal is permitted in the residence halls is made through an interactive process involving the individual requesting the accommodation and relevant campus personnel.

COMPUTER POLICY

REQUIREMENTS FOR RESIDENCE HALL NETWORK CONNECTIONS

Austin Hall and Clare Hall residents who connect their personal computers/devices to the Alverno College network are required to register your device to use Alverno's Wi-Fi. Students are required to keep their operating systems (Windows, MacOS, android, iOS, etc) up to date and install critical updates as they become available. Devices must have antivirus/anti-malware software installed and definitions kept up to date.

Half of the rooms in Austin Hall and Clare Hall contain an access point for Alverno Wireless. In Austin Hall, the boxes are located on the desk. In Clare Hall, the boxes are located about one foot off the ground in a corner of the room. Please be aware of these boxes as you move around the space. Damaging the boxes may disrupt the signal providing internet to your room and your neighbors.

* Please note that router systems are not allowed in resident rooms. Wireless internet is available throughout Austin and Clare Halls.

If you are having computer difficulties, you can contact the helpdesk at 414-382-6700 (24/7 off-site support) or email helpdesk@alverno.edu. Check the Technology Services web page (alverno.edu/tech-services) for a listing of available services. .

All individuals are to abide by the Technology Usage Policy. Part of this policy includes information about illegal downloading. This means students are prohibited from illegally downloading movies, songs, and various other media content. If you are unsure if a site supplies a legal process for this, please contact our Technology Services staff or Residence Life staff for more information.

SOCIAL MEDIA POLICY

Social media is designed to disseminate information through social interaction. Alverno College believes in interacting with others to achieve goals, resolve conflicts, and build relationships. Social media sites, such as LinkedIn, Facebook, Twitter, YouTube, Instagram, and many others, allow faculty, staff, and students to develop social interaction skills and stay connected in their personal and professional lives. This policy has been created to ensure the operation is in accordance with college policy and represents the College's best interest. Faculty, staff, and students are expected to act responsibly and to follow the same behavioral standards online as they do in real-life situations. Information and photos posted online are public information and inadvertent use of identifying information could violate FERPA or HIPAA regulations. Students, faculty, and staff are encouraged to be prudent when posting information on social media sites. Alverno College does not routinely monitor online communities; however, pictures and information brought to the attention of the College describing or documenting behavior considered to violate college policy, whether on campus or off campus at a college-sponsored event, will be subject to further investigation. Any College policies found to be in violation are documented as a result of the investigation and will result in appropriate disciplinary action.

KEYS

Residents are responsible for all college-issued keys that are assigned at the beginning of each academic year.

The elevators in Austin Hall and Clare Hall are proximity cards (student ID) operated to the resident floors. Proximity readers as part of your student ID are needed to operate the elevator to any of the resident rooms in Austin Hall and Clare Hall. Guests are not allowed to operate elevators without the presence of the resident they are visiting. If a resident locks themselves out of their room, the following procedure should be used to re-enter:

1. Call the on-duty CA (CAs are on duty from 7 p.m. to 7 a.m.).
2. Go to the Austin or Clare Hall front desk and request an escort you to your room.
3. In cases in which no other options are available, contact Campus Safety.

If a room key or mailbox key is lost, the resident must meet with the Residence Life professional staff to complete all paperwork and get a core change and new keys. The replacement cost for a lost or stolen set of keys is \$75. This includes a new room core, two room keys, and a mailbox key.

CARD ACCESS

Your Alverno ID is one of your keys and should be treated as such. Residence halls have implemented a card access system for added safety and security purposes. Students are required to use their IDs to gain access through the card swipes. The misuse of card swipes (i.e., vandalism, using someone else's ID) or allowing others to use your ID is strictly prohibited. Residents are financially responsible for replacing their ID if it is damaged, not swiping properly, or lost. You can get a new ID from the Dean of Students office in Founders Hall, FO 119. If your ID fails

to work for the reader, please contact your Residence Life professional staff.

NOISE POLICY

Alverno College is committed to providing an environment conducive to study and sleep. Residents are responsible for working with one another to create an environment that supports multiple needs and schedules.

Courtesy hours are in effect for 24 hours. This means that if a resident is disrupted by your noise and notifies you, you need to respect the request and adjust the volume accordingly.

Quiet hours require that noise not be heard outside your room door.

Quiet Hours are:

10 p.m. to 10 a.m. Sunday through Thursday

Midnight to 10 a.m. Friday through Saturday

Residents who are unable to respect quiet hours may be required to meet with the Residence Hall Coordinator and/or the Director of Residence Life, or they may be referred to the Dean of Students Office. During mid-semester and final assessment weeks, extended quiet hours are in effect.

Clare Hall Residents: Violation of quiet hours may result in forfeiting your Clare Hall privileges.

TIPS FOR DISCUSSING NOISE WITH YOUR NEIGHBOR

It is always best for residents to talk to each other first about any noise concerns that they have. Calling the CA on Duty should be a secondary action taken. Clare Hall residents will complete a neighbor agreement that will discuss noise between rooms and how to talk to each other about noise concerns.

Here are some ways to best approach your neighbor about noise:

- Knock on the door and introduce yourself.
- Let the student know what you are trying to accomplish (study, sleep, etc.) and that reducing their noise would be helpful.
- Maintain a respectful, calm tone throughout the discussion.
- Listen to the other person as they explain their situation.
- Come up with a way that you both can enjoy your living space (turn down TVs after 11:00 p.m., use headphones for music before 7:00 a.m., etc.).

TRASH REMOVAL & RECYCLING

Each floor has recycling containers in common areas where aluminum, tin, glass, plastic, and mixed office paper should be placed. All personal room trash must be removed and placed in the trash dumpster outside.

Room trash may not be left in hallways or disposed of in lounges or bathroom/shower areas. Residents may be charged \$25 per bag of trash not disposed of properly. Charges may increase at the end of each semester.

VISITATION

The Alverno College Residence Hall Visitation Policy specifies hours when visiting is allowed. It is the resident's responsibility to inform guest(s) of the policies of the College and the hall. The resident will assume responsibility for the guests' actions.

Alverno College houses a diverse group of residents. As a result, it is absolutely essential that we do our best to create a positive community built on a foundation of respect and courtesy. In addition, we strive to uphold the highest level of security for our residents. All residents must adhere to the following visitation policies:

- Guest visitation is allowed between 9 a.m. and 12 a.m. Guests may not be checked in past midnight or before 9am.
- All guests must check in at their residence hall reception desk. In Austin Hall, all guests must be signed in with the desk worker. If the desk worker is not present or the desk is closed, guests must be signed in via the clipboard and include all requested information. Please be prepared to have your guest show a photo ID.
- If the resident/host needs to leave, guests must be checked out every time they are exiting the halls, regardless of how long they will be gone, and checked in again upon returning.
- Each resident may sign in a maximum of three guests at a time (male or female).
- All guests must be checked out and exit the building by the designated times.
- Guests must be with their host at all times, including in private bed spaces. Residents must escort male and female guests at all times, including to check out and to and from the male restroom on the first floor in Austin Hall and the unisex restrooms on each floor of Claire Hall.
- Guests may not use the laundry facilities found in the Austin Hall basement or Clare Hall.
- Guests may not use shared spaces in the building without the presence of their host (rec room, formal lounge, floor lounge, etc.)
- Residents may have guests overnight in their room for no more than two consecutive nights (weeks being noted as Sunday through Saturday).
- All overnight stays must be discussed and agreed upon by the roommate prior to the arrival of the overnight guest.
- Overnight guests must specify their overnight stay upon check-in. If parking a car overnight, guests must apply for a temporary parking permit and park in the parking structure.
- In Austin, overnight guests of a different gender will only be allowed to stay overnight on Friday and Saturday nights. In both Austin and Clare, Alverno College does not provide shower facilities for male guests. All male guests will need to make other arrangements.
- Cohabitation is not allowed in the residence halls. Cohabitation is defined as behavior that indicates a guest is utilizing a resident's room as a living space. Signs of cohabitation can include, but are not limited to:
 - Staying as an overnight guest more often than not within a two-week period.
 - Presence of the guest's personal belongings in any resident's room.

