

# Madonna University



## Student Handbook

9/2008

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# ***Welcome to Madonna University!***

**We wish you the best in achieving your academic goals. Students are the most valued members of the Madonna University Community. The administration, faculty and staff have a shared commitment to ensure your safety and success during your time with us. We hope that your education will help you realize your goals for personal, spiritual and professional growth. We believe our mission will help you make your dreams and goals in life a reality:**

***The mission of Madonna University, a Catholic and Franciscan institution of higher education, is to instill in its students Christian humanistic values, intellectual inquiry, a respect for diversity, and a commitment to serving others through a liberal arts education, integrated with career preparation and based on the truths and principles recognized within a Catholic tradition.***

**Our Franciscan Values of: Respect for the Dignity of Each Person; Peace and Justice; Reverence for Creation; Franciscan Intellectual Tradition give spirit to our mission.**

**In addition our University Core Values: Excellence; Respect; Community; Educational Access; Integrity; Intellectual, Spiritual, Personal Development; Responsible Stewardship guide the efforts of our faculty and staff in providing experiences that foster intellectual, spiritual and personal growth.**

**Madonna University students are responsible for becoming familiar with the student policies and procedures stated in the Undergraduate and Graduate Bulletins, this Student Handbook and relevant Department, Program and College/School Handbooks.**

**The purpose of this Student Handbook is to provide all students information and guidance in locating helpful resources and support at Madonna University. We hope that you will use this handbook as a ready resource. Please read the handbook carefully. If you have any questions or concerns, please contact the Office of Student Life, Room 1001, or call 734-432-5427.**

**May God bless you as you work toward your academic and life goals. We hope you will achieve success every step of the way because  
Your Success Is Our Greatest Achievement!**

**Sister Nancy Marie Jamroz, CSSF  
Vice President for Student Services and Mission Integration**

**September 2008**

**Madonna University guarantees the right to equal educational opportunity without discrimination because of race, religion, gender, age, national origin or disabilities.**

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## UNIVERSITY SERVICES

### **ACADEMIC ADVISING**

**432-5417 (Room 1111)**

Advising is available for academic and career concerns. Admitted students with undeclared majors are assigned to advisors in the Advising Office, Room 1111, Director of Advising, 432-5417.

Admitted students with declared majors are assigned academic faculty advisors to assist students in developing a plan of study to meet graduation requirements. The University assumes no responsibility for a student's program if a student is self-advised.

Advising is a partner relationship between advisor and student. Students are expected to take responsibility for:

- 1) Clarifying personal values, abilities, interests, goals, and identifying possible obstacles to academic performance;
- 2) Initiating regular contact and discussion with the assigned advisor;
- 3) Knowing and following institutional policies, procedures, and requirements as printed in the governing MADONNA UNIVERSITY UNDERGRADUATE BULLETIN(s), the SCHEDULE(s) OF CLASSES, and the STUDENT HANDBOOK;
- 4) Following through on actions identified to further education/career plans;
- 5) Asking questions when there is doubt, confusion or lack of information;
- 6) Evaluating the advising system when requested; and
- 7) Accepting final responsibility for all academic related decisions.

In addition to academic advisors, students have access to counselors who assist in promoting growth and development and aid in times of stress and need. Students interested in these services may consult the Office of Student Life, Room 1001, 432-5427.

Students are also encouraged to consult with the various advising support services offered by Madonna University to aid in students' success and career planning such as Campus Ministry (Room 1219), Center for Personalized Instruction (Room 1210), Office of Career Services (Room 1001), Office of Multicultural Affairs (Room 1115), Office of Disability Resources (Room 1113), Office of International Students (Room 2200) and Center for International Relations (Room 1501) as well as various members of the faculty and staff for advice and guidance when appropriate.

### **ACADEMIC COMPUTER SERVICES**

**432-5323 (Room 1104)**

Madonna University strives to provide students with the latest computer and technology services, including computer facilities, networking and on-line learning and services to enhance educational, intellectual and administrative processes.

Computers are available for student use on a walk-in basis at the Technology Learning Center and the Madonna University Library. Students must show a valid Madonna University ID to use the equipment. Madonna University does not guarantee unlimited or immediate access to the computers. During peak usage students may be asked to leave after working for an hour or more to accommodate waiting walk-in students.

Please see additional information under the headings: "Library" and "Technology Learning Center."  
*Users of Madonna University computing and other technology resources agree to comply with University policies.*

### **ATM MACHINE**

**Take 5 Lounge**

The ATM is available for use by students and University personnel. Those who have activated their HigherOne account have free access. Others will be charged a fee.

### **BOOKSTORE**

**432-5615 (Room 1206)**

The Bookstore sells all required and assigned textbooks, school supplies and Madonna University memorabilia. It is located on the ground floor in the northwest section of the academic building. Textbooks can also be purchased by mail. Please call the bookstore for details. You can access the Bookstore on the Madonna website ([www.madonna.edu](http://www.madonna.edu)) under current students.

Regular Hours: Fall/Winter Semesters:

Monday and Thursday:	8:00 a.m.- 7:00 p.m.
Tuesday and Wednesday:	8:00 a.m.- 5:00 p.m.
Friday	8:00 a.m.- 3:00 p.m.

Summer and holiday hours will be posted as needed.

**CAREER SERVICES**

**432-5623 (Room 1001)**

Career Services are available for students exploring career opportunities, co-operative education placements, on-campus job placement and internships. Computer applications, testing, and counseling relative to career exploration are available to students free of charge. Students and graduates are also assisted with cooperative education or job placement opportunities. Resume writing and interviewing techniques workshops are offered each term.

**CENTER FOR INTERNATIONAL RELATIONS**

**432-5636 (Room 1501)**

The mission of the Center for International Relations is to initiate, promote, support, and administer University programs related to study abroad/foreign travel; to develop and implement strategies for internationalizing the curriculum, and to serve as a professional development resource for students, faculty, and staff in this area. The Center administers the Financial Awards for Travel and Education (F.A.T.E.) program, which helps qualified students defer some costs of studying abroad.

**CENTER FOR PERSONALIZED INSTRUCTION (CPI)**

**432-5599 (Room 1210)**

The CPI is a college-wide tutorial and self-learning program, designated for all students, full and part-time, in need of assistance with certain course work. It is recommended that students contact the CPI the first two weeks of each semester. Resources are available in specific subject areas, as well as in basic reading, writing, mathematics and chemistry. Academic support workshops and supplemental instruction are offered each term.

**COIN CHANGE MACHINES**

Some vending machines in various locations on campus also serve as coin change machines. Please read the instructions in the front of these machines to identify the coin change functions.

**COPY CARD MACHINES (Debit only)**

The use of copy cards is necessary for the operation the copy machines located in various campus locations and to obtain microfiche copies at the library. Cards may be purchased at the circulation desk at the library or from machines located outside the library, in the Take 5 Lounge and in the Ford Technology Wing.

**COPY MACHINES**

Copy machines operated by debit copy cards are located in the following areas: Main Lobby; Library; West Lounge Hallway; Ford Technology Wing; DiPonio Building; Maertens Building and Residence Hall.

**DISABILITY RESOURCES (ODR - Office of)**

**432-5639 (Room 1113)**

The Office of Disability Resources (ODR) provides information and assistance to students, faculty and staff who have disabilities. Reasonable accommodation is provided to members of the Madonna community to facilitate their adjustment or adaptation to the learning environment; therefore allowing complete access to all of the educational and social opportunities available at Madonna University. Services such as extended examination arrangements, note-taking services, sign language and oral interpreting, reading/transcribing, counseling (personal and career), academic advising, student/instructor liaison, tutoring (through CPI) and specialized computer equipment for students with visual or learning disabilities, make it possible for disabled students to become totally integrated into campus life. Please call or visit the ODR for additional information.

**EMERGENCIES**

**432-5442 (Room 1704)**

Students are asked to report criminal conduct and emergencies to the Department of Public Safety.

Livonia Police/Fire	Campus phone 9-911 or 911
St. Mary Mercy Hospital 36475 Five Mile Road, Livonia	734-655-4800
Emergency Center	734-655-1200/1-800-494-1656

- Fire Emergencies: 1. Pull Fire Alarm Box located on hallways.  
2. Clear building when the fire alarm sounds.

**EXPERIENTIAL/PRIOR LEARNING PROGRAM**

**432-5668 (Room 1207)**

Madonna University provides students an opportunity to gain college credit for learning acquired through a variety of life experiences that are equivalent to college level course content. Experiential/Prior Learning credit makes it possible for students to complete their education, make career advancement and enrich their lives. Measurement of Experiential/Prior Learning includes College Level Examination Program (CLEP), challenge exams, portfolio evaluation, armed services evaluation and interview.

**FOOD SERVICE****Campus phone-4314 (University Center)**

The campus cafeteria is located in the Residence Hall. Three meals are served daily, except during the break and vacation periods. The cafeteria is also open to commuter students, staff and guests of the University.

**Cafeteria Hours (Location - University Center Building)**Breakfast:

Monday-Friday	7:30 - 9:00 a.m.
Saturday (Continental)	9:00 - 10:00 a.m.
Saturday, Sunday <u>Brunch</u>	12:00 - 1:00 p.m.

Lunch:

Monday-Friday	12:00 - 1:00 p.m.
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Dinner:

Monday-Thursday	5:30 p.m. - 7:15 p.m.
Friday, Saturday, Sunday	5:00 p.m. - 6:00 p.m.

**Grill 155 (Location - Take 5 Lounge)**

Hours: Monday-Thursday	8:30 a.m. - 9:00 p.m.
Friday	8:30 a.m. - 1:00 p.m.
Breakfast	8:30 a.m. - 11:00 a.m.
Lunch	11:00 a.m. - 3:00 p.m.
Dinner	4:00 p.m. - 8:00 p.m.

Vending machines are located at the Take 5 Lounge, the West Lounge and various hallways in the academic buildings, the University Center and outside the Activities Center. Snacks are available anytime school is open.

**HEALTH SERVICES****432-5427 (Room 1001)**

Information regarding an optional student health plan (medical insurance) is mailed to every registered student in mid-July. Enrolled students are insured for the paid premium period. Insurance forms are available through the Office of Student Life. Health services are also available at: St. Mary Mercy Hospital, adjacent to the University campus at Five Mile and Levan Roads. Students are responsible for all medical bills incurred due to sickness or injury on or off campus.

St. Mary Mercy Hospital	
36475 Five Mile Road, Livonia	734-655-4800
Emergency Center	734-655-1200/1-800-494-1656
Information	734-655-4800/1-800-464-7492
Physician Referral	1-888-464-9355

**INTERNATIONAL STUDENTS (Office of)****432-5791(Room 1205)**

This office serves the needs of international students from various parts of the world studying at Madonna University. The office works very closely with the Office of Admissions, the Residence Hall, and Student Accounts and with faculty teaching English as a Second Language (ESL) to assist international students in their adjustment to life in the US. Assistance also includes the recruitment of conversation partners and local family sponsors for the students.

**LIBRARY****432-5703 (Room 2300)**

The library wing is located on the second floor between the Administration Building and the Activities Center and extends towards the south parking area. The library provides comfortable study and reading areas as well as group study and conference rooms. The library features automated systems, enabling patrons to search the catalog on-line through public access terminals. Subscribing to an array of electronic database collections for on-line research and inter-library loans enhances resources. Librarians conduct research education sessions to teach research strategies, to explain and demonstrate library resources, and to orient students to the Madonna University Library. Other library

resources include card operated photocopies, as well as microfilm and microfiche readers, an audiovisual room, study rooms, reserves system, a variety of current journals, magazines, newspapers and periodicals.

Students are required to present a current valid Madonna University ID card to use the library. Library Patrons agree to adhere to the policies and procedures stated in the Madonna University Library Handbook.

The Madonna University library is a member of a consortium of academic library resources in the Detroit-Ann Arbor area. Reciprocal borrowing agreements are maintained with these libraries. The library also participates in the Southeastern League of Libraries Info pass systems. Library Patrons agree to adhere to the policies and procedures of these libraries.

### **EXTENDED LIBRARY RESOURCES**

**432- 5703**

Your valid Madonna University I. D. is accepted for reciprocal borrowing at the following libraries:

- Henry Ford Community College Library 1-313-845-9606
- Lawrence Technological University Library 1-248-204-3000
- Macomb Community College Library 1-586-286-2056
- Marygrove College Library 1-313-927-1300
- Oakland Community College Library 1-248-522-3525
- Sacred Heart Major Seminary Library 1-313-883-8650
- SS Cyril and Methodius Seminary Library 1-248-706-4211
- Schoolcraft College Library 1-734-462-4440
- University of Detroit Mercy Library 1-313-993-1071
- University of Michigan/Dearborn Library 1-313-593-5400
- Walsh College Library 1-248-823-1335

Procedure for reciprocal borrowing:

- 1) Call to verify times.
- 2) Ask about their policies.
- 3) Take class schedule and Madonna University I.D.
- 4) Renew privileges each term.