Living in Clare Hall is a privilege for students further along their academic journey. Failure to abide by any of the following policies will result in room or hall reassignment or contract cancellation. Additional policies for Clare Hall are:

- Residents must sign their guests in and out at the Clare front desk every time they leave the residence hall via the clipboard at the desk.

- Clare overnight guests must indicate their overnight status by both signing in at the desk and completing the overnight form posted at the Clare Hall desk.

MINOR VISITATION

The residence halls primarily serve a young adult student population. It is not an appropriate environment for children under the age of 16 years. The following guidelines apply to the presence of children in the Alverno College residence halls:

- Only limited short-term visits (up to two hours) by minors in the residence halls are allowed. Any exceptions must be approved by a staff member. Minor guests must sign in at the front desk.
- Minors are not allowed to stay overnight, with the exception of college-sponsored events or with permission given by a Residence Life professional staff member.
- Minors staying overnight must have prior approval from Residence Life, and a waiver form must be completed by the parent or guardian.
- Minors who are disruptive or who are not under responsible supervision will be asked to leave immediately, and the responsible student will be held accountable.
- Babysitting is not allowed in the residence halls. Childcare must take place off-campus or at the Alverno College Early Learning Center.
- No minors are allowed after quiet hours, unless approved by a professional staff member. Any resident or non-resident perceived to be abusing these policies may face disciplinary action.

STUDENT FINANCES

Students are required to complete the Educational Loan Agreement (the "Agreement") every semester prior to gaining access to course registration.

Please read the Agreement carefully as this form is meant to help students understand their financial obligations. The Agreement is due once every semester.

To withdraw from a course or courses, students must contact the Registrar's Office or the Program Director to fill out the necessary paperwork. Nonattendance (during the first class) does drop a student from a course and may drop a student from a cohort. The Program Director will determine the status in a cohort/program. Students will still be responsible for all tuition and fees associated with these courses.

An account becomes delinquent when a student fails to pay any balance when due. A student with a delinquent account is not entitled to receive progress reports, transcripts or a diploma. In addition, a student may not register for a future semester or occupy a room in the Residence Hall until the account is paid in full or is current on the monthly payment plan.

Email is our primary form of communication with students. It is important that students consistently check their Alverno student email for important information.

*Billing statements will be produced and sent electronically once per semester.

If you make changes to your schedule after your original statement is sent, you will receive an email at your Alverno email notifying you there is a revised statement for you to view in Self-Service ([\).](https://selfservice.alverno.edu:8313/Student/Account/Login/?ReturnUrl=%2fStudent%2f&_gl=1*hwgofp*_gcl_au*MzMwMTAxODU1LjE3MzQzNjEzNTM.)

The statement is generated in "real-time," which means that you will be able to see your most current account information. If your charges increase and you are on a payment plan, it's your responsibility to pay the adjusted amounts. *(Please note that while changes to registration update immediately, financial aid updates are not immediate and may require that you notify the financial aid department.)*

To access your statement online, please login to Self-Service ([and click on "Account Statement" under the Financial Information section. If you are on a payment plan, you may click on "Payment Plan Statement" to view your payment due dates.](https://selfservice.alverno.edu:8313/Student/Account/Login/?ReturnUrl=%2fStudent%2f&_gl=1*hwgofp*_gcl_au*MzMwMTAxODU1LjE3MzQzNjEzNTM.)

PLEASE NOTE: You are responsible for your charges whether or not you receive a statement.

Contact Student Accounts for specific questions related to billing and payment due dates.

PAYMENT OPTIONS

TRADITIONAL SEMESTER PAYMENT

Pay in full by the specified due date. Acceptable payment methods include:

- In person at the Student Accounts office.
- Drop box outside of the Student Accounts office.
- Mail check/money order to Alverno College, Attn: Student Accounts.
- Online using Self-Service ([under Financial Information, View Account and Make Payments, to use a checking account, Visa, MasterCard, Discover, or American Express. You can also click on the Pay Online link below.](https://selfservice.alverno.edu:8313/Student/Account/Login/?ReturnUrl=%2fStudent%2f&_gl=1*hwgofp*_gcl_au*MzMwMTAxODU1LjE3MzQzNjEzNTM.)
- Phone Student Accounts (414-382-6262) to use a checking account, Visa, MasterCard, Discover, or American Express. (<https://iol.alverno.edu/WebAdvisor/WebAdvisor/?TYPE=M&PID=CORE-WBMAIN&TOKENIDX=751504083>)

MONTHLY PAYMENT PLAN

Payment Plans are available for completion on Self-Service ([\). There are two payment plan options:](https://selfservice.alverno.edu:8313/Student/Account/Login/?ReturnUrl=%2fStudent%2f&_gl=1*hwgofp*_gcl_au*MzMwMTAxODU1LjE3MzQzNjEzNTM.)

- Monthly payment by cash, check or credit card. To off-set administrative expenses, there is a \$50 service fee for this option. (If you choose to make your payment plan payments online through Self-Service ([each month, your payment plan would fall into this category.\)](https://selfservice.alverno.edu:8313/Student/Account/Login/?ReturnUrl=%2fStudent%2f&_gl=1*hwgofp*_gcl_au*MzMwMTAxODU1LjE3MzQzNjEzNTM.)
- Monthly payment by ACH. There is no service fee for this option. A voided check or bank documentation with routing and account number is required every semester. Additionally, if the payments are being withdrawn from an account other than the student's, the account holder is required to sign the form. ACH payment plans

submitted without this information will not be processed. Upon receipt of this information, the \$50 service fee will be waived.

PLEASE NOTE: To alter or cancel the payment plan, we must receive written notice at least five business days prior to the next scheduled withdrawal.

STUDENT GOVERNANCE

As members of the Alverno College community, students are free, individually and collectively, to express their views on institutional policy. Students are allowed participation in decisions that affect their interests. Alverno Student Government (ASG) is the primary forum for student opinion and influence within the College. Students can email studentactivities@alverno.edu (asg@alverno.edu) for more information about Alverno Student Government.

Alverno Student Government elections are held each Spring. Students wishing to run for a position in Alverno Student Government can contact current ASG members at asg@alverno.edu or contact the ASG staff advisors at studentactivities@alverno.edu.

STUDENT RIGHT TO KNOW

Purpose: In accordance with Department of Education regulations, to inform the public about university graduation and transfer-out rates.

The Student Right-to-Know Act was enacted in 1990 by federal law. The law requires institutions that receive Title IV HEA student financial aid to collect, report, and/or disclose graduation rates for full-time, first-time degree-seeking undergraduate students.

Contact Marlene Neises, Director for Institutional Effectiveness and Sponsored Programs, further information, 414-382-6017 or Alverno College, 3400 S. 43rd St, P.O. Box 343911, Milwaukee, Wisconsin 53234.

TECHNOLOGY USE

OVERVIEW

Alverno College is committed to providing technology resources to support students, staff, faculty and other qualified members of the Alverno community in the educational, administrative, and related social, personal and community activities and functions of the College.

This set of policies is designed to provide all users with information to facilitate effective use of technology at Alverno. Authorized users are permitted to access appropriate areas of these resources.

Access must follow federal Family Educational Rights and Privacy Act Policy (FERPA) Guidelines. Please refer to the policy in the *Student Handbook* or *Alverno & You*. *Note: when discrepancies between printed and electronic editions of an official document arise, the document with the most current date takes precedence unless specifically noted. It is your responsibility to stay current with these policies. The most recent version of this policy can be found online (<https://www.alverno.edu/media/alvernocollege/technologyservices/pdfs/TechnologyUsePolicy.pdf>) (<http://www.alverno.edu/techserv/departmintinfo/missionpolicies/>)).*

We ask that you use the technology resources provided by Alverno, whether on or off campus, in a manner consistent with the purpose and the principles of the College. Each user is responsible for following the policies in this document. Since technology environments change rapidly, this document is subject to change. These policies do not replace, but supplement, policies detailed in the *Alverno College Catalog*, *Alverno & You*, and *The Alverno Educator's Handbook*.

RESPONSIBILITY OF USERS

This policy applies to students, staff, faculty, and other guests of the Alverno community. By using the technology resources of Alverno College, you agree to and accept the responsibilities described in this and other Alverno documents. In general, you agree to follow appropriate *Ethical Conduct*, to maintain a *Respect for Others*, and to assist in maintaining the *Security* of the information available. The use of technology resources at Alverno College is a privilege, not a right. Inappropriate use of resources may result in cancellation of those privileges or other disciplinary action. Inappropriate use may encompass behaviors not described in these guidelines.

Summary of Alverno College Technology Use Policies

Ethical Conduct:

- Comply with the Technology Use Policies
- Identify yourself and your affiliation accurately
- Be responsible for your actions
- Use Alverno's technology resources for lawful and College-approved purposes
- Do not use offensive communications or materials

Respect for Others:

- Protect personal information
- Respect fair use guidelines for copyrighted material and intellectual property
- Be aware of what electronic network communication is not allowed (i.e. chain letters, unsolicited advertisements, spamming/mail bombing, phishing scams)
- Do not share confidential information
- Use the Alverno College name only for official business or with permission

Security:

- Do not distribute your password or the password of another person. Do not use another person's password
- Password change is required every 180 days. Accounts must be configured to use multi-factor authentication (MFA)
- Report violations
- Do not send confidential information electronically in an unsecured fashion. Do not send unauthorized confidential information
- These policies apply whenever you are using Alverno resources
- An antivirus application, with current virus definitions, must be installed on a personally-owned computer when connecting to the campus network. In addition, the device should have a current operating system (OS). OS and applications should be updated and patched regularly

Accessibility:

- Electronic and information technology (EIT) must be designed, developed, managed, acquired or procured to be accessible to the widest range of users possible, in accordance with federal and state law.

ETHICAL CONDUCT

Compliance with Technology Use Policies – You are expected to comply with the terms of the Alverno College Technology Use Policies and to report violations of the policy to the appropriate College personnel

(please refer to the last page). This policy applies when accessing the resources of other institutions through Alverno College. Other institutions may have more restrictive use policies and you must abide by those policies as well as the policies of Alverno College.

Compliance with Alverno Library Policies - All Alverno students, faculty, and staff are issued library barcodes when they receive their college identification cards. By using your library barcode to borrow materials or to access electronic resources through the library web site or TOPCAT (the library's online catalog) you agree to abide by the Alverno Library Circulation policies. You are responsible for all materials and equipment borrowed on your library barcode including any replacement costs and processing fees for lost or damaged items, or for any overdue fines for late materials or equipment. The borrower's agreement covers any items borrowed from the Alverno Library, the Media Hub, any of the SWITCH libraries, or through Interlibrary Loan or Infopass transactions. In the event any legal action is taken, you agree to pay all reasonable collection costs, including attorney's fees and other charges necessary for the collection of any amount not paid. For a detailed list of the Alverno Library Circulation policies, please see <https://www.alverno.edu/library/policies/>.

Self-Identification - Identify yourself and your affiliation accurately in electronic and verbal communication. Concealing your identity or using the identity of others is fraudulent, irresponsible and a serious violation of this policy.

Personal Responsibility - Be responsible for your actions, as an Alverno College community member and as a member of the global community. Personal conduct carries a burden of responsibility and you must be aware of, and accept responsibility for, the consequences of your actions. This includes accepting responsibility for protecting your own work. Maintain backup copies of important work and change your password often., at least every 180 days. Alverno will email reminders and require a password change after 180 days.

Lawful and Permitted Purposes – Use Alverno's technology resources for lawful and College approved purposes. Approved primary purposes include teaching and learning, and official College business. Permissible secondary purposes include College-related social, personal, and community functions and activities. Use of the technology resources for secondary purposes is always subordinate to use for primary purposes and must not involve significant use of technology resources, direct costs, or substantially interfere with the performance of teaching and learning, official College business, and administrative matters. The use of resources for purposes not specifically permitted by the College, or assisting others in infractions of College policies, is a violation of this policy.

No Offensive Communications or Materials - Maintain a high standard of conduct in your communication. You are a member of the Alverno community and your actions reflect on all students, faculty and staff. Accessing, or assisting others in, downloading, uploading, transferring, posting, displaying, or printing of sexually explicit or pornographic images of any kind, or materials considered obscene, vulgar, harmful, hateful, harassing, threatening, defamatory, demeaning, or otherwise objectionable is a violation of College policy. Sending material that is abusive, offensive or unwanted may disrupt the work of others and is a violation of the policy.

Social Media - Social media is designed to disseminate information through social interaction. Alverno College believes in interaction with others to achieve goals, resolve conflicts and build relationships. Social

media sites, such as LinkedIn, Facebook, Twitter, YouTube, Snapchat, Instagram, TikTok, WhatsApp and many others allow faculty, staff and students to develop social interaction skills and to stay connected in their personal and professional lives. This policy has been created to ensure operation is in accordance with College policy and represents the College's best interest.

Faculty, staff and students are expected to act responsibly and to follow the same behavioral standards online as they do in real life situations, as described in detail above. Information and photos posted online are public information and inadvertent use of identifying information could be in violation of FERPA or HIPAA regulations. Students, faculty and staff are encouraged to be prudent when posting information on social media sites. Alverno College does not routinely monitor online communities, however, pictures and information brought to the attention of the College describing or documenting behavior considered to be in violation of College policies, such as those listed on page one of this document or in other official college handbooks, on campus or off campus at a College sponsored event, will be subject to further investigation. If such an investigation finds that any College policies have been violated, appropriate disciplinary action will be taken. Contact the Marketing and Communications department for a copy of Alverno's Social Media Guidelines.

RESPECT FOR OTHERS

Personal Information of Other Individuals - Protect personal information of other individuals when disseminating electronic information. If you observe an individual's personal information being disclosed in an objectionable manner, you are required to report it to the appropriate personnel/supervisor.