### **LIBRARY HOURS**

#### **Fall/Winter**

Monday – Thursday 8:00 a.m.-10:30 p.m.  
Friday 8:00 a.m.- 7:00 p.m.  
Saturday 9:00 a.m.- 5:30 p.m.  
Sunday 1:00 p.m.- 5:00 p.m.

#### **Spring/Summer**

Monday – Thursday 8:00 a.m.-10:00 p.m.  
Friday 8:00 a.m.- 4:30 p.m.  
Saturday 11:00 a.m.- 4:30 p.m.  
**Sunday Closed**

### **LOST AND FOUND**

**432-5300 (Main Lobby)/432-5442 (Public Safety)**

Please call the Office of Public Safety to report found articles. Found articles are deposited by the Public Safety Officers with the switchboard operator at the Information Desk on the Main Lobby (second floor) of the Administration Building.

### **MADONNA ONECARD**

Madonna University uses the Higher One card to dispense refunds to students. Every Madonna student will receive a Madonna OneCard when they register for the first time. The Madonna OneCard provides a new and faster way to receive your refund. It is not a credit card, it is a debit card.

There are three ways to receive a refund or book voucher that can be chosen when you activate your card:

1. Choose the Madonna OneCard as your choice for refund and your funds will automatically be disbursed to the card on the same day.
2. Or, choose online to receive a refund via your current bank account (approximately 3 days).
3. Or, choose to receive your refund via a check mailed to your home address (5 days or more).

### **MULTICULTURAL AFFAIRS (Office of)**

**432-5672 (Room 1115)**

The Office of Multicultural Affairs (OMA) is committed to promoting inclusiveness for all students of diverse racial and ethnic backgrounds. Counseling, advising for students with concerns and planning for special multicultural events are coordinated by this office.

### **PSYCHOLOGICAL SERVICES CLINIC**

**432-5493 (Room 1219)**

Reduced fee mental health care is available on campus for adults, children, couples, families and teens. The clinic offer psychological assessment, treatment and testing teens in a caring, confidential and sensitive manner to all

members of the Madonna University community and the general public. Licensed professional staff and students of the Madonna University's graduate program in clinical psychology provide services.

**PUBLIC SAFETY (Department of)**

**432-5442 (Room 1704)**

Safety is of prime importance at Madonna University. The Department of Public Safety provides the campus community with the necessary services to insure safety for all. For emergency and safety information, check the website [www.madonna.edu](http://www.madonna.edu).

**STUDENT ACTIVITIES/WELLNESS (Office of)**

**432-5425 (Room 1001)**

The mission of this office is to provide Madonna University students with healthy activities promoting intellectual, personal and spiritual development, growth and well being through active involvement in community service, responsible citizenship and wholesome social activities. This office serves as a resource center for various activities, prevention programs and community service projects of Madonna University.

**STUDENT EMPLOYMENT**

**432-5623 (Room 1001)**

Students are eligible for employment at the University for any position posted by the Human Resource Department as well as paid student positions throughout the University. If a student is enrolled in a co-operative education program and is also employed in a student position, the combined hours of the two jobs worked shall not exceed 40 hours/week.

Student employment on campus shall not exceed a total of 20 hours/week for all positions held. A list of on campus student employment opportunities is available in Career Services.

**STUDY/WORK/TRAVEL ABROAD**

**432-5638 (Room 1501)**

Madonna University promotes the expansion of international education through international exchange programs, the active recruitment of international students and through study, work and travel abroad opportunities for Madonna University students. The University has a number of existing affiliations with universities in Belgium, Great Britain, Japan, Poland and Taiwan, as well as a resource library of programs offered by other institutions throughout the United States. Madonna University recently became a member of the Midwest Consortium for Study Abroad (MCSA), which offers programs in Austria, Italy and Mexico. Students interested in these and other study, work and travel abroad opportunities should contact the Center for International Relations.

**SUPPLEMENTAL INSTRUCTION**

**432-5782 (Room 1217)**

Supplemental instruction is available in selected courses through the Center of Personalized Instruction.

**TECHNOLOGY LEARNING CENTER**

**432-5376 (Room 1104)**

A fully staffed computer lab is available on campus to assist Madonna University students in becoming technology literate. Lab assistants are available to offer basic assistance with lab procedures, common software and hardware problems. A 1 hour time limit will be placed on all users during high demand periods.

\*Hours of Operation:

Monday-Thursday	8:30 a.m.- 10:00 p.m.
Friday	8:30 a.m.- 5:00 p.m.
Saturday	9:00 a.m.- 5:00 p.m.
Sunday	12 Noon - 5:00 p.m.

\*The center is closed on Sundays during the Spring/Summer semester. The hours of operation are subject to change during the holidays.

Students should consult their respective instructors for assistance with class specific software.

Technology Learning Center Policies:

1. Students must present a current valid Madonna University I. D. to use the facilities.
2. Students are advised to save their work frequently on back-up disks or CDs.
3. No food or drinks are allowed in the lab.
4. Only paper supplied by the lab may be used in the lab printers.
5. Children are not allowed in the lab.
6. Cell phones, beepers and walkie-talkies must be turned off upon entering the lab.
7. Internet access is intended for educational purposes only.
8. Loitering (hanging out) and other unacceptable conduct is prohibited.
9. The attachment of laptops or peripherals to printers or other peripherals is prohibited.

## **TELEPHONES**

University Main Telephone Number: 734-432-5300

Hours: Monday - Friday from 8:30 a.m. until 4:30 p.m.

A recorded message is activated when the switchboard is closed.

### **Emergency Telephone Numbers (hallway courtesy phones):**

EMS, FIRE, POLICE 9 - 911

Office of Public Safety 5441

Public Safety Officer 5442

### **Emergency Telephone Locations:**

Lower Level: Activities Center, Art Wing, Kresge Hall, Take 5 Lounge, Science Wing

Upper Level: Main Lobby, Outside Room 2411, Outside Room 2432

University Center: Parking Lot, Handicap Entrance, Laundry Room, Lakeside Lounge, Outside UC2,

Chapel Lobby

Education Wing West Entrance

### **Public Telephone Locations:**

Activities Center Lobby

Take 5 Lounge

University Center: Lakeside Lounge

## **TUTORING SERVICES**

**432-5599 (Room 1210)/432-5308 (Room 1115)/432-5304 (Room 2410)**

Tutoring services are offered to all students in the Center for Personalized Instruction, the P.R.E.P. Center and the Madonna University Writing Center. Please call to find out whether you qualify for free services.

## **VENDING MACHINES**

Vending machines are located in the student lounges, break rooms and in various hallways and lobbies to provide hot and cold beverages, snacks, candy and light lunches to members of the Madonna community. Microwave and coin machines are available for your convenience in the Take 5 Lounge.

## **WRITING CENTER**

**432-5304 (Room 2410)**

Effective communications including good writing skills are very important part of the Madonna University curriculum. Various departments and offices offer assistance to students who wish to improve their writing skills at the Madonna University Writing Center, Center for Personalized Instruction and P.R.E.P. Center. Please bring your written material for review by the staff at these locations.

### **Writing Assistance/Writing Center:**

**432-5304 (Room 2410)**

1. Free one-to-one tutoring for all Madonna University students, including ESL students.
2. Assistance with writing assignments at all levels and for all courses.
3. Both appointments and drop-in services.
4. Trained peer tutors provide guidance, but don't write or "fix" papers.
5. Workshops on a wide variety of writing-related topics.

## **WRITING ASSESSMENT REQUIREMENT**

If you are a first-time student at Madonna, you are required to complete a writing placement essay. This applies to all students, including those with transfer credits for writing courses. To sign up for a testing session, please call the Writing Center at 734-432-5304.

**MADONNA UNIVERSITY  
POLICIES AND PROCEDURES: HIV/AIDS POLICY**

**GENERAL STUDENT GUIDELINES**

**Introduction**

Madonna University recognizes the seriousness and increasingly widespread problem of HIV infection, AIDS, ARC (AIDS-Related Complex) and other STD's (sexually transmitted diseases). As an institution of higher learning, Madonna University is committed to knowing the facts, using the facts and sharing the facts.

Students diagnosed with HIV, AIDS or ARC will not be excluded from classes, residence hall, student activities and student employment. The University encourages students diagnosed with the infection to inform campus officials so appropriate support services, (educational and medical) can be placed accordingly. Each case will be reviewed individually. All medical information will be handled in a strictly confidential manner. Medical records made available to the University are kept separate from the student's records.

Consideration of the existence of AIDS, ARC or HIV-1/HIV-2 positive antibody test will not be part of the decision to admit students to Madonna University. The University does not require testing for HIV or AIDS in the admission processes, for current students (unless required as part of an internship, practicum or other clinical experience by the affiliating agency), or for current or prospective employees.

The University recognizes the concern of students, staff, and faculty regarding AIDS, ARC and HIV, therefore, the University must balance the rights and welfare of the infected persons and the general welfare of the community. Any member of the University community who is HIV positive or has AIDS has an ethical duty to warn those who are in potential danger of contracting the virus.

The University will comply with federal and state laws, regarding reporting and other legal requirements relative to the virus.

Inquiries about testing shall be referred to the Office of Student Life, Room 1001 or 432-5425.

**AIDS POLICY**

- 0.1 Madonna University recognizes its responsibility to educate the University community by providing effective and current information regarding HIV/AIDS. Caution and flexibility is essential because of rapid developments in the study of HIV/AIDS and other related sexually transmitted diseases. The following is based on the best currently available information from the Centers for Disease Control, the guidelines and recommendation of the Department of Public Health, the American Red Cross and the American College Health Association Task Force on AIDS. The information is reviewed periodically and revised accordingly.
- 0.2 The University wishes to address this issue with enlightened compassion and prudent concern, respecting and balancing the rights of infected persons and the rest of the University community. Persons infected with the virus must be treated compassionately and continue to be accepted and included in the University community. Ministering of infected persons will be done to provide guidance regarding academic, employment and student life matters and in such a way as to preserve and protect the legitimate interests and rights of the other members of the community.
- 0.3 Knowledge about HIV and AIDS continues to expand. Researchers continually add to the understanding of the virus, the development of more sensitive testing and in finding more and better ways to interrupt viral reproduction and so on.
- 0.4 The potential for new information about HIV/AIDS and other related diseases underscores the need for everyone to be familiar with credible, easily available resources that can give the latest information available:
  - Michigan State Hotline  
1-800-872-2437  
TTY: 1-800-332-0849  
Website: [www.MI.HIVNEWS.com](http://www.MI.HIVNEWS.com)
  - CDC National AIDS Hotline  
1-800-458-5231  
English: 1-800-342-AIDS  
Spanish: 1-800-344-7432  
TTY/TDD: 1-800-243-7889  
Websites: [www.cdc.gov/nchstp/hiv\\_aids/dhap](http://www.cdc.gov/nchstp/hiv_aids/dhap)  
[www.cdcnac.org](http://www.cdcnac.org)

## 1. Education

- 1.1 AIDS is a disease with no known cure. It is caused by the infection of the Human Immunodeficiency Virus (HIV). This virus is spread person to person through blood-to-blood and/or sexual contact. People infected with HIV (human immunodeficiency virus) will eventually develop AIDS as a result of their infection. Scientists have learned that HIV belongs to a “family” of closely related viruses. Several groups of the virus have been found.

In the United States individuals between the ages of 20 - 49 have the highest rate of infection! The infection rate of heterosexual women has climbed to alarming proportions especially in the African American community.

- 1.2 AIDS is a worldwide disease affecting all persons. Today, all sexually active individuals (except for long time mutually faithful couples) are increasingly at risk of infection. Madonna University recognizes the need to educate members of the University community regarding the risk and dangers of HIV infection and AIDS.
- 1.3 HIV attacks the body’s immune system. People with HIV may be free of symptoms. After some time, many develop AIDS (a result of HIV infection), making them susceptible to diseases that most healthy people resist. Death eventually results from these diseases. Some may develop AIDS-Related Complex (ARC), a condition in which the patient shows a certain set of symptoms, but in which opportunistic diseases have not yet appeared.

Scientists have estimated that individuals infected with HIV develop AIDS within 10 years after becoming infected. HIV (the virus that causes AIDS) can live outside the body for a few hours in certain body fluids. The virus is 90 - 95% disabled when the body fluid dries. The virus cannot infect someone unless it enters the body.