Copyright and Intellectual Property -

- Respect fair use of copyrighted material and intellectual property. Copying of materials, including passwords and files, which belong to others, constitutes a breach of the policy. Note that unauthorized duplication or transmission of copyrighted or other proprietary content could subject you to criminal prosecution as well as personal liability in a civil suit. Alverno College does not require, request, or condone unauthorized copying or use of computer software, scanned or digital images, audio or video files, music, movies, television shows or other digital video media by College employees or students. The College will not provide legal defense for individuals who may be accused of making/downloading such unauthorized copies of files even if these individuals maintain that such action was taken in the course of their employment by or enrollment at Alverno College. If the College is sued or fined because of unauthorized copying or use, it may seek payment from the individuals as well as subject them to disciplinary action. More information can be found on the Library's website: <https://libguides.alverno.edu/copyright/basics/> (<https://libguides.alverno.edu/copyright/basics/>).
- Use software owned or licensed by the College in accordance with the applicable license. Viewing, modifying, or damaging information without authorization (including intentional introduction of viruses or unauthorized access) is unethical, may be unlawful, and is in violation. Users should assume that copying of software for use on an additional machine is prohibited unless specifically granted permission by college personnel authorized to make that decision.
- You may, in accordance with College policies, electronically distribute or duplicate information, software, video, graphics, photographs, music, and other material that does not fall under copyright, trademark, or other intellectual property protection.

- Use of copyrighted material for which permission has been granted by the owner must include a phrase similar to "Copyright owned by [owner's name, date]; used by permission."

Needs Of Others For Resource Access - To minimize demands on Alverno's technology resources and maximize the availability of those resources, you are expected to refrain from activities that generate excessive network traffic. These include but are not limited to:

- Peer-to-Peer sharing of data using applications such as, FrostWire, Deluge, uTorrent, qBittorrent, TPB, Freenet, etc.
- Mining cryptocurrencies using Alverno resources is prohibited.
- Use of web cams are acceptable when used for teaching and learning purposes. Usage should be limited to activities that fall within the guidelines of the Ethical Conduct and Respect for Others sections of this document. When using personal web cams, users are expected to observe the privacy of others as well as understand that their actions represent the College.
- Chain letters and pyramid schemes;
- Inappropriate or unsolicited advertisements (advertisements, promotional material, or other types of solicitation must have prior approval by Student Affairs or other appropriate College authority);
- Posting irrelevant or inappropriate electronic messages to multiple recipients ("spamming");
- Multiple unsolicited electronic messages to a single recipient ("mail bombing"). Mail lists (electronic mail) may be maintained that allow Alverno users to subscribe/unsubscribe to electronic mailings. These lists would fall under the category of solicited advertisements. Electronic mailings to all individuals on such lists require prior approval or a standing authorization for such mailings from Student Affairs or a Vice President. The names and e-mail addresses of individuals on mailing lists may not be distributed outside the Alverno Community;
- Devices that do not support WPA2-Enterprise (802.1X) authentication are not allowed to connect to our secure wireless networks. An open, unsecure Guest network is available with Internet only access, but a guest username and password is required to connect. We also provide a less secure, Internet access only, wireless network for our residents (device registration required) to connect "home" devices that do not support WPA2-Enterprise;
- Personal routers or access points are not permitted on Alverno's network.

In addition, you are expected to install and run a legal, fully functional antivirus program and to perform regular virus definition updates as well as periodic system virus scans. To prevent a widespread network disturbance, any machine found to be infected with a virus, worm, etc. will be disconnected from the campus network immediately upon discovery, and will remain disconnected until deemed "clean" by the Technology Services department. This information also applies to any remote connections made to the campus network.

*Alverno College installs antivirus software on all college-owned computers. If you connect to Alverno's network using your personal device (either on campus or through remote access), you must have an antivirus application installed with current antivirus definitions.

Confidential Alverno Information - Respect the confidentiality of institutional information. Some Alverno College materials are not intended for audiences outside the institution, could be taken out of context, may be Alverno copyrighted, or are legally confidential. If you access confidential information unintentionally, please contact the owner

of the information, network security coordinator, and/or other appropriate personnel as soon as possible. In addition, you are responsible for College-owned information stored on your personally owned device such as a USB drive, tablet, laptop, smartphone, home computer, etc. You should take appropriate security measures, to protect the data and ensure that FERPA and HIPAA laws are followed. Alverno data should be stored in accordance with Alverno's Data Protection Policy and Guidelines.

Use of Alverno College Name – The Alverno College name may only be used in an official context for College business. To avoid misrepresentation of Alverno College, do not use the Alverno College name or any symbol, graphic, text, or logo associated with Alverno College in a manner implying endorsement of any political, social, or commercial activity or in a context that implies official endorsement by the College without prior written approval of Student Affairs, Marketing Communications, or other appropriate College authority. Individuals who, through their employment or other established association with the College, represent Alverno in an official capacity are not required to obtain written permission but should ensure that the College is represented in an appropriate manner.

SECURITY

Multi-Factor Authentication (MFA) – Alverno College utilizes MFA in order to secure logins and protect sensitive data and/or intellectual property. Faculty, staff and students are required to register for MFA to ensure that their account has two or more authentication methods.

Passwords – Change your password often (required every 180 days).

A password is your "key" to Alverno's technology resources. When choosing a password, use the following guidelines:

- Use at least eight characters (a combination of letters, numbers and special characters); cannot reuse the last five passwords
- Pick a password that is easy for you to remember, but that others would not likely be able to guess;
- Do not write down your password because someone might see it and use it;
- Choose a unique password (not the same password as the one you use for automatic teller machines or online banking).
- NEVER share your password with other individuals. Remember they could use your password, delete your files, impersonate you, or change your password to lock you out.

Access Restrictions - Do not distribute your password or the password of another user. Do not use other's passwords. These are serious violations of this policy. Attempting to disable or determine an access password (or assisting others in doing so) is prohibited. Such activities threaten the work and privacy of many individuals. Respect the restrictions imposed by the technology resources of other individuals and organizations. Do not attempt to circumvent access restrictions. Violation is grounds for immediate suspension of access privileges or other disciplinary action.

To maintain network security, accounts are deleted on a regular basis.

Account deletion includes but is not limited to removing access to Alverno's network, deleting files in individual home directories, cloud storage (H drive, OneDrive, Google Drive, OneNote, Brightspace, etc.) and deleting email.

- Student accounts are active for six (6) months after graduation. After that time, the account is deleted.

- Accounts for students whose status changes to Official Withdrawal or Dismissed are deleted shortly after the status change is made.
- Accounts for Students on Leave remain active. If a student's status changes from Student on Leave to Official Withdrawal, the account is deleted.
- Employee accounts, including student employee accounts, will be disabled/deleted upon separation of employment.

Use of Others' Technology Resources - When using the technology resources of others through Alverno's facilities, these policies apply.

Information providers or networks outside Alverno College may also impose their own conditions for use and you are responsible for following any additional restrictions.

Monitoring and User Privacy - Treat all electronic communications as potentially accessible by others. Please consider this before sending confidential information electronically. Alverno College considers electronic mail and other electronic information to be private, although it is Alverno property. Information must be accessed by system personnel for the purpose of backups, network management, troubleshooting and maintenance. In circumstances where an account or system is suspected of suspicious behavior or breach, or being used in violation of the Technology Use Policy or other campus policy, federal or state law impacts system integrity, the Campus Network Security Team, Director of Human Resources, Dean of Students or other person of authority may authorize system support personnel to monitor the activities of a specified account or computer system and to search electronic information stored in that account. The authority for this search must be requested on an account-by-account basis and monitoring will be restricted to the specified account. If this search provides evidence of a violation, the account will be disabled and action will be taken with the proper authorities.

DISCIPLINARY ACTIONS

Alverno College reserves the right to revoke the technology access of any user at any time regardless of enrollment or employment status. Procedures for disciplinary actions involving students are outlined in the Student Code of Conduct: Process and Sanctioning Guide; disciplinary procedures for faculty and staff are described in Alverno & You. Alverno College reserves the right to take the following actions in response to technology violations:

- Send a verbal, written, or electronic mail warning;
- Allow only restricted access privileges;
- Suspend computer or other technology access for a temporary time;
- Revoke all computer or other technology privileges;
- Assign an "Unsatisfactory" (if violation relates to student course work);
- Allow other discipline up to and including dismissal from the College or termination of employment.