- 1.4 The rate of new HIV infections among men who have sexual contact with men is slowing; while the rate among people with heterosexual contact is dramatically increasing especially among young women between 14 - 28 years old. The statistics do not include undiagnosed cases.
- 1.5 The most effective method for preventing human immunodeficiency virus (HIV) infection are those that protect against exposure to HIV. Preventive behaviors include sexual abstinence, consistent and correct use of proper protective devices, abstinence from injected drug use, consistent use of sterile equipment and consistent observance and practice of universal precautions guidelines.
- 1.6 Universal precautions are guidelines to protect health care workers as well as patients from exposure to HIV, hepatitis B, and other blood borne diseases. Body substance isolation guidelines are observed. Blood, certain body fluids, semen, vaginal fluids as well as body tissue from all individuals and patients are treated as if they were infectious. Body fluids such as sweat; tears, saliva, urine and feces containing visible blood are also covered by these guidelines. Body substance isolation covers not only blood borne germs but other disease agents. Universal precautions form part of the foundation for the 1992 Occupational Safety and Health Administration regulation covering occupational exposure to blood borne diseases.
- 1.7 Sexual abstinence is the most effective way to prevent exposure to HIV. Sexuality is a whole person phenomenon with biological, psychological and social components. It is an appropriate response to a healthy interaction and relationship between individuals. A scriptural derived and governing principle in the expression of sexuality in its fullest sense including genital acts must remain faithful to the act’s life-giving and love-giving potential.

Sexuality is not about self-satisfaction and physical release. The expression of sexuality as recreation is not life giving nor love-giving. Individuals are encouraged to discern a course of action or non-action by carefully sorting through their values in this very prevalent moral dilemma. For additional guidance please contact the Office of Student Life or Campus Ministry at 734-432-5427.

- 1.8 AIDS and other STDs (Sexually Transmitted Diseases) Researchers have consistently noted a strong epidemiological association between HIV/AIDS and other STDs (sexually transmitted diseases) in developing and industrial countries including the United States. The mutually reinforcing nature of these infectious processes has been termed “epidemiological synergy”.

The United States has the highest rate of STDs (sexually transmitted diseases) in the world. The most striking increase in AIDS in the United States is among women, among whom the prevalence of other STDs

is disproportionately high. The Advisory Committee for HIV and STD Prevention provides oversight and guidance to CDC in the prevention of HIV infection. The ACHSP concluded that early detection and treatment of curable STDs should be implemented more widely as an HIV infection prevention strategy.

- 1.9 Obviously much more needs to be said about HIV/AIDS than what has been presented in the brief sketch given above or than can be presented in the few pages that follow. This response does not intend to be an exhaustive treatment of the topic and is no substitute for an extensive educational program as noted in paragraph 0.1 of this policy.

## **2. Policy Guidelines**

- 2.1 The primary response of a University community to the AIDS epidemic must be education. There is at the present time no specific therapy for AIDS or ARC. The most effective way to prevent primary infection with HIV and to relieve irrational fears and anxieties about AIDS is education about its nature, how it is and is not spread, and how to prevent its transmission. With education the University can provide individuals with knowledge to protect their physical and mental well-being, to foster a compassionate environment for a person with AIDS, and to help prepare students for a world in which AIDS will play an ever more influential role.
- 2.2 The highest priority in AIDS-related issues for the University will be the establishment of such educational programs for all sectors of the University community. The Academic Vice President, Vice President for Financial Administration and Vice President for Student Services will see to it that continuing programs are provided for all faculty and administrators, all staff and institutional employees, and all students: graduate and undergraduate, resident and commuter.
- 2.3 The content of such programs will be determined by the best available medical information. As a Catholic institution, Madonna University will promote educational programs which present sexual abstinence outside of marriage, fidelity within marriage and avoidance of intravenous drug use as primary recommendations for the prevention of AIDS. The University recognizes, however, that its members represent a plurality of faiths and value systems and that some may choose not to follow its primary recommendations. Any educational programs, then, should also include factual information on other (less reliable) means of AIDS prevention in the areas of sexual activity and IV drug use for the sake of the fundamental value of safeguarding human life. Repeated presentation of the material is required if the educational program is to change attitudes and behaviors.
- 2.4 Residence Hall staff will receive education about AIDS and related AIDS concerns regularly each term; such education will be incorporated into their staff training prior to the arrival of students in the Residence Hall. They will be kept up to date as information develops.
- 2.5 Members of the Campus Ministry, Human Resources, Public Safety, Residence Hall, Student Life and others likely to counsel persons concerned about AIDS ought to make use of what professional development programs are available.

## **3. A Challenge**

- 3.1 AIDS will be with us for our lifetime, it will affect civilization globally and many of the academic disciplines specifically. It is not merely a disease about which the University must provide preventive education and formulate standard policies, but also a disease that presents unique challenges for academic research.
- 3.2 Many questions have arisen concerning AIDS that are worthy of further investigation, especially in the fields of education, psychology and sociology, business finance and management, ethics and religion, biology and chemistry; these could become the object of faculty research and independent study on the part of students. Information about AIDS should be incorporated into courses where appropriate. The resources and expertise of the University could also be used to help the local community address its own concerns with AIDS.
- 3.3 Madonna University urges its academic community to address these questions, for which it is especially gifted, and to incorporate into its courses, where appropriate, information and discussion about AIDS.

#### **4. General Student Guidelines**

- 4.1 AIDS will be treated like any other serious communicable disease transmitted by sexual contact or exchange of body fluids. Casual contact does not result in AIDS. Therefore, students with AIDS, ARC or a positive HIV antibody test will not be excluded from classes, residence hall, jobs, or other University activities or areas provided the individual behaves responsibly in light of her or his medical condition. Responsible behavior includes proper management of the medical condition and avoidance of behavior that causes a health risk to self and others. The University is committed to safeguarding the rights of all its students. Each case will be reviewed individually.
- 4.2 Consideration of the existence of AIDS, ARC, or a positive HIV antibody test will not be part of the decision to admit students to Madonna University. The University encourages persons with AIDS, ARC or a positive HIV antibody test to inform campus officials so that appropriate medical care and education can be provided. All medical information will be handled in a strictly confidential manner. Any record made available to the University will be kept separate from the individual's student record.
- 4.3 Madonna University will not at this time adopt mandatory testing of applicants, students, or residents for the HIV antibody, nor require such persons to respond to questions about the existence of AIDS, ARC or HIV positive.
- 4.4 The Vice President for Student Services, the University AIDS resource person, will upon request recommend to students of the University [a] sites for off-campus HIV antibody testing where testing is confidential or anonymous and where counseling is available, [b] resources for medical treatment, education or counseling for persons with AIDS, ARC, or HIV positive or for other concerned individuals, [c] or provide current information about AIDS.
- 4.5 Madonna University strongly urges individuals with AIDS, ARC or a positive HIV antibody test to seek appropriate medical attention, counseling and education about AIDS.
- 4.6 The Director of Residence Hall will inform the resident population during times of prevalence of such contagious diseases as chicken pox and measles, isolating those students with such contagious diseases. The Director of Residence Hall will notify known students, with compromised immune systems, of the spread of such contagious diseases.
- 4.7 Upon the recommendation of a physician and/or at the request of an individual with AIDS, ARC or who has been infected with HIV, the Director of Residence will permit (or may require) that individual to have a private room for his or her well being.
- 4.8 Madonna University will waive the requirement for certain vaccinations (notably measles and rubella vaccines) of students who are known to have compromised immune systems.
- 4.9 Madonna University will not give out to anyone, even parents or roommates, confidential medical or other personal information about students, or personnel without the individual's explicit consent except as required by law. Michigan law as well as professional ethics requires confidentiality. The number of persons in the University who are aware of the existence and/or identity of persons with AIDS, ARC or HIV positive will be kept at the absolute minimum needed to enhance the well-being of that person and to protect the health of others.

#### **5. General Employee Guidelines**

- 5.1 AIDS will be treated like any other serious communicable disease transmitted by sexual contact or exchange of body fluids. Casual contact does not result in AIDS. Therefore personnel with AIDS, ARC or a positive HIV antibody test will not be excluded from employment or other University activities or areas, provided the individual behaves responsibly in light of her or his medical condition while performing the duties of his or her position at the University. Responsible behavior includes proper management of the medical condition and avoidance of behavior that causes a health risk to self and others. The University is committed to safeguarding the rights of all employees.
- 5.2 Sick days, leaves of absence, and appropriate health benefits will be granted to all employees with illnesses, including AIDS, in accordance with Madonna University policy plans and provisions. Departments will provide reasonable accommodation to employees with AIDS as with any other disability or handicap.

- 5.3 Consideration of the existence of AIDS, ARC or a positive HIV antibody test will not be part of the hiring decision. Madonna University encourages persons with AIDS, ARC or a positive HIV antibody test to inform their supervisor so that appropriate care and education can be provided. This, like all other medical information, will be handled in a strictly confidential manner. Any record made available to Madonna University will be kept separate from the individual's personnel record.
- 5.4 Madonna University will not at this time adopt mandatory testing of employees for the HIV antibody, nor require them to respond to questions about the existence of AIDS, ARC or HIV seropositivity.
- 5.5 The Vice President for Student Services, University AIDS resource person, will upon request recommend to members or agencies of the University, [a] sites for off-campus HIV antibody testing where testing is confidential or anonymous and where counseling is available, [b] resources for medical treatment, education or counseling for persons with AIDS, ARC or HIV seropositivity or for other concerned individuals, [c] or provide current information about AIDS.
- 5.6 Madonna University strongly urges individuals with AIDS, ARC or a positive HIV antibody test to seek appropriate medical attention, counseling and education about AIDS.
- 5.7 Madonna University will not give out to anyone confidential medical or other personal information about personnel without the individual's explicit consent except as required by law. Michigan law protects such confidentiality. The number of persons in the University who are aware of the existence and/or identity of persons with AIDS, ARC or HIV seropositivity will be kept at the absolute minimum needed to enhance the well-being of that person and to protect the health of others.
- 5.8 A medical diagnosis is generally the private concern of the employee; Madonna University will not make inquiries about a diagnosis of illness except insofar as it may impinge upon the proper conduct of business, for example as required for the accommodation of medical disability claims. As appropriate, the AIDS employee may be asked to provide a physician's certificate of ability to work or of amount of time needed for recuperation.
- 5.9 If an employee expresses concern about working with a person who has or is thought to have AIDS, the supervisor will arrange for that employee to talk with an appropriate resource person to try to allay the concern. If the employee's fears persist, he or she may apply for a transfer, which may or may not be granted. Because the AIDS virus is not transmitted in normal work settings, employees do not have a right to reassignment. Refusal to work with a person with AIDS does not excuse an employee from fulfilling assigned responsibilities.

## **6. Safety Guidelines**

### **6.1 General Housekeeping**

- a. All members of the Madonna University community shall be advised about the safe sharing of common facilities and be encouraged to care for those facilities properly, following normal hygienic procedures.
- b. To prevent the transmission of any communicable disease, any area or equipment contaminated with blood or other body fluids (semen, saliva, urine, vomitus, etc.) should be regarded as potentially infectious and should be cleaned with soap and water or a detergent by a person wearing rubber gloves.
- c. An approved hospital disinfectant or freshly prepared 1:10 solution of household bleach and water should be used to wipe the area after cleaning.
- d. Commercial laundry and dishwashing cycles are adequate to decontaminate linen, dishes, glassware and utensils.
- e. Universal precautions are guidelines to protect health care workers as well as patients from exposure to HIV, hepatitis B, and other blood borne diseases. Body substance isolation guidelines are observed. Blood, certain body fluids, semen, vaginal fluids as well as body tissue from all individuals and patients are treated as if they were infectious. Body fluids such as sweat; tears, saliva, urine and feces containing visible blood are also covered by these guidelines. Body substance isolation covers not only blood borne germs but other disease agents. Universal precautions form part of the foundation for the 1992 Occupational Safety and Health Administration regulation covering occupational exposure to blood borne diseases.

## 6.2 Health Service

- a. Because the hepatitis B and C virus are also blood-borne and is both hardier and more infectious than HIV, standard procedures that should already be in place to prevent transmission of hepatitis B will also prevent transmission of HIV.
- b. It is recommended that Health Service workers and others dealing with human blood should follow the U.S. Department of Health and Human Services, Centers for Disease Control. Rules and Regulations available from the U.S. Public Health Service Public Affairs Office, H. Humphrey Building - Room 725-H, 200 Independence Avenue, SW, Washington, DC 20201. Phone: 202-690-5560 or on the World Wide Web at [www.cdc.gov](http://www.cdc.gov).
- c. Universal precautions are guidelines to protect health care workers as well as patients from exposure to HIV, hepatitis B, and other blood borne diseases. Body substance isolation guidelines are observed. Blood, certain body fluids, semen, vaginal fluids as well as body tissue from all individuals and patients are treated as if they were infectious. Body fluids such as sweat; tears, saliva, urine and feces containing visible blood are also covered by these guidelines. Body substance isolation covers not only blood borne germs but other disease agents. Universal precautions form part of the foundation for the 1992 Occupational Safety and Health Administration regulation covering occupational exposure to blood borne diseases.

## 6.3 Laboratory

- a. Sharp items should be considered as potentially infectious and be handled with extraordinary care to prevent accidental injuries.
- b. Laboratory courses requiring exposure to blood, such as finger pricks for blood typing or examination, should use disposable equipment. No lancets or other bloodletting devices should be reused or shared. Disposable syringes, needles, scalpel blades and other sharp items will be placed in puncture-resistant containers located as close as practicable to the area in which they are used, and autoclaved prior to disposal.
- c. If disposable equipment is not available, any needles or other implements that puncture skin or mucous membranes will be steam sterilized by autoclave before being reused or discarded.
- d. All blood spills should be treated as potentially infectious and a person wearing rubber gloves should clean the area with soap and water or a detergent. An approved hospital disinfectant or freshly prepared 1:10 solution of household bleach and water should be used to wipe the area after cleaning.
- e. Universal precautions are guidelines to protect health care workers as well as patients from exposure to HIV, hepatitis B, and other blood borne diseases. Body substance isolation guidelines are to be observed. Blood, certain body fluids, semen, vaginal fluids as well as body tissue from all individuals and patients are treated as if they were infectious. Body fluids such as sweat; tears, saliva, urine and feces containing visible blood are also covered by these guidelines. Body substance isolation covers not only blood borne germs but other disease agents. Universal precautions form part of the foundation for the 1992 Occupational Safety and Health Administration regulation covering occupational exposure to blood borne diseases.

## 6.4 Agency-based Clinical Experience

- a. Health care professionals have a fundamental responsibility to provide care to all clients assigned to them; students in the health care profession are bound by the same professional ethics.
- b. In addition to the education provided for the entire University student body, health care programs need to provide initial orientation and continuing education to all health care students on epidemiology, modes of transmission and prevention of HIV and other blood-borne infections.
- c. Blood and body fluid precautions (Universal precautions) should be used when caring for all health care clients, since medical history and examination cannot reliably identify clients infected with HIV and other fluid - or blood-borne pathogens.
- d. Faculty members must work closely with inexperienced students, choose assignments for which students are prepared both in terms of knowledge and skill level, and supervise closely students assigned to HIV clients for the first time. Students should not perform for the first time in the clinical setting procedures that involve risk.
- e. In the event of accidental potential exposure, students should follow the agency procedures for reporting and follow-up health care.
- f. Refusing to participate in caring for AIDS clients is contrary to the ethics of the health care profession. If refusal continues following support counseling and validation of the student's factual understanding of AIDS transmission, students will be referred to the Career Resource Center for counseling to determine whether the student should continue a health related career.

## 6.5 Food Service

6.51 All epidemiological and laboratory evidence indicates that blood-borne and sexually transmitted infections are not transmitted during the preparation or serving of food or beverages, and no instance of hepatitis B or HIV transmission has been documented in this setting. The following precautions should be taken as a matter of routine:

- a. All Food Service Workers should follow recommended standards and practices of good personal hygiene and food sanitation. Such standards are contained in Food Service Sanitation Manual. Call the Detroit Office of the USDA (US Department of Agriculture): 313-226-6260.
- b. All Food Service Workers should exercise care to avoid injury when preparing food. Should an injury occur, both aesthetic and sanitary considerations dictate that food contaminated with blood be discarded. The area and any equipment contaminated with blood should be cleaned with soap and water or detergent and the cleaned area wiped with an approved hospital disinfectant or freshly prepared solution of 1:10 household bleach and water.

This statement has been adapted with permission from "University of Detroit - AIDS Policy" June 3, 1988, the American Red Cross HIV/AIDS Fundamentals, January, 1999, AHCP Publication July, 1998, the Catholic University of America June, 2000.

### **ALCOHOL & DRUG POLICY FOR STUDENTS**

#### **Statement of Rationale:**

Madonna University seeks to encourage the intellectual, religious and social growth of its students by means of its curriculum, support services, and student life programs. Seeking to assist students in making mature personal choices and taking a realistic view of current trends, this policy has been developed not only in terms of legal guidelines, but from the perspective of Madonna University as a private institution operating within the framework of Christian traditions and values.

The risks associated with the use of alcohol and illicit drugs are numerous including physical and mental impairment, emotional and psychological deterioration, devastating effects on family and friends, conviction leading to fines, incarceration and exclusion from financial aid.

Other less obvious risks to students include:

- poor academic performance
- jeopardizing career prospects such as admission to graduate school or professional training and future employment prospects
- unwanted sexual activity such as acquaintance rape
- sexually transmitted disease, including HIV/AIDS
- pregnancy

Madonna University takes the position of non-use of alcohol by those individuals under the legal drinking age and encourages legal-aged users to use moderation and to demonstrate responsibility if they do use alcohol. In light of this, the Madonna University community takes the position that legal-aged individuals monitor their own alcoholic consumption in accordance with a non-abusive manner. This includes the use of alcohol at off-campus events supported, advertised, and/or funded through Madonna University.

#### **Statement of Policy:**

This statement of policy has been developed to formulate a plan of action and accountability for cases of drug and alcohol abuse.

1. Madonna University students are personally accountable for knowledge of state, local and Federal laws, and they should be in compliance with these approved state, local and Federal laws, including but not limited to, laws regulating the age of the purchaser, furnishing alcohol to a minor, transporting open containers of alcoholic beverages, or false representation of age by a minor. Michigan laws states that sale or trade of alcoholic beverages, as well as manufacture of certain alcoholic beverages without a license is prohibited. Applicable legal sanctions under local, state or Federal law for unlawful possession, use or distribution of illicit drugs and alcohol will be complied with. These legal sanctions include fines, confinement in jail or both. See Appendix A.
2. Illegal distribution, possession, or usage of a narcotic or any illegal drug or controlled substance is strictly prohibited. Possession of or use of any drug obtained pursuant to a valid prescription for a valid medical purpose is permitted.

3. Except for Graduate Studies Division sponsored events, Madonna University students may not consume or possess alcoholic beverages in any campus facility. Illegal drugs are forbidden in any campus facility. This includes use or possession in private rooms, the Residence Hall, vehicles, parking lots, and on campus properties or roadways owned by the University.
4. Public drunkenness and inappropriate behavior resulting from the use of illegal drugs, whether on campus or at University sponsored, off-campus events, are considered to be inappropriate conditions under any circumstances. Madonna University students exhibiting public drunkenness or inappropriate behavior at University functions will be subject to penalties outlined in this policy.
5. Guests of Madonna University students are expected to follow all Madonna University regulations while on campus. Failure to do so will result in an official request to leave the campus. The host or hostess is responsible for his/her knowledge of regulations.
6. Madonna University does not advocate the use of alcohol during off-campus events sponsored, advertised and/or funded by organizations of the University community. Students of Madonna University who are not of legal drinking age are prohibited from consuming alcohol during off-campus University events.
7. When organizations or clubs, approved by the Student Government Association, sponsor events at off-campus sites where alcoholic beverages are served, individuals of legal drinking age are expected to take responsibility for their alcohol consumption and adhere to laws governing minors. Provisions for designated drivers are to be made. Any off-campus Madonna University sponsored function, which provides an alcoholic beverage MUST also provide non-alcoholic beverages in sufficient quantity and without additional cost to meet the needs of those choosing not to consume alcohol. "Zero tolerance" is exercised for students under twenty-one years of age.
8. Advertisements for activities serving alcoholic beverages may not be used as an inducement to participate in a campus event.
9. Graduate Studies Division sponsored events are required to comply with legal age limits on alcohol consumption if serving alcoholic beverages at the function.
10. Madonna University prohibits the use of illegal drugs on or off campus. The support services offered through Madonna University assists those who have become addicted to the use of drugs. The Vice President for Student Services and Student Activities/Wellness Coordinator may be contacted for guidance and/or assistance for referrals to drug and/or alcohol abuse programs.

**Infractions of the rules and regulations are subject to the following penalties:**

- A. Students with alcohol or other controlled substances in dorm rooms or other Residence Hall facilities will be asked to leave within 24 hours. Continuance in the academic programs will be left to the discretion of the Vice President for Student Services. Exception to the consumption of alcoholic beverages in Residence facilities is permitted only by special authorization granted through the Office of the Vice President for Student Services.
- B. Students who violate policies regarding alcoholic beverages and controlled substances are also subject to penalties including: restitution for physical damage, suspension or expulsion from the University, and referral to local authorities for prosecution. Participation in an educational program related to use of alcohol and illicit drugs will be mandatory for specified periods of time.
  1. Restitution will be required in direct proportion to damage caused by inappropriate behaviors.
  2. For policy violations a student may be suspended for the term in which he/she is presently enrolled, or the student may be permanently expelled from the University.
  3. Policy violations will result in a referral to the local, state or Federal authorities, which may lead to arrest and prosecution. See Appendix A.
  4. If a student in violation of a policy is allowed to continue his/her enrollment at Madonna University, the Vice President for Student Services may require the student to:
    - a. Write a paper after watching a film or reading educational materials related to the use of alcohol and illicit drugs.
    - b. Participate in a Substance Abuse Counseling Program.
    - c. Perform community service.
- C. All persons in violation of the stated policy will be required to meet with the Coordinator of Student Activities and/or the Vice President for Student Services or designee.

- D. All decisions with regard to policy violation will be made as follows:
  - 1. The Vice President for Student Services, the Student Activities/Wellness Coordinator and other appropriate individuals may confer with each other before penalties are assessed. Other appropriate individuals may include other University deans, administrators, and faculty or outside professionals.
  - 2. A student in violation may utilize the Student Grievance process as outlined in the Student Handbook.
- E. Information regarding alcohol and drug abuse programming and counseling services is readily available to all University officers, employees and students. A comprehensive referral list of community drug abuse prevention/counseling programs and hotlines is available to the above-mentioned persons through the Office of Student Life.
- F. Drug and alcohol abuse are hazardous to your health. A description of the health risks associated with the use of illicit drugs and the abuse of alcohol are available through the Office of Student Life. See Appendix B.
- G. Madonna University conducts a biennial review of its Drug and Alcohol Abuse Prevention Program to determine its effectiveness, to implement changes to the program as needed and to ensure that the sanctions required by its policies are consistently enforced.

## APPENDIX A

### Alcohol and Controlled Substance Liability

Members of the Madonna community are subject to the alcoholic beverage and controlled substance laws of the State of Michigan. These laws include, but are not limited to, the following:

**Under Twenty-one Laws.** Michigan has a “zero tolerance” policy for drivers under twenty-one years of age.

**Minor in Possession (MIP):** Persons under 21 years of age shall not purchase, consume, or possess alcohol, or have any bodily content. MCL: 436.1703

“Any bodily alcohol content” is defined as .02 BAC or higher. A minor may be required to submit to a Preliminary Breath Test (PBT), if there is reasonable cause to believe the minor has consumed alcohol. A minor who refuses the Preliminary Breath Test (PBT) is guilty of a civil infraction and is subject to a maximum fine of \$100.

**Penalty:**

**First offense: Misdemeanor**

\$100. fine; community service and/or rehabilitative programs

**Second offense: Misdemeanor**

\$200. fine and/or 30 days in jail; community service and/or rehabilitative programs

**Third Offense: Misdemeanor**

\$500. fine and/or 60 days in jail; community service and/or rehabilitative programs

**Possessing or Transporting Alcohol in a Motor Vehicle by a Minor:** Michigan law prohibits persons under 21 years of age to knowingly transport or possess alcohol in a motor vehicle. It does not matter whether the container is open or capped. Charges apply equally to drivers and passengers. MCL 257.624b

**Penalty: Misdemeanor**

\$500. fine and/or 90 days in jail; community service; substance abuse assessment at personal expense

**False Identification Used in Purchasing Alcohol by a Minor:** Michigan law prohibits persons under 21 years of age to use fraudulent identification to purchase alcohol. MCL 436.1703(2)

Person may be stopped and detained until satisfactory identification is obtained.

**Penalty: Misdemeanor**

\$100. fine and/or 90 days in jail

**Consuming Alcohol on a Highway:** Michigan law prohibits all persons to consume alcohol on a public highway. MCL 436.1915

An individual need not be in a vehicle to be charged with offense.