Minor infractions of the Technology Use Policies, when accidental, such as consuming excessive resources or overloading computer systems, are generally resolved informally. This is done through electronic mail or in-person discussion and education. Repeated minor infractions or more serious misconduct may result in additional disciplinary actions.

More serious violations include, but are not limited to:

- Unauthorized use of computer resources
- Copyright violations

- Attempts to steal passwords or data
- Transfer or display of offensive material
- Harassment, or threatening behavior
- FERPA or HIPAA privacy rule violation

In addition, offenders may be referred to their supervisor or other appropriate College offices for further action. If the individual is a student, the matter may be referred to the College Community Relations Board for disciplinary action. Any offense which violates local, state, or federal laws may result in the immediate loss of all technology privileges and will be referred to the College Community Relations Board (students), your supervisor (faculty/staff) or other appropriate College offices and/or law enforcement authorities.

In cases where the integrity or functionality of the network or a multi-user system is in jeopardy, College personnel involved in network security are authorized to take immediate steps to prevent further damage - up to and including disabling user accounts and disconnecting a user's computer from the campus network.

TECHNOLOGY USE RESOURCES - WHEN YOU WANT TO...

- **Open an account** - Technology Services automatically creates student accounts. Supervisors of student employees can request accounts at: https://intranet.alverno.edu/files/galleries/student_employee_account_request_form.pdf.
- **Obtain technical assistance** - Technology Services, Computer Center, 414-382-6336 or 414-382-6700 (Available 24x7; after-hours and weekend/holiday support is provided by a third-party organization)
- **Report a policy infraction** (non-security related): Dean of Students, 414-382-6116
- **Report a security violation** - Campus Network Security Team Coordinator, network-security@alverno.edu

TOBACCO FREE CAMPUS

Alverno College has been tobacco free since June 1, 2007. Our goals are to create a healthy environment, encourage individuals to develop life-long healthy habits, and to respond to federal and state clean air laws. To meet these goals, the use of tobacco products, electronic cigarettes, and vaping are prohibited on Alverno's campus.

The tobacco free area consists of all campus buildings and exterior grounds from 43rd Street to 39th Street and from Morgan Avenue to Euclid Avenue. This is an effort to be effective citizens who are respectful of our neighbors. Violation of the Tobacco Free Policy may result in disciplinary action.

Resources

- Students can meet with the counselor to create an individualized plan for smoking cessation. This would include smoking cessation planning, strategies, and ongoing monitoring of their progress. Appointments are free and confidential.
- Wisconsin Tobacco Quit Line Telephone #: (800) QUITNOW or (800) 784-8669
- www.ctri.wisc.edu (<http://www.ctri.wisc.edu/>)
- Home | American Lung Association (<https://www.lung.org/>)

Transgender Students

Alverno College intentionally creates a welcoming and inclusive community in which all members recognize and respect the rights and

human dignity of every other member. The College values diversity and seeks talented students, faculty and staff from a variety of backgrounds. In keeping with its long-standing Catholic Franciscan foundations, Alverno College does not discriminate against any student, employee or applicant to become such on the basis of any individual's age, citizenship, color, disability, gender, gender identity or expression, genetic information, marital status, military status, national or ethnic origin, pregnancy or parenting status, political belief or affiliation, race, religion or creed (except in campus ministry staff positions), sex, sexual orientation, or veteran's status in the administration of its educational programs and activities or in its employment practices. Furthermore, the College prohibits the harassment of students and employees, as harassment is a form of discrimination.

In the area of undergraduate enrollment, Alverno College's weekday undergraduate programs will remain exclusive in respect to gender identity, but not as to any of the other aforementioned characteristics.

WELCOMING TRANSGENDER STUDENTS AT ALVERNO COLLEGE

Alverno College strives to create an institution and programs appropriate to the educational needs of women in the 21st century, particularly in its weekday college community. In the Catholic tradition of caring and respect for each human person, we support students on their journey of self-discovery and recognize that gender identity may change over time. Alverno has put guidelines and services in place to support transgender students as integral members of our diverse campus community. Specifically, Alverno College admits students who consistently live and identify as women. In addition, continuing students whose gender identity changes after admission are encouraged to persist through graduation, experiencing the personal and academic support each student deserves from an Alverno education.

Because it reflects the mission of our weekday undergraduate college for women, Alverno College will continue to use gendered language in its official and ceremonial communication. However, to respect the dignity of each member of the community, our interpersonal communication will be informed by members' ability to identify their gender identity and chosen pronouns. These can be updated, modified, changed or deleted at any time by updating personal information on IOL. Currently, options for gender identity include the following:

- Female
- Male
- Non-binary
- Gender non-conforming

ADMISSION

Alverno College admits students who consistently live and identify as women.

The application provides an optional gender identity disclosure item.

- In practice, this means that the following students may enroll (no medical documentation is necessary)
 - Students who live and identify as female regardless of biological sex
 - Students assigned female at birth who identify as non-binary or gender non-conforming

CONTINUING STUDENTS

Students who begin their college experience at Alverno identifying as female but at some time begin identifying as male, non-binary or gender non-conforming are invited to remain enrolled through

graduation. Consistent with the hallmark of an Alverno College education, transgender students will receive the personal and academic support each student deserves. Transgender students are welcome to use the restroom appropriate to their gender identity. In addition, unisex/family single-stall restroom facilities are available in Christopher Hall (1st, 2nd & 3rd), Clare Hall (1st, 2nd, 3rd & 4th) and Founders Hall (ground floor).

ATHLETICS

Transgender student athletes are welcome to participate in accordance with NCAA guidelines. The student athlete should meet with the Director of Athletics to review eligibility requirements and approval procedure for participation.

GENDER IDENTITY AND HOUSING

Alverno's student housing options are primarily for women-identifying, Weekday College students. The majority of our bed spaces on campus offer either a private or shared bed space and require the use of community restrooms. There are a limited number of single rooms with restrooms that can be requested by transgender students wishing to live on campus in a slightly more private manner. Requests should be directed to the Director of Residence Life.

Students can expect to see their preferred name on their door decorations and communication from Residence Life staff. We will also use a student's chosen name in processing mail and completing rosters and floor plans. If the student will have a roommate for the year, only their preferred name will be shared with their roommate.

RIGHT TO PRIVACY

The student's right to privacy is of utmost importance. With the exception of a safety concern, college staff will maintain confidentiality with any information shared and will follow FERPA guidelines as well. This confidentiality applies to educational records, medical information, conduct records, and counseling and health services records.

- Alverno has a policy for students and employees wishing to change their chosen name, as well as preferred pronouns, in our campus information system. The chosen name will appear on the student's ID card, faculty's class rosters, Alverno email and Brightspace. The student's legal name must be used for the transcript, financial aid, student employment, and tuition bill.
- Chosen name will appear on faculty's class rosters and can be used for the Alverno email address and Brightspace.

STUDENT SAFETY

Safety is a top priority at Alverno. Extensive efforts are undertaken to build and sustain a respectful environment and inclusive community in which every student and employee feels supported and safe. Beyond programmatic connection building efforts, we provide students, faculty and staff with sound and effective educational resources and training related to diversity and inclusion.

Alverno's policies and procedures are in compliance with state and federal laws protecting students and employees from discrimination based on sex, gender, gender identity and gender expression.