**Penalty: Misdemeanor**

\$500. fine and/or 90 days in jail

**Person Under Twenty-one With Any Bodily Alcohol Content (BAC) Operating a Motor Vehicle (Zero Tolerance):** Michigan law prohibits persons under 21 years of age to operate a vehicle on a highway, a place open to the general public, or parking lot while having any bodily alcohol content (BAC) of .02% or more but less than .08% or having any presence of alcohol resulting from the consumption of alcoholic beverages or liquor. MCL 257.625(6)

Custodial arrest is possible. If the person's bodily alcohol content is .08% or higher, charges of Operating While Intoxicated is pursued. Punishment is enhanced if subject has prior alcohol-related offense; **only one Zero Tolerance conviction is used for felony drunk driving enhancement.** Upon conviction, person may be ordered to pay costs of prosecution and provide reimbursement for emergency response.

**Penalty: Misdemeanor**

\$250. fine and/or 360 hours of community service; participation in rehabilitative programs

**Person Under Twenty-one Years of Age With Any Bodily Alcohol Content (BAC) Operating a Motor Vehicle With Occupant Less Than 16 Years of Age (Zero Tolerance):** Michigan law prohibits persons under 21 years of age to operate a vehicle on a highway, a place open to the general public, or parking lot while having any bodily alcohol content (BAC) of .02% or more but less than .08% or having any presence of alcohol resulting from the consumption of alcoholic beverages or liquor while another person who is less than 16 years of age is occupying the vehicle. MCL 257.625(7) (b)

Custodial arrest is possible. Vehicle immobilization or vehicle forfeiture may be ordered by the court upon conviction. License suspension is possible. Subject may be ordered to pay costs of prosecution and provide reimbursement for emergency response.

**Penalty: Misdemeanor**

\$500. fine and/or 90 days in jail and/or 60 days of community service

**Furnishing Alcohol to a Person Under Twenty-one Years of Age:** Michigan law prohibits persons to knowingly sell or furnish alcohol to persons under 21 years of age; this include failure to make diligent inquiry whether the person is less than twenty-one years of age. MCL 436.1701

This charge also applies to minors (i.e. persons under 21 years of age) who furnish alcohol to other minors.

**Penalty:**

**First offense: Misdemeanor**

\$1000. fine and/or 60 days in jail

**Second offense: Misdemeanor**

\$2500. fine and/or 90 days in jail; community service

**Furnishing Alcohol to a Person Under Twenty-one Years of Age – Causing Death:** Michigan law prohibits persons to knowingly sell or furnish alcohol to a person under twenty-one years of age; failure to make diligent inquiry whether the person is less than twenty-one years of age and the subsequent consumption of alcohol by minor is a direct and substantial cause of that person's death or an accidental injury that causes that person's death. MCL 436.1701(2)

**Penalty: Felony**

\$5000. fine and/or 10 years imprisonment

**Consumption of Alcohol on Unlicensed Premises:** Michigan law prohibits persons to maintain a premise not licensed under the Liquor Control Act, and allow other persons to consume alcohol for consideration. MCL 436.1913

"Consideration" means any fee, cover charge, sale of food, ice, mixers, glassware, or other containers, or even the storage of alcoholic liquor.

**Penalty: Felony**

\$1000. fine and/or 1 year in jail

**Consumption of Alcohol by a Person Under Twenty-one Years of Age at a Social Gathering:** Michigan law prohibits persons to knowingly allow a person of less than 21 years of age to consume or possess alcoholic beverage at a social gathering on or within that premises, residence or other real property. MCL 750.141a

“Social gathering” means an assembly of two or more individuals for any purpose; “allow” means to give oral or written consent or permission for or approval of. It includes the “failure to take corrective action” that would cause a reasonable person to believe that permission or approval has been given. This section also prohibits an individual from knowingly allowing any individual to consume or possess a controlled substance on or within premises, residence, or other real property.

**Penalty: Misdemeanor**  
\$1000. fine and/or 30 days in jail.

**Furnishing False Identification to Another to Purchase Alcohol:** Michigan law prohibits persons furnishing fraudulent identification to a person of less than 21 years of age for the purpose of purchasing alcohol. MCL 436.1703(2)

**Penalty: Misdemeanor**  
\$100. fine and/or 90 days in jail

**Open Alcohol Container in a Motor Vehicle:** Michigan law prohibits the transport or possession of an alcoholic liquor in a container that is open, uncapped or with a broken seal inside the passenger compartment of the vehicle on a highway, or place open to the general public or a parking lot. MCL 257.624a

This applies to all persons regardless of age; subsequent charges apply to both drivers and passengers; suspension of driver’s license is possible if person has one or more prior alcohol related convictions.

**Penalty: Misdemeanor**  
\$500. fine and/or 90 days in jail; substance abuse screening at own expense; community service

**Operating a Motor Vehicle With Any Amount of Controlled Substance Listed in Schedule 1:** Michigan law prohibits persons with any amount of controlled substance listed in Schedule 1 from operating a motor vehicle upon a highway, places open to the general public, or parking lot. MCL 257.625 (8) MCL 333.721 (2)

**Penalty:**  
**First offense: Misdemeanor**  
\$100.- \$500. fine and/or 90 days in jail; 360 hours of community service; rehabilitative programs  
**Second offense: Misdemeanor**  
\$1000. fine and/or 1 year of mandatory incarceration  
**Third Offense: Felony**  
\$500.- \$5000. fine and/or mandatory imprisonment of not less than 1 year or more than 5 years

**Operating a Motor Vehicle While Visibly Impaired by Alcoholic Liquor or a Controlled Substance or a Combination (OWVI):** Michigan law prohibits persons with visible impairment due to the consumption of alcoholic liquor and/or a controlled substance from operating motor vehicles upon a highway, places open to the general public, or parking lot.

Vehicle immobilization may be ordered with a first offense; vehicle immobilization is mandatory with prior alcohol related conviction; offender may be ordered to pay costs of prosecution and reimbursement for emergency response; offender is subject to license suspension.

**Penalty:**  
**First offense: Misdemeanor**  
\$300. fine and/or 90 days in jail; 360 hours of community service; rehabilitative programs  
**Second offense: Misdemeanor**  
\$1000. fine 1 year of mandatory incarceration  
**Third Offense: Felony**  
\$500. - \$5000. fine and/or mandatory imprisonment of not less than 1 year or more than 5 years

**Operating a Motor Vehicle While Intoxicated – Alcoholic Liquor or a Controlled Substance or a Combination (OWI):** Michigan law prohibits the operation of motor vehicles upon a highway, places open to the general public, or parking lot while the individual is intoxicated. “Operating while intoxicated” means either (1) the person is under the

influence of alcoholic liquor and/or a controlled substance; or (2) the person has bodily alcohol content (BAC) of .08% or more. MCL 257.625(1)

**Penalty:**

**First offense: Misdemeanor**

\$100. - \$500. fine and/or 90 days in jail; 360 hours of community service; rehabilitative programs

**Second offense: Misdemeanor**

\$1000. fine and/or 1 year of mandatory incarceration

**Third Offense: Felony**

\$500. - \$5000. fine and/or mandatory imprisonment of not less than 1 year or more than 5 years

**CONTROLLED SUBSTANCE ACT**

**Members of the Madonna University community are subject to the federal laws.**

- ☐ Controlled Substance Act, 1970. This is the legal foundation of the government's fight against abuse of drugs and other substance.
- ☐ Anti-Drug Abuse Act of 1988, P.L. 100690 represents the federal governments attempt to reduce drug abuse by dealing not just with the person who sells the illegal drug, but also with the person who buys it.
- ☐ User Accountability 21 U.S.C. 862 and Title 42 U.S.C. states that drug users are personally responsible for their illegal activities and subject to civil penalties as well as criminal penalties. Depending in the offense, user penalties include denial of federal benefits including financial aid and federal student loans. Penalties include prohibiting the offender from ever receiving any benefit provided by the Federal Government.

**APPENDIX B**

**Specific Drugs and Their Effects:**

- **Alcohol.** Alcohol consumption causes a number of marked changes in behavior from impairment of judgment and aggressive behavior to altering the ability to learn and remember. Repeated use of alcohol can lead to dependence. Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation.
- **Cocaine.** Cocaine stimulates the central nervous system. There is great risk associated with cocaine use whether the drug is ingested by snorting, injecting, or smoking. Excessive doses of cocaine may lead to seizures and death from respiratory failure, stroke, cerebral hemorrhage, or heart failure. Cocaine smokers suffer from acute respiratory problems including coughing, shortness of breath, and severe chest pains with lung trauma and bleeding. Cocaine users are at risk for acquiring and transmitting HIV/AIDS and Hepatitis B and C, if needles or other equipment are shared and through risky sexual behavior.
- **Ecstasy (Methylenedioxy meth amphetamine - MDMA, XTC, X, ADAM).** MDMA is a psychoactive drug possessing hallucinogenic and stimulant properties, MDMA can suppress the need to eat, drink or sleep, resulting in severe dehydration and/or exhaustion. Other physical effects include nausea, hallucinations, excessive talking, chills, sweating, increase in body temperature, tremors, involuntary teeth clenching, muscle cramping, blurred vision, high blood pressure, seizures, loss of consciousness, heart failure and extreme heat stroke that can lead to death. MDMA users also report effects of anxiety, paranoia, depression and panic attacks. Several studies have found brain damage in users. Using advanced brain imaging techniques, studies have found that MDMA harms neurons that release serotonin, a brain chemical thought to play an important part in regulating memory. Memory and cognitive impairments found in MDMA users are among the first functional consequences of MDMA. Ecstasy users are at risk for acquiring and transmitting HIV/AIDS and hepatitis B and C through risky sexual behavior.
- **Flunitrazepam (Rohypnol, Roofies).** The effects of these drugs include sedation, muscle, relaxation, and reduction in anxiety and prevention of convulsions. The immediate effects appear approximately 15 to 20 minutes after administration and last approximately 4 to 6 hours. This also called the "Date-Rape Drug". One of the effects is partial amnesia. Individuals are unable to remember certain events experienced while under the influence of the drug. This effect is particularly dangerous when the drug is used to aid in the commission of sexual assault since the victim may not be able to clearly recall the assault, the assailant or the events surrounding the assault. Other adverse effects include drowsiness, dizziness, loss of motor control, lack of coordination, slurred speech, confusion, gastrointestinal disturbances and respiratory depression lasting 12 or more hours. Flunitrazepam (Rohypnol) also impairs cognitive and psychomotor

functions affecting reaction time and driving skill. Users are at risk for acquiring and transmitting HIV/AIDS and hepatitis B and C through risky sexual behavior.

- **Heroin**. The effects of heroin include devastating social and health consequences due to the addictive properties of this drug. Other effects include euphoria, drowsiness, respiratory depression, constricted pupils, and nausea. Effects of heroin overdose include slow and shallow breathing, clammy skin, convulsions, coma and possible death. Heroin users are at risk for acquiring and transmitting HIV/AIDS and hepatitis B and C if needles or other equipment are shared or through risky sexual behavior.
- **Inhalants**. The immediate negative effects of inhalants include nausea, sneezing, coughing, nosebleeds, fatigue, lack of coordination and loss of appetite. Long-term use may result in hepatitis or brain damage. Deeply inhaling the vapors, or using large amounts over a short time, may result in disorientation, violent behavior, unconsciousness, or death. Users are at risk for acquiring and transmitting HIV/AIDS and hepatitis B and C through risky sexual behavior. Ketamine (Special K, K). Ketamine hydrochloride is a general anesthetic for human and veterinary use. This drug can affect the senses, judgment and coordination for 18 to 24 hours placing users and others in compromised safety conditions.
- **LSD (Lysergic Acid Diethylamide)**. LSD is the most potent hallucinogen known to man. The effects during the first hour of ingestion include experience of visual changes with extreme changes in mood. Other physical reactions include dilated pupils, lower body temperature, nausea, "goose bumps", profuse perspiration, increased blood sugar and rapid heart rate. The user may also suffer impaired depth and time perception, distorted perception of the size and shape of objects, movements, color, sound, touch and the user's body image. The effects of higher doses can last for up to 12 hours. Users lose the ability to make sensible judgments. The user may suffer acute anxiety or depression for a variable period after a "trip" and experience "flashbacks" days or even months after taking the dose. Users are at risk for acquiring and transmitting HIV/AIDS and hepatitis B and C through risky sexual behavior.
- **Cannabis (Marijuana)**. Use of cannabis may impair or reduce short-term memory and comprehension, alter sense of time, and reduce ability to perform tasks requiring concentration and coordination, such as driving a car. Marijuana can also produce paranoia and psychosis. Marijuana smoke contains carcinogens causing damage to the lungs and pulmonary system.
- **Methamphetamine (Meth, Speed, Ice, Crystal)**. Methamphetamine is a potent central nervous system stimulant. The heart rate, blood pressure, body temperature and breathing rate of the user are increased. Other effects include dilated pupils, temporary hyperactivity, euphoria, a sense of increased energy, tremors, increased irritability, nervousness and paranoia as well as visual hallucinations. The most dangerous stage of a binge cycle is known as "tweaking". Typically, the abuser/user has not slept in three to fifteen days and is irritable and paranoid. The "tweaker" has more craving for more meth; however, no dosage will help to recreate the euphoria high. This causes frustration and leads to unpredictability and a potential for violent behavior.
- **Methylphenidate (Ritalin)**. Ritalin is a stimulant with pharmacological effects similar to those of cocaine and amphetamines. Effects include appetite suppression, wakefulness, and increased focus/attentiveness and euphoria as well as dose related increases in heart rate and blood pressure. The drug is capable of producing severe psychological dependence.
- **Phencyclidine (PCP)**. The drug's effects are as varied as its appearances. PCP causes users to feel detached, distant and estranged from their surroundings. Numbness, slurred speech, and loss of coordination may be accompanied by a sense of strength and invulnerability. Other effects include amnesia, auditory hallucinations, image distortion, severe mood disorders, psychosis, acute anxiety, paranoia and violent hostility.
- **Steroids**. The Controlled Substance Act defines anabolic steroids as any drug or hormonal substance chemically or pharmacologically related to testosterone (other than estrogen, progestin and corticosteroid) that promotes muscle growth. Effects include elevated blood pressure and cholesterol levels, and severe acne for both sexes. Premature balding, reduced sexual function, testicular atrophy and abnormal breast development are effects in males. Masculinizing effect is reported in females resulting in more body hair, a deeper voice, smaller breasts and fewer menstrual cycles. In adolescents, these effects may also include the premature stopping of the lengthening of bones resulting in stunted growth. Several of these effects are irreversible.

- **Tobacco.** The smoking of tobacco products is the chief avoidable cause of death in our society. Lung, larynx, esophageal, bladder, pancreatic, and kidney cancers also strike smokers at increased rates. Smoking during pregnancy also poses serious risk to the fetus.

Approved 4/87; updated 8/06)

**ACTIVE MILITARY DUTY**

**432-5427 (Room 1001)/432-5309 (Room 2003)**

Students called to active duty and have their program of study disrupted may contact the Office of the Registrar or the Office of Student Life to determine satisfactory arrangements regarding their academic program. A copy of the military orders must be provided to the University. Students called to active duty will be allowed to pursue finishing their incomplete courses within one academic year after completing their active military duty. It is the intent of the University that no students suffer the loss of funds or educational opportunity because of active military service.

**ANIMALS**

Except for seeing-eye and hearing dogs, as used by visually or hearing impaired persons, cats, dogs and all other pets are ordinarily prohibited from University buildings.

**ATTENDANCE/ABSENCE**

**432-5427 (Room 1001)**

All students are valued members of all their respected academic classes. Class attendance is required of all students. Lowered grades and/or loss of credit may be results of repeated absences. Attendance policies are listed in class syllabi.

Emergency and/or prolonged absences are to be reported to the Vice President for Student Services, Room 1001, 432-5427, so arrangements can be made to enhance and support student success.

Faculty members can sometimes be absent or unavoidably detained. If this happens:

1. Students are expected to wait one half hour.
2. Students are asked to compile and sign an attendance sheet to get credit.
3. The attendance sheet is submitted to the College/Department office by a designated student.

**BILLING HOURS**

**432-5436 (Room 2205)**

Please see the current class schedules.

Hours:

- 8:00 a.m. - 7:00 p.m. Monday and Thursday
- 8:00 a.m. - 5:00 p.m. Tuesday, Wednesday, Friday

except Holy Thursday and Christmas break

**BULLETIN BOARDS**

Bulletin boards are available for notices and announcements. All posted materials must be approved at the Office of Student Life, Room 1001. For more information please call 734-432-5427.

**CAMPUS DISORDERS**

A student has the freedom to express opinions as long as these do not interfere with the rights and freedoms of others in class, the library, public meetings, offices, classrooms and all University buildings. The University maintains the right to intervene in known campus disorders to assure the safety and rights of students and other individuals on campus, the protection of property and the continuity of the educational process.

**CAMPUS SAFETY AND SECURITY**

**432-5441 (Room 1701)**

In compliance to the Jeanne Cleary Campus Security Act of 1990, The Office of Public Safety and the Committee on Safety Issues published a brochure with information regarding policies and procedures relative to safety issues as well as campus crime statistics. Copies of the brochures are available on the various literature racks on campus, Room 1001, the Office of Public Safety (Room 1701) and the Take 5 Lounge. Information is also available at [www.madonna.edu](http://www.madonna.edu).

The Office of Public Safety provides around the clock protection and services to the Madonna University community. Officers are on duty 24 hours a day, 7 days a week, 365 days a year.

The cooperation and involvement of all members of the community in any safety and security program is essential. Taking common sense precautions and crime prevention measures are necessary.

### Student Responsibility

1. Students are to report criminal actions or other emergencies to the Office of Public Safety by calling 5442 or 9-911 from a campus phone (or by dialing 734-432-5442 or 911 from a pay phone).
2. Students must assume responsibility for their own personal safety and the security of their personal belongings.
3. Students must not leave valuables (backpacks, briefcases, laptops and purses) unattended.
4. Residence room and car doors should be kept locked.
5. Students are asked to report suspicious looking individuals or any unusual incidents to the Office of Public Safety.
6. Students are encouraged to walk with another student after class when going to the parking lot. If necessary, call 5442 to request an escort from Public Safety.
7. Students are asked to report suspicious looking packages to the Office of Public Safety.

### Emergencies:

Contact Public Safety immediately at 734-432-5442 from a Cell or Public Phone or 5442 - from a Campus Courtesy Phone

Contact Livonia Police  
734-466-2470 - Public Phone (non-emergency)  
911 - Pay or Cell Phone (emergency)  
9-911 - Campus Phone (emergency)

### Fire Emergencies:

1. Pull fire alarm box located on hallways
2. Clear building when alarm sounds

### Tornado Warnings:

1. Go to designated shelter areas:  
Science Lecture Hall  
Lower Level Kresge Hall  
Hallways without windows as posted in classrooms

### Weather Emergencies:

1. School closings announced on:  
TV Channels 2,4,7  
Radio Stations: WJR (760 AM) WWJ (950 AM) WXYZ (1270 AM) WNIC (100.3 FM) CKLW (800 AM)

### CANCELLATION of CLASSES

Students are to wait for 30 minutes beyond the class starting time. If no faculty member has arrived, the students are encouraged to sign a sheet indicating they were present, and they may leave. One student turns the sheet in to the college/school office or the department chairperson.

### CHANGE OF ADDRESS/PHONE NUMBER

**432-5408 (Room 2003)**

Students are requested to report any change of home address/phone number to the Registrar's Office (Room 2203) and the Student Billing Office (Room 2005).

### CHILDREN

Because of insurance, safety and fire regulations, University Policies prohibit students from bringing children to classes or leaving them unattended in any other areas of the building, including the University Center.

### CLASS LOAD

The recommended class load is 15-16 semester hours. A student who carries at least 12 semester hours has full-time status. Carrying more than 18 semester hours requires approval from a faculty advisor and the Vice President for Student Services (Room 1001).

### CLASSIFICATION OF STUDENTS by semester hour

First Year = 0-29 s.h.; Sophomores = 30-59 s.h.; Juniors = 60-89 s.h.; Seniors = 90+ s.h.

**CLOSED COURSES****432-5408 (Room 2003)**

If a course has been declared closed, and a student needs it for graduation or for any other valid reason, the student should see the Registrar and follow given instructions.

**DEAN'S LIST**

Students who carry at least 6 semester hours (none by evaluation) and maintain a grade point average of 3.5 or better during a term merit First Honors on the Dean's List; 3.25-3.49 merit Second Honors. Names are posted in the Honors Alcove outside the Take 5 Lounge and letters are sent to each Dean's list student. **(432-5429)**

**DEGREES WITH DISTINCTION**

Graduation honors are computed on an overall grade point average, excluding credits received for the term prior to graduation for May graduates (See University Bulletin). A student pursuing a second baccalaureate degree must complete a minimum of 45 semester hours at Madonna to be considered for graduation honors:

With Honors = 3.5 - 3.699;

With High Honors = 3.7 - 3.899;

With Highest Honors = 3.9 - 4.0. **(432-5427)**

**DRESS CODE**

Students and guests are expected to exercise good judgment and propriety in wearing appropriate clothing in the classroom, at other academic settings and Madonna University sponsored activities both on and off campus.

**DROPPING CLASSES****432-5408 (Room 2003)**

A class may be dropped during the period of time designated in the course schedule but no later than the first week of classes. A drop fee is assessed. After the add/drop period, students "withdraw" from a class up to the deadline for withdrawal printed in the class schedule.

**EMERGENCY****432-5442 or 911**

Any fire, injury, medical emergency, criminal activity or disorder should be immediately reported to Office of Public Safety (Room 1701, 432-5442). Switchboard personnel may be reached by dialing 432-5300 during regular office hours. There will be a recorded message listing emergency numbers after hours.

Campus Security Office

**432-5442**

Emergency: Police - Fire - Ambulance

**911**

Emergency telephones (white courtesy telephones) are located throughout the campus (dial 9-911 or 5442):

Lower Level: Activities Center, Art Wing, Kresge Hall, Take 5 Lounge, Science Wing

Upper Level: Main Lobby, Outside Room 2411, Outside Room 2432

University Center: Parking Lot, Handicap Entrance, Laundry Room, Lakeside Lounge, Outside UC2,

Chapel Lobby

Education Wing West Entrance

**EXPERIENTIAL LEARNING PROGRAM****432-5417 (Room 1101)**

The Experiential/Prior Learning program provides students the opportunity to receive up to 60 semester hours of credit for learning acquired through a variety of life learning experiences equivalent to college level courses. Detailed information is available in the program brochure.

**FIREARMS**

State laws prohibit the carrying or use of firearms on campus.

**FREEDOM OF EXPRESSION AND DISSENT**

Madonna University values and defends the right of free speech and freedom of the individual to express dissent, providing such expression respects the laws of the civil and University community and does not violate the dignity of others. The individual or group must assume responsibility for the expression. The exercise of these rights must not deny or violate the rights of other individuals or groups, disrupt or interfere with educational or other activities of the University community, deny the normal use of offices or other facilities to students, staff, faculty and other members of the University community, endanger the safety and well-being of any person in the University community or result in the defacement or destruction of University property.

(Madonna University gratefully acknowledges the assistance and information provided by the Catholic University of America in preparing this guideline.)

### **GAMBLING**

In accordance with the Livonia Code of Ordinances, Sec. 9.28.010, illegal gambling is not permitted on campus or at any University function.

### **GRADES**

Instructors are free to determine the basis on which the final grade is given. During the first week of each semester, instructors will make available to students a written statement outlining the procedure and basis for arriving at the final grade. A grade of "I" (Incomplete) automatically becomes "F" (No Credit) if not removed within six weeks after the end of the term. In extenuating circumstances, students must arrange for an extension of this limit with the instructor and the Registrar.

Students who wish to withdraw from a course(s) must do so officially in writing at the Registrar's Office before the deadline date specified in the calendar or the University bulletin. Failure to officially withdraw from a course will be recorded as "F" and computed in the grade point average.

### **GRADUATION/COMMENCEMENT**

**432-5427 (Room 1001)**

Students may graduate at the end of each term upon completion of degree requirements and submitting an Application for Graduation. The annual commencement exercises are scheduled in early May. Students receiving degrees are invited to participate in the exercises.

Each candidate is assessed a \$75 graduation fee, regardless of participation.

Students who plan to earn Baccalaureate Degrees, Associate Degrees or Certificates of Achievement must file appropriate notices with the Registrar one semester before the term in which they plan to finish their course work.

The Application for Graduation form may be obtained from the Student Accounts Office. Deadline dates are specified in the University Bulletin Calendar and the Schedule of Classes.

### **GUEST STUDENTS**

**432-5408 (Room 2003)**

Madonna University uses the Michigan Uniform Undergraduate Guest Application. This form assists visiting students in earning credits to be applied toward a program at the home institution. The application is good for one term and should be on file prior to registration. Madonna students beyond sophomore standing may not earn credit in two-year institutions for transfer to Madonna University. Guest applications are available at the Registrar's Office. Applications must be accompanied with a written recommendation from a student's advisor.