- Nondiscrimination Policy (campus-wide)
- Student Code of Conduct (behavior policies and conduct process for students)
- Employee Handbooks (policies and procedures for faculty and staff)
- Harassment, Violence and Discrimination Policy (Title IX – campus-wide)

- Prohibits any gender-based misconduct (e.g., sexual harassment, non-consensual sexual contact, non-consensual sexual intercourse, sexual exploitation, sexual assault, stalking, retaliation)
- Confidential Resources (counseling, campus ministry)

WEAPONS ON CAMPUS

Alverno College promotes a safe learning and working environment for all students, staff, faculty and visitors and does not allow any weapons in campus buildings. Weapons may include, but are not limited to, guns, knives, explosives, electric weapons, and billy clubs, or similar devices and implements. This policy also applies to any person legally licensed to carry open or concealed weapons (excluding law enforcement acting in their official capacity). Students or employees found violating this policy may be subject to disciplinary action up to and including dismissal. Persons in violation of this policy may face detainment by Campus Safety officers and criminal charges under Wisconsin state statute 943.13.

WORKING WITH COLLEGE OFFICIALS

Failure to comply with or complete disciplinary sanctions: Failure to comply with or complete disciplinary sanctions will result in further disciplinary action.

Failure to cooperate with staff: It is the expectation that every resident and/or guest cooperate with staff while on campus at Alverno College and taking part in an Alverno College program or event. It is the expectation that the student and guests(s) present their IDs, and identify themselves when staff requests in the performance of their duties. Use of inappropriate language and/or verbal harassment toward staff while in performance of their duties is considered non-cooperation and may result in further disciplinary action above and beyond the normal sanctions for the policy violation.

Student Code of Conduct: Behavior Expectations

Behavior expectations are designed to protect individual liberties within a community setting. This expectation calls for behaviors that demonstrate self-discipline, respect for self, respect for others, and respect for the community.

Students exhibiting unacceptable behavior, both on and off campus, shall be subject to the disciplinary process as outlined in the Conduct Process.

Alverno has designed a Code of Conduct which describes behavior expectations that are applicable in a variety of settings (e.g. classroom, offices, public spaces, residence halls). Unacceptable behaviors include the violation of college policies, rules or regulations, and civil laws and ordinances on or off campus.

UNACCEPTABLE BEHAVIOR RELATED TO PERSONS

Behavior which threatens or endangers the health or safety of others

1. Physical abuse is any intentional and unwanted contact with you or something close to your body. Sometimes abusive behavior does not cause pain or even leave a bruise, but it's still unhealthy. Examples of physical abuse are: Scratching, punching, biting, strangling or kicking.
2. Verbal abuse is described as a negative defining statement told to the victim or about the victim, or by withholding any response, thereby defining the target as non-existent.

3. Threats are statements of an intention to inflict pain, injury, damage, or other hostile action on someone in retribution for something done or not done.
4. Intimidation is considered forcing someone into or deterring someone from some action by inducing fear.
5. Coercion is the intimidation of a person to compel the individual to do some act against his or her will by the use of psychological pressure, physical force, or threats.
6. Harassment is unwelcome conduct based on individual or group perceived or actual age, race, color, ancestry, national origin, creed or religion, sex, or sexual orientation. Intimidation and harassment can arise from a broad range of physical or verbal behavior, which can include, but is not limited to, the following:
 - Physically or mentally abusive behavior towards another;
 - Racial, ethnic, religious, or gender-based insults or slurs;
 - Unwelcome sexual advances or touching;
 - Sexual comments, jokes, stories, or innuendos;
 - Requests for sexual favors as a condition of employment or affecting any personnel decision such as hiring, promotion, compensation, or transfer;
 - Display of sexually explicit or otherwise offensive posters, calendars, materials, or slogans;
 - Referring to another employee by any derogatory sexual, racial, or ethnic term;
 - Making sexual gestures with hands or body movements;
 - Intentionally standing too close to or brushing up against another person;
 - Inappropriately staring at another person or touching their clothing or person;
 - Asking personal or offensive questions about another person's sexual practices;
 - Repeatedly asking out a person who has stated that they are not interested;
 - Using vulgar, obscene, or offensive language;
 - Any form of stalking, including unwelcome repeated phone calls, emails, or text messages;
 - Posting comments about another person on a website, whether private or public, that violate this policy (because, for example, they are sexually or racially derogatory or inappropriate)
7. Sexual Harassment - Unwelcome, gender-based verbal, written or physical conduct that is sufficiently severe, pervasive and objectively offensive that it unreasonably interferes with, limits or deprives someone of the ability to participate in or benefit from the College's educational program and/or activities.
8. Non-consensual Sexual Contact - Any intentional sexual touching, however slight, with any object, by a person upon another person without consent and/or by force.
9. Non-consensual Sexual Intercourse - Any sexual intercourse, however slight, with any object, by a person upon another person without consent and/or by force.
10. Sexual Exploitation - Occurs when an individual takes non-consensual or abusive sexual advantage of a person for their own advantage or benefit, or to benefit or advantage anyone other than the one being exploited.
11. Sexual Assault - Any sexual contact without consent is against the law in Wisconsin.
12. Stalking is repeated purposeful conduct (e.g. communication, letters, gifts) or pursuit directed at a specific person or immediate family

members, which is unwelcome and interferes with the peace and/or safety or threatens a person's physical or mental well-being.

13. Hazing is an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. This is a crime in the State of Wisconsin.
14. Bullying is repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control, or diminish another person, physically or mentally (that is not speech or conduct otherwise protected by the 1st Amendment).
15. Retaliation – Any adverse action that a person takes against another person because they filed a complaint about harassment or discrimination. This adverse action can deter that person from coming forward to report concerns.
16. Conduct which is disorderly, lewd, or indecent; breach of peace; or aiding, abetting or procuring another person to breach the peace on College premises or at functions sponsored by, or participated in by, the College.
17. Discrimination that deprives other members of the community of educational or employment access, benefits or opportunities.
18. Failure to identify oneself when requested to do so or failure to comply with the reasonable request or directions of college officials or law enforcement officers acting in performance of their duties.

UNACCEPTABLE BEHAVIOR RELATED TO PROPERTY

1. Attempted or theft of and/or damage to property of the college or property of a member of the college community or other personal or public property.
2. Unauthorized possession, duplication or use of keys to college premises or unauthorized entry to or use of college premises.
3. Theft or other abuse of computer time which includes the following:
 - Unauthorized entry into a file (to use, read, or change the contents, or for any other purpose);
 - Unauthorized transfer of a file;
 - Unauthorized use of another individual's identification and password;
 - Use of computer facilities to interfere with the work of another student, faculty member or College official;
 - Use of computing facilities to send obscene or abusive messages;
 - Use of computing facilities to interfere with normal operations.

UNACCEPTABLE BEHAVIOR RELATED TO THE OPERATION OF THE COLLEGE

1. Violation of any college policy, rule, or regulation published in hard copy or available electronically on the college website.
2. Any form of dishonesty which relates to campus life, including but not limited to:
 - Cheating, misrepresenting authorship/plagiarism, or other forms of academic dishonesty;
 - Furnishing false information or refusing to give your name to any college official;
 - Forgery, alteration, or misuse of any college document, record, or instrument of identification;
 - Tampering with the election of any recognized student group;
 - Fraud, embezzling.