### **HONORS**

**432-5428 (Room 2101)**

DEAN'S LIST - Students who carry at least 6 semester hours (none by evaluation) and maintain a grade point average of 3.5 or better during a term, merit First Honors on the Dean's List; 3.25-3.49 merit Second Honors. Names are posted in the Honors Alcove outside the Take 5 Lounge. These students also receive individual letters. Please contact the Office of the Vice President for Student Services at Room 2101, 734-432-5429 for any concerns, issues and questions.

### **I.D. CARDS**

**432-5427 (Room 1001)**

Students are required to present valid Madonna University identification. Student identification cards are issued by the Office of Student Life (Room 1001) at the time of the first registration. They must be updated in Room 1001 or the Registrar's Office with a current sticker for each term. The I.D. card should be carried at all times and must be presented when requested by a University staff member or security guard. Replacement cards are \$5.00.

### **LIABILITY**

The University is not responsible for injury or loss to persons or property resulting from accidents, thefts, substance abuse, weather or other acts of nature.

### **MEDIA SERVICES**

**432-5580 (Room 2108)**

Madonna University strives to provide students with equipment and technical assistance to enhance learning and success.

### **MICHIGAN CAMPUS COMPACT**

Madonna University is an active member of Michigan Campus Compact and part of Campus Compact: The Project for Public and Community Service. Campus Compact is a national coalition of college and university presidents committed to helping students develop the values and skills of citizenship through participation in community and public service. The Council of Presidents, comprised of the presidents from member institutions, forms the governing

body of MCC. Campus Compact presidents are joined together in their commitment to the development of personal and social responsibility as integral to the educational mission of their campuses.

### **MILITARY SERVICE**

**432-5427 (Room 1001)**

Please see "Active Military Duty"

### **NON-DISCRIMINATION POLICY**

No person on basis of race, color, religion, ethnic origin, gender, age, sexual orientation, marital status or disability shall be discriminated against, excluded from participation or employment in or be denied benefits of programs or activities sponsored by the university.

### **OFF CAMPUS ACTIVITIES**

**432-5425 (Room 1001)**

Madonna University provides students with several opportunities to participate in off campus activities. Activities include: athletic events, community service, conference attendance, field placement practicum, internships, service learning and study abroad programs. Students may have the opportunity to gain academic credit through participation of these programs. Students are responsible for all the tuition, expenses and other fees related to these programs.

An official representative of Madonna University has the authority to establish rules of conduct necessary for the operation of the program during the entire period of the program, including free time. Students are required to have adequate health, accident, and hospitalization insurance. During their free time within the period of the program and after the program, students may elect to travel independently at their own risk.

In the event of political unrest in an activity held outside the United States, an official representative of Madonna University will take reasonable measures to protect the program participant.

In case of an emergency, the student should call 911. The Office of Public Safety at Madonna University must also be notified 734/432-5442. Further details are given in the Assumption of Risk and Release Form for Off Campus Activities.

*A release form must be signed and filed before a student can participate in off campus activities.*

### **PARKING REGULATIONS**

Parking on the Madonna University campus is a free benefit for students, faculty and staff. Restrictions are posted for Reserved Parking for the Disabled. There is no parking on the grass or anywhere on the inner campus. Parking violators will be ticketed.

### **POLITICAL CAMPAIGNING**

As an independent and not-for-profit institution of higher learning, Madonna University does not endorse specific political candidates. The distribution of literature describing issues and candidates is permitted as a means for the University community to exercise intelligence in voting. The University fully supports freedom of choice and believes that an informal understanding of the voting process and the decisions that are possible enhances choice.

### **PROBATION/TERMINATION**

**432-5427 (Room 2101)**

Students who do not maintain a 2.0 term and cumulative g.p.a. and/or do not make satisfactory academic progress as defined in the Bulletin will receive a probation notice during the first term they fail to do so. Students on probation are terminated if they fail to achieve a 2.0 g.p.a. for the next term (See the University Bulletin).

### **REHABILITATION ACT OF 1973 and AMERICAN WITH DISABILITIES ACT OF 1992**

In accordance with its Christian heritage, Madonna University recognizes that persons with disabilities can lead proud and productive lives. Therefore, the University implements Regulation 504 of the Rehabilitation Act of 1973 and the American with Disabilities Act 1992 as it applies to qualified persons with disabilities, including the following: all new facilities must be barrier free; programs/activities in existing facilities must be made accessible to persons with disabilities; persons with disabilities must be educated with the non-disabled in regular classrooms; reasonable modifications in academic requirements will be made to ensure full educational opportunity for these students; auxiliary aids, when necessary, will be provided to ensure full participation of persons with disabilities.

### **RIGHT of PETITION**

The University recognizes that the right of petition is vital to the free exchange of ideas. The University sets no regulations, either implied or stated, which would in any way abridge this important right. It is advised, however, that open communication and dialogue be advocated prior to a written petition process.

### **SCHOLASTIC INTEGRITY**

All written and computer work is presumed to be the effort of the individual student. Scholastic dishonesty will be penalized in accordance with the gravity of the situation. Cheating on examinations results in automatic failure of the course. A student so accused has the right of appeal to the Student Grievance Appeal Board.

Violating library rules regarding unauthorized removal or damaging of books, magazines or periodicals is also a violation of integrity.

Students are to honor the copyright policy regarding private and software materials.

### **SCHOOL CLOSING**

For information on cancellation of classes or the closing of offices due to inclement weather, tune in to the following local radio stations: WJR (760 AM), WWJ (950 AM), WXYT (1270 AM), WNIC (100.3 FM), CKLW (800 AM) and also TV stations: Channels 2, 4 and 7.

### **SERVICE LEARNING**

**432-5704 (Room 107-M)/432-5425(Room 1001)**

Serving others is one of the Franciscan values of Madonna University. Several classes are offered with service learning components. Service learning is a method and philosophy of experiential learning through which participants expand their knowledge of their social environment, develop abilities for critical thinking and contribute in meaningful ways towards addressing social problems. Service learning is a form of scholarship, which incorporates different modes of knowing (cognitive, experiential, aesthetic, intuitional and relational) with a concern for values and a response to a call for social relevance.

### **SERVICE OPPORTUNITIES**

**432-5425 (Room 1001)**

Students are encouraged to participate in community service. Opportunities include monthly participation in the activities of various agencies and non-profits: Focus: HOPE Walk, Gleaner's Community Food Bank, Homeless Experience, Peace and Justice Week, Habitat for Humanity, St. Christine's Soup Kitchen, All Saints Neighborhood Center, Christmas For Kids, Alternative Spring Break Trips with Felician VIM (Volunteers in Mission). Students are encouraged to check for announcements regarding other periodic service activities.

### **Alternative Spring Break:**

Please check bulletin board announcements or contact 432-5425 or 432-5419 for more information. Service opportunities are also available through arrangements made by individual faculty members. Students join the Felician VIM (Volunteers in Mission) to work in Kingstree, South Carolina (March) or Nuevas Rosita, Mexico (May) or other service learning sites.

### **Volunteer Protection Act:**

The Volunteer Protection Act of 1997 (VPA) is a federal law providing limited liability immunity to individual volunteers and community service participants from tax-exempt organizations such as the University. Under the VPA, individuals performing community service or volunteering are not liable for acts or omissions "if the individual is acting within the scope of her or his responsibilities at the time; if they are properly licensed, certified, or authorized to undertake the activities in question; and if the harm was not caused by willful or criminal misconduct, or a conscious flagrant indifference to the rights and safety of the individuals harmed." The law does not shield individuals from crimes of violence, sexual offenses, hate crimes, misconduct that violates state or federal laws or misconduct under the influence of alcohol and other drugs.

### **SEXUAL ASSAULT**

Recognizing the dignity of each individual, the University community will not tolerate acts of violence toward other individuals. Victims or witnesses of any violation in this regard are to contact Public Safety (734-432-5441) or the Office of Student Life (734-432-5429) immediately.

### **Sexual Assault Policy**

Madonna University acknowledges the value and dignity of each person and encourages an atmosphere of respect and sensitivity to all persons. In the Judeo-Christian tradition, which promotes holistic growth and development and is concerned for the welfare of each individual, members of the University community are expected to abide by the Student Conduct Code. This code addresses the covenant between the University and those who choose to pursue their education here to promote an environment that enables students to pursue their educational and personal development goals. Section 4 of the code states that students are not to exhibit behavior which harasses, violates the rights, threatens or harms any person.

Sexual assault is any attempt to coerce an unwilling person into a sexual relationship or to subject a person to unwanted sexual attention. Both students and employees are informed that this offense is immoral, illegal and will

not be tolerated. This position was a matter of tradition and policy prior to the enactment of state and federal legislation.

**Education:** Each term information will be provided through a speaker, videotapes and/or printed information to promote an awareness of sexual assault as any attempt to coerce an unwilling person into a sexual relationship or to subject a person to unwanted sexual attention that would be offensive and unwelcome to a reasonable person. The purpose of these programs is to promote an awareness that any sexual conduct must be consensual and that consent should be obtained with each new level of physical and/or sexual conduct.

**Procedure in the event of an assault:**

- 1) In the event of a sexual assault, the victim or a witness is to contact Campus Public Safety (5442 from a campus phone; 432-5442 from a public phone) or the local public emergency number (911). Assistance will be provided the victim.
- 2) In the case of a criminal sexual assault any evidence of the assault should be preserved.
- 3) The attack is to be reported to the Vice President for Student Services. The victim has a right to report the assault to local, civil or criminal authorities and if necessary, will receive assistance to do so from campus authorities.

**Available Services:** Anyone who has been a victim of a sexual assault may contact the Office of Student Life. Counseling or referral to the Psychological Services Center, off-campus crisis centers, clinics or counseling services will be offered to the individual. If requested by the victim, assistance in changing the academic or living situation after an alleged sexual assault will be provided to the extent such changes are reasonably available.

**Campus Disciplinary Action:** The Office of Student Life is responsible for conducting a full, fair, impartial and confidential investigation of the reported incident(s). Investigation of a complaint will be conducted by the Vice President for Student Services and when necessary the Academic Vice President and/or Director of Human Resources as soon as possible and conducted in an expeditious manner, assuring confidentiality, fair, impartial and uniform treatment consistent with principles of due process and fundamental fairness.

If the assault was allegedly made by a member of the University community:

- 1) A written report from the victim or public safety incident report is to be submitted to the Vice President for Student Services.
- 2) The person charged will be promptly notified and given an opportunity to respond.
- 3) A hearing date is set with the Appeal Board upon receipt of written notification and/or Public Safety Incident Report. The Appeal Board consists of the President of Student Government, a representative for the complainant, a representative for the accused, two University officials and the Vice President for Student Services or designee.
- 4) At the hearing each party is allowed to present an account of the incident and to respond to evidence presented by the other party.
- 5) A record (summary or verbatim) will be kept of the evidence presented and considered by the Appeal Board.
- 6) Both parties are provided written notification of the decision, in writing by the Vice President for Student Services after the hearing.

**Disciplinary Sanctions:** The purpose of the imposition of sanctions in a disciplinary action is to redirect the individual's behavior toward a pattern more acceptable with the University community and society, if such redirection is feasible, or to protect the University community from possible harm or injury by said person or persons. The Appeal Board recommends an appropriate sanction, which is imposed by a University official on the person found guilty of the sexual assault charge.

- 1) **SUSPENSION:** An individual may be suspended from the University for any specified period of time. A suspended individual must immediately leave the campus (Students refer to Student Conduct Code). Special conditions - mandatory treatment program, referral for professional services or other appropriate programs - will be attached to the suspension.
- 2) **EXPULSION:** Expulsion is permanent dismissal from the University. The expelled individual must leave the campus immediately and may not return to the campus.

**University Community Awareness:** All members of the University are expected to support a safe and healthy environment for all who are part of this community by abiding by the Judeo-Christian tradition and Franciscan value of respect for life and recognition of the dignity of each person.  
(Approved 10/93)

### **Sex Offender Registry Act**

In accordance with the recent amendments to federal law, law enforcement agencies may disseminate certain relevant information concerning a sex offender to any entity with vulnerable populations related to the nature of the offense committed by such sex offender. The University will comply with federal and state law concerning Sex Offender Registration Act (SORA) and should the Vice President for Student Services or designee be informed that a student is listed as a part of a sex offender registry, the school reserves the right to take immediate action, to include temporary suspension pending an administrative hearing. The University also reserves the right to take immediate action, to include the right to suspend or dismiss the student from the University where the student represents a risk to the health, safety or welfare of the community, or to any person or property.