3. Campus Disruptions as it relates to operation of the college
 - Disruption through obstruction of teaching, research, administration, disciplinary proceedings, other college activities, including its public-service functions on or off campus, or other authorized non-college activities, when the act occurs on college premises.
 - Participation in a campus demonstration which disrupts the normal operations of the college and infringes on the rights of other members of the college community;
 - Leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area;
 - Intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus or at college sponsored or supervised functions off campus.
4. Abuse of the Student Conduct system, including but not limited to
 - Failure to obey the notice to appear for a meeting or hearing
 - Falsification, distortion, or misrepresentation of information
 - Disruption or interference with the orderly conduct of an administrative hearing
 - Attempt to discourage an individual's proper participation in, or use of, the Student Conduct process or to influence the impartiality of a member of the administrative hearing prior to and/or during the proceedings
 - Harassment (verbal or physical) and/or intimidation of a member of the administrative hearing prior to and/or during the proceedings
 - Failure to comply with the sanction(s) imposed
 - Attempt to influence another person to commit an abuse of the Student Conduct system.

UNACCEPTABLE BEHAVIOR RELATED TO WELFARE, HEALTH AND SAFETY

1. Use, possession or distribution of narcotic or other controlled substances except as expressly permitted by law.
2. Public intoxication or use, possession or distribution of alcoholic beverages except as expressly permitted by the law and college regulations as listed in the Alverno College Alcohol Policy listed above.
3. Violation of the Alverno College Tobacco Policy.
4. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on college premises or at College sponsored events.
5. Refusing to properly evacuate a college facility during a fire alarm or emergency situation or misusing and abusing fire and/or fire emergency equipment.
6. Violation of federal, state or local law on college premises or at college-sponsored or supervised activities.
7. Any form of gambling not approved by law.

UNACCEPTABLE BEHAVIOR OFF CAMPUS

Students are members of the campus, the local community, and the state. As citizens, students are responsible to the community of which they are a part, and the college neither substitutes for nor interferes with the regular legal process. Therefore, action taken in a civil or criminal court does not free the student of responsibility for the same conduct in a college proceeding. When a student has misconduct allegations brought against them, either on or off-campus, the college will decide, on the basis of its interest and the interest of the student, whether or not

to proceed with its internal review simultaneously or defer action until after the proceedings of the criminal or civil action. While the college has a primary duty to supervise behavior on its premises, there are many circumstances where the off-campus behavior of students affects and warrants disciplinary action. Examples of off campus behaviors that may be addressed through the conduct system include behavior which:

1. Is a criminal offense including repeat violations of any local, state or federal law committed in the municipality where the College is located.
2. Interferes with or is a threat to the safety or welfare of self or others
3. Significantly impinges upon the rights, property or achievements of self or others or significantly breaches the peace and/or causes social disorder
4. Is detrimental to the educational interests of the college, places the good name of the college in jeopardy, or which has an adverse impact upon the college community

UNACCEPTABLE BEHAVIOR RELATED TO THE CLASSROOM AND LEARNING ENVIRONMENT

1. Threatening behavior, both in written and electronic form, directed toward any member of the Alverno community that causes a reasonable apprehension of harm to others or disrupt the educational environment. (Alverno community members must report threatening behavior to Campus Safety and to the Dean of Students Office. If appropriate, Campus Safety will call the Milwaukee Police Department. The Assistant Dean of Students will investigate and determine a college response.)
2. Disruptive Behavior as it relates to the classroom and learning environment
 - a. Consistently speaking without being recognized;
 - b. Interrupting other speakers;
 - c. Distracting the class from the subject matter or discussion, which may include inappropriate cell phone use;
 - d. Harassing behavior or personal insults;
 - e. Failing to maintain civility in discussions;
 - f. Engaging in side conversations;
 - g. Using the computer for non-class related functions;
 - h. Refusing to comply with the directions of the faculty.

Student Code of Conduct: Process and Sanction Guide

Alverno College values individual rights within a community setting. To ensure that this learning environment is maintained for everyone in the community, the Student Conduct Process has been developed to uphold the standards of our community. Students are expected to be effective citizens and to exhibit behavior that promotes a positive learning environment. Individuals exhibiting unacceptable behavior on or off campus shall be subject to the student conduct process.

The Assistant Dean of Students coordinates the overall student conduct process, as designated by the Dean of Student Development and Success. This includes overseeing the evaluation of both the process and procedures, as well as training any staff members involved in the process.

A student's official file is maintained by the Academic Advising Office. A student's conduct history is maintained by the Dean of Students Office. When serious violations of college policy occur, the Academic Advisor

may be included in the documentation to include in the student's official file.

MEDIATION

In some instances, the conflict may be more interpersonal in nature. In these situations, mediation may be utilized to resolve the conflict informally. The goal is to implement a process that involves all parties with the intent of resolving the dispute and preventing it from occurring again. Examples of responses could include, but are not limited to:

- A facilitated conversation between involved parties
- Restorative circles – Several members of the Alverno College staff are trained as facilitators for restorative circles. Those individuals could be brought in to work with those affected by the incident.

If the participants in mediation fail to follow through on the agreed upon outcome, the situation may be referred to the conduct process.

STUDENT RIGHTS IN THE CONDUCT PROCESS

Students who have allegedly violated the Student Code of Conduct are entitled to the following procedural protections. The student:

- Will be heard and treated with respect.
- Will be considered not responsible unless found responsible.
- May request a different Conduct Coordinator if there is a perceived conflict of interest. If either party is concerned about a conflict of interest, such as a established relationship (adviser, faculty member, etc.) they should bring their concerns forward to the Dean of Student Development and Success, or their designee. The Dean of Student Development and Success, or designee, will determine if the conflict of interest warrants an alternative Conduct Coordinator.
- May invite a support person to assist with the process (i.e. parent, spouse, guardian, friend, faculty/staff member). This person can advise the student, accompany the student to the meetings, and assist the student in preparation of any appeal (if applicable). Attorneys may not engage in our conduct process. If the student desires a support person for the process, but does not have someone to serve in that role, a support person will be assigned to the student.
- May review investigative reports to ensure all relevant witnesses have been interviewed and evidence or information has been gathered.
- May appeal if they feel that the process was not handled according to the policy.

CONDUCT COORDINATOR

When an incident occurs, a report is generated. Students, Community Assistants (CAs), Residence Life staff, Campus Safety, other college staff, or anyone in the Alverno Community may submit an incident report. The Director of Campus Safety will review all incident reports for reporting under the Clery Act and will assist the Assistant Dean of Students and/or Director of Residence Life in referring the matter to the appropriate administrator, who is then considered the Conduct Coordinator. Generally, the following coordinator structure is followed:

- For Resident Students – The Residence Hall Coordinator or Assistant Director
- For Resident Students who have demonstrated repeat behavior concerns - The Assistant Dean of Students
- For Commuter Students - The Assistant Dean of Students

- For Registered Student Groups – The Student Engagement and Leadership Coordinator

*The Dean of Students may also serve as the Conduct Coordinator in instances where there may be a perceived conflict of interest.

Responsibilities of the Conduct Coordinator

- To protect the relevant rights of students
- To interpret and enforce campus policies
- To consider all information carefully before coming to a conclusion
- To assess the student's understanding of the behavior and its impact on the community
- To assess the seriousness of the behavior
- To determine the level of responsibility
- To determine appropriate sanctions when violations of the student conduct code occur

INVESTIGATION & DECISION

Alverno College utilizes an investigator plus decision maker model to adjudicate allegations of code of conduct violations. This means that one or more trained investigators conducts the investigation and drafts a report. The conduct coordinator then reviews the report and issues a finding. The Campus Safety department serves as the primary investigators for the college and investigators are assigned at the discretion of the Chief/Director of Campus Safety. All investigations will be completed in a timely manner so as not to prolong the effect on any student caused by the investigation and conduct process.

RIGHT TO AN APPEAL

All students involved in the student conduct process have a right to appeal a conduct process decision by writing the appropriate appellate administrator within 3 business days of notification. The following is a list of appellate administrators based on the assigned Conduct Coordinator:

- Conduct Coordinator: Assistant Director of Residence Life; Appellate Administrator: Assistant Dean of Students
- Conduct Coordinator: Assistant Dean of Students; Appellate Administrator: Dean of Student Development and Success
- Conduct Coordinator: Assistant Dean of Students; Appellate Administrator: Dean of Student Development and Success
- Conduct Coordinator: Student Engagement and Leadership Coordinator; Appellate Administrator: Assistant Dean of Students

The appeal statement from the student should include sufficient detail to permit the evaluation of the merit of the grounds for appeal. The student is granted only one appeal. Students may appeal in writing if:

1. A procedural or substantive error occurred that significantly impacted the outcome of the administrative meeting.
2. To consider new evidence unavailable during the original investigation that could substantially impact the original finding or sanction. A summary of this new evidence, why it was unavailable during the original investigation, and its potential impact must be included.
3. The sanction(s) imposed are substantially disproportionate to the severity of the violation.

The Appellate Administrator will review the appeal letter and evidence individually. The Appellate Administrator may do one of the following:

1. May deny the appeal if the rationale brought forward does not fit the grounds for appeal listed above.
2. Affirm the finding and the sanction originally determined.
3. Affirm the finding and change the sanction.
4. Decide that the finding was not appropriate for the behavior and dismiss the case.

Students shall receive written notice of the results of their appeal no later than 3 business days after filing the appeal. The decision of the Appellate Administrator is final.

SUMMARY OF CONDUCT PROCESS

1. Incident occurs and a report is generated.
2. Depending on the severity of the allegations, a preliminary investigation may take place to gather information.
3. If necessary, initial remedial actions may be imposed at this time.
4. Conduct Coordinator is assigned and requests a meeting to discuss the process with the respondent(s).
5. In this meeting:
 - a. If the responding student takes responsibility and the behavior is a violation of the Student Code of Conduct;
 - i. The Conduct Coordinator imposes a sanction and sets a due date for the sanction.
 - ii. The Conduct Coordinator sends the respondent a written summary of the meeting and findings.
 - b. If the responding student does not take responsibility or more information needs to be obtained, further investigation will take place.
 - i. An investigation could involve several meetings with involved parties.
 - ii. Investigator meets with the responding student to summarize the situation and findings.
 - iii. Student may submit a written response within 5 business days.
 - iv. Investigator discusses information gathered with the conduct coordinator.
 - v. Conduct Coordinator meets with the student to deliver finding.
 1. Student is then either found responsible, not responsible, or not enough evidence to make a determination.
 2. Student receives the outcome in writing within 2 business days.

Additional notes regarding the process:

- If several students are involved in an incident, the individual students are heard alone, not as a group.
- If the complainant makes an accusation, which, after investigation, is determined to have been filed with bad faith or the intent to cause harm, the person filing the complaint can be subject to discipline.
- If a student does not appear for a requested meeting, a decision may be made without the student's input based on the evidence available.

SANCTIONING GUIDE

The College's response depends on the nature and severity of the incident and whether or not it can be determined that a policy violation has occurred. If it appears that a policy violation has occurred, the standard

conduct process is followed. The College recognizes the right of all parties involved in a complaint to a fair framework for encouraging resolution of complaints. The purpose of a sanction is to provide an educational learning opportunity for the student.

Consequences for Noncompliance of Sanctions

Registration for subsequent semesters will be on HOLD until a student completes the sanctions as determined by the Conduct Coordinator. Failure to comply with any student conduct sanction(s) may result in additional student conduct action.

Sanction Definitions

One or more of the following sanctions may be imposed when a student is found in violation of the student conduct code:

1. **Conduct Warning** – Notice to the student that the behavior is unacceptable and future misconduct may result in further disciplinary action.
2. **Conduct Probation** – A specified period of time during which the student is not in good disciplinary standing. The student may be restricted from leadership positions or from living on campus during college breaks. Failure to maintain behavioral expectations or to comply with sanctions will result in further disciplinary action.
3. **Loss of Privileges** – Denial of a designated privilege for a specified period of time.
4. **Fines** – Monetary sanction which must be paid within a designated period of time.
5. **Restitution** – Student is held responsible for damages to personal or community property through financial compensation or appropriate service.
6. **Educational Sanctions** – This sanction is intended to engage the student in a positive learning experience related to the inappropriate behavior. The sanction allows a student to reflect upon the behavior. Examples include, but are not limited to community service, restorative justice, research paper, presentation of an educational project, or a personal assessment related to the policy violation.
7. **Immediate Removal from Campus** – A student who presents a threat to their own well-being or to the rights, safety and/or property of others may be subject to immediate removal from campus. The student may not re-enter any campus building or be present on campus without the written permission of the Dean of Students or designee. In some cases, this may be a temporary measure until further investigation occurs.
8. **Suspension from the Residence Hall** – For a resident student or a non-resident student who violates residence hall policies, the student may be separated from the hall for a specified period of time. Conditions for readmission will be specified if the student is eligible to return. No refunds will be issued.
9. **Suspension from the College** - Separation of the student from the College for a specific period of time. Conditions for readmission at a later date will be specified.
10. **Dismissal from the Residence Hall** – Student is removed and is no longer allowed to live on campus or have visitation privileges for an indefinite period of time. No refunds will be issued.
11. **Dismissal** – Permanent termination of student status. A dismissed student is no longer eligible to attend classes and is Officially Withdrawn from the College. No refunds will be issued.

Registered Student Organization Sanctions

Conduct meetings for registered student organizations shall be conducted in a manner similar to the procedures outlined in this document. A disciplinary meeting shall be conducted with at least two members representing the group. The spokespersons may have the group's Advisor present. In some instances, entire groups may be held accountable and sanctioned by the Conduct Coordinator. If a student organization is associated with a national group, the national group will be contacted to discuss the situation and decide appropriate action. In addition to the sanctions listed above, the following may be imposed for student organizations found in violation of college policies. These sanctions are cumulative and recorded from year to year.

1. **Administrative Warning** - A warning to the organization and Advisor that describes the violation and gives them a time period to comply with the sanctions and requirement stipulated.
2. **Student Organization Probation** - Formal notice to the student organization that the behavior in question is unacceptable, and that if continued or if other inappropriate behavior follows, the student organization may be suspended.
3. **Student Organization Suspension** – A student organization suspension means the student group's privilege to exist as a registered student group has been revoked. This revocation may be for a definite or indefinite period of time. This status does have budgetary implications for the student organization. In order to be reinstated, the organization must reapply to the Assistant Dean of Students.

Examples of Possible Educational Sanctions

Sanctioning Guideline Levels (suggested):

Level 1: Basic

- Service Sanctions: between 1-5 hours of service in a 2 week period
- Educational Sanction: Short Presentation or Paper (5-10 slides, 500-700 words)
- Reflection Paper: 500-700 words, no follow up meeting needed
- Fines: Dependent on Violation

Level 2: Intermediate

- Service Sanction: Combination of 2 Level 1 sanctions or 10-20 hours service within a 4 week period
- Educational Sanction: 10-25 slide presentation or 1000 word paper
- Reflection Paper: 700 - 1000 word reflection and follow up meeting on the topic of the reflection
- Fines: dependent on violation and must be combined with another sanction

Level 3: Significant

- At this level there should be a combination of at least one basic and one intermediate sanction. There may also be a Residential Life Probation added if a resident student.