### **SEXUAL HARASSMENT**

Respect for one self and others are the basis for honest and wholesome interactions between all members of the University community. Any unwelcome sexual contact, verbal or physical, which violates one's value and dignity, is prohibited; violations are subject to disciplinary action.

### **Sexual Harassment Policy**

Madonna University, in keeping with the truths and principles recognized within a Catholic tradition, acknowledges the value and dignity of each person. Therefore, both students and employees are informed that sexual harassment is illegal and will not be tolerated. This position has been a matter of tradition and policy at the institution prior to enactment of State and Federal legislation, which made creating a hostile or intimidating environment a legal as well as moral concern.

Sexual harassment is defined as any "unwelcome" sexual advances, requests for sexual favors and other verbal or physical conduct when they:

1. are made a condition of educational exchange;
2. are used as a factor in decisions affecting an individual's academic performance;
3. have the effect of interfering with an individual's academic performance or create a hostile or intimidating educational environment.

If students have a reason or reasons to believe that they have been subjected to verbal or physical sexual harassment, they should immediately report any such incident(s) to the Vice President for Student Services at 734-432-5429, Room 2101.

The Office of Student Life is responsible for conducting a full, fair and confidential investigation of the reported incident(s). Investigation of a complaint will be conducted by the Vice President for Student Services and when necessary the Academic Vice President and/or Director of Human Resources as soon as possible. The investigation will be conducted in an expeditious manner, assuring maximum confidentiality consistent with principles of due process and fundamental fairness as follows:

1. The complaint must be in writing with sufficient specificity to identify the transgression of conduct.
2. A person bringing a complaint founded in good faith will suffer no retaliation.
3. The person charged will be promptly so notified and given an opportunity to respond.
4. If a complaint is found to be valid, appropriate counseling may be made available to the offender and/or disciplinary action or dismissal consistent with the degree of seriousness of the sexual harassment.

Any individual will have up to 30 days after the alleged occurrence(s) to file a complaint. It must be recognized, however, that a lengthy period of time between an alleged occurrence and an investigation may make fact-finding extremely difficult or impossible.

(Approved 10/91)

### **SMOKING**

The use of smoking tobacco and other substances are strictly prohibited. Madonna University buildings are smoke-free.

### **SOLICITATION OF FUNDS**

Individual students or organizations are not permitted to operate stores or conduct sales in the Residence Hall or on the campus without approval of the Coordinator of Student Activities or Vice President for Student Services. Nor shall anyone solicit funds, organize or participate in drives for any reason without first securing approval of the Office of Institutional Advancement, so as to avoid conflicts and duplications of solicitation approaches both within the University campus and with the external community.

## **STUDENT CONDUCT CODE**

The Conduct Code specifies the minimum level of conduct expected of every student at Madonna University in order to further the educational aims and personal development of all students attending the University.

### **Student Conduct Code**

All students are members of several communities - world, nation, state, city and also this University. As such, each student is subject to the conduct codes prescribed by each of these communities. Concurrently, both the University and civil authorities have jurisdiction in any violation of law occurring on property owned or controlled by Madonna University. As an academic community, Madonna University has a vested interest in both the safety and well being of members of this community and the perpetuation of an educational environment that reflects the high caliber of men and women this institution is proud to have joined the ranks of its alumni. It is the intention of this code to maintain the mission of the University.

This Student Conduct Code specifies the minimum level of conduct expected of every student at Madonna University. The policies and procedures given are those that students, faculty, and administrators at this University have agreed upon to further educational aims and to assist all students in the pursuit of their educational and personal development. A student voluntarily joining this University community assumes the obligation of abiding by the standards it has instituted relevant to its mission, values, goals, processes and functions. Madonna University, through the Vice President for Student Services, reserves the authority to impose sanctions for behavior that violates this code, and/or to sever the student from membership in the University community.

Those charged with the enforcement of this code will at all times endeavor to observe the due process system so that each student is heard in a just and consistent manner including a hearing before the Student Appeal Board as cited in the Student Handbook, when deemed appropriate.

The provisions of the Student Conduct Code are not to be regarded as contractual covenants between the University and student. The University reserves the right to change policies and procedures herein at any time within the student's term of enrollment with communication of those changes being given to the members of the University community.

A copy of this code is available to each student upon enrollment. Every student is responsible to know and to abide by the Madonna University Student Conduct Code.

### **Preamble**

When a student is apprehended for the violation of a law in the community, state or nation, the University will not request or agree to special consideration for that individual because of his or her status as a student. The University will cooperate fully with law enforcement agencies and with other agencies in any investigation, proceedings or program for the rehabilitation of the student.

The University reserves the right to review any action taken by civil authorities regarding students. The University may impose further sanctions after law enforcement agencies have disposed of a case because the University does have the obligation to introduce counseling and/or disciplinary action if the student's conduct has interfered with the University's exercise of its educational objectives and responsibilities to its members.

Propriety and the University's objectives demand that when formal disciplinary action is necessary, the relevant principles of procedural due process will be observed as outlined herein. However, it is recognized that the University cannot assure a hearing of a full judicial nature, since the University does not have the power to compel the appearance of witnesses or the production of documents. Disciplinary action of a temporary and immediate nature may be imposed, however, to restrain an individual or group from further acts, which are considered detrimental to the physical health and safety of the University community or its property.

### **Article 1. Prescribed Conduct**

A student who has been found to be in violation of any of the following acts is subject to disciplinary sanctions to include separation from the University or any lesser sanction authorized by this code.

#### **Section 1. Falsification of Information**

Students are not to use or provide false documentation to the University or to officials of the University in any form, electronic, written or verbal. Students are not to knowingly use, misrepresent, or falsify any University records, forms, procedures, or identification.

**Section 2. Theft Of Property**

The theft of University, private, or public property and/or possession thereof is prohibited.

**Section 3. Possession Or Use Of Dangerous Weapons**

Possession of or the use of any firearm, ammunition, explosive device, or other weapon on University owned or controlled property is strictly prohibited. Students are not to explode any type of fireworks on University owned or controlled property unless authorized in writing by the Vice President for Student Services.

**Section 4. Behavioral Misconduct**

Students are not to exhibit behavior harassing, violating the rights of, or threatening any person, harming or causing to place in harm, any person, or to conduct them in a disrespectful, lewd, indecent, obscene, or disorderly manner.

a. Intentionally inflicting bodily harm upon any person, taking any action for the purpose of inflicting harm to another person, taking action with reckless disregard that harms another person, taking any action that creates a substantial risk of harm to another person, or the verbal, written, or other transmission of harassment or threatened use of force to inflict harm to another person is strictly prohibited.

b. Conduct which, by itself or in conjunction with the conduct of others, disrupts or impairs the carrying on of normal University functions, a result that the student knew or reasonably should have known would occur, will be subject to disciplinary action.

**Section 5. Unauthorized Entry**

Forcible or unauthorized entry or entry by deception into any building structure, facility, or room therein on the premises of University owned or controlled property is prohibited.

**Section 6. University Residence Hall Policies**

Resident and non-resident students are responsible for knowing the policies of residence hall facilities they enter and are not to violate the rules or policies governing said University residence facilities. These policies are printed in a separate Residence Hall Handbook.

**Section 7. Use And Possession Of Alcoholic Beverages**

Madonna University advocates a no-use policy of alcohol for student-sponsored campus events. In support of federal and state regulations, a separate policy outlines the detrimental effects of alcohol and drugs and sanctions that abuse may incur.

**Section 8. Use, Possession And/Or Distribution Of Controlled Substance**

Students are not to use, possess, or distribute any state or federally controlled drug, narcotic, barbiturate, hallucinogen, marijuana, or amphetamine on University premises or property owned or controlled by the University, except as authorized by law. More extensive regulations are cited in the Alcohol/Drug Policy.

**Section 9. Disregarding The Directive Of A University Official**

Students are not to disregard or fail to comply with the reasonable directive, verbal or written, of a University official, acting within the scope of his/her prescribed duties or a Public Safety Officer or other law enforcement personnel acting in the performance of their duties.

**Section 10. General Behavioral Policies**

The following are prohibited on the premises or properties owned or controlled by the University: gambling; the unlawful use of University telephones; unauthorized canvassing or solicitation; using, possessing, making or causing to be made, any key(s) for any University building, room, or facility - except as authorized; or the production of sound through amplification or other means or any noise that unreasonably disturbs or disrupts the peace of others.

**Section 11. Posting Of Material**

Written material (i.e., posters, signs, handouts, brochures, handbills, pamphlets, etc.) may be posted on designated bulletin boards or other surfaces in or outside of University buildings after approval from the Office of Student Life (Room 1001). Materials are not to be posted on windows or painted walls.

### **Section 12. Disruption Of Academic Or Operational Functions**

Students have the right, accorded to all persons by the Constitution, to freedom of speech, peaceable assembly, petition and association. Students and student organizations may examine and discuss all questions of interest to them and express opinions publicly as well as privately. They may support causes by lawful means, which do not disrupt the operations of the University, or organizations accorded the use of University facilities.

Any person who interferes with an academic, research, administrative, disciplinary or operational function of the University will be asked to cease and desist. If the person does not do so, the following steps will be taken:

- a) The individual who is interfering will be asked for identification.
- b) If the individual refuses to identify herself or himself or to cease and desist, the individual will be subject to arrest and will, after being identified by the police, be charged with appropriate civil law violations.
- c) The individual who refuses to identify herself or himself or to cease and desist, will also be subjected to immediate suspension from the University and be informed of the opportunity for an appeal hearing to be established at the earliest feasible date.
- d) The Appeal Board will consist of the President of Student Government, two students, two University officials and the Vice President for Student Services or designee.

### **Section 13. Academic Dishonesty**

Students are not to engage in academic dishonesty of any kind with respect to examinations, course assignments, plagiarism, alteration of records, computer misuse, or illegal possession of examinations. These shall be considered academic dishonesty. Any student who knowingly assists another student to engage in academic dishonesty is also guilty of academic dishonesty. Plagiarism is the knowing use, without appropriate attribution, of the published ideas, expressions, or work of another, with intent to pass such materials off as one's own.

### **Section 14. Failure to Abide By Judicial Action**

Failure to pay an assigned fine or to do assigned work or to obey any other directive or sanction following a properly conducted disciplinary action is a separate violation of University rules. If students are not otherwise informed, all conditions of any disciplinary sanction must be satisfactorily completed within two months after the sanction was applied.

## **Article 2. Disciplinary Sanctions**

The purpose of the imposition of sanctions in a student disciplinary action is to redirect the student's behavior toward a pattern more acceptable within the University community, if such redirection is feasible, or to protect the University community from possible harm or injury by said person or persons, or to give financial redress to a person for loss, harm or destruction of property resulting from the actions of the accused. The Vice President for Student Services or designee may impose the following sanctions on a student or group of students:

### **Section 1. Reprimand**

A Reprimand is a written warning to a student that his/her behavior is unacceptable by University standards and that any repeated violation will warrant further sanctions. Reprimand is the least sanction, which may be imposed if the accused has been found to be in violation of this code.

### **Section 2. Restitution**

A student whose actions damage, deface or destroy any University or personal property shall be required to restore said property by replacement or by monetary reimbursement, in addition to any other sanction, which may be imposed.

### **Section 3. Punitive Fine**

A reasonable monetary fine may be assessed against a student as punishment for a violation of this code, in addition to any other sanction, which may be imposed.

### **Section 4. Non-Paid Work**

Non-paid work for the University or for a specified administrative area of the University may be assigned to a student as punishment for a violation of this code, in addition to any other sanction which may be imposed.

### **Section 5. Educational Project, Treatment Program**

An educational project (i.e., mandatory attendance at an Alcoholics Anonymous meeting, treatment program and/or participation in a community service activity at the student's expense) may be assigned to a student for a violation of this code, in addition to any other sanction, which may be imposed.

### **Section 6. Possible Conditions of Reinstatement**

At times students may be temporarily suspended until one or more conditions are fulfilled  
1) continuation of therapy; 2) continuation of medication; 3) successful completion of program, courses at another institution; 4) restriction on place of residence; 5) other conditions as deemed necessary for student's future success.

### **Section 7. Disciplinary Probation**

This is a written notice to the student that his or her behavior was of such a nature as to place that student in jeopardy of removal from the University community. The student is in a probationary status with the University for a specified period of time.

Any significant violation of this code or other University policies will cause the student to be immediately removed from the University. While probation is usually reserved for a repeated infraction, it may be given for any serious violation. When a student is placed on disciplinary probation, the following restrictions may be imposed, but at least one must be imposed:

- a) Restriction from the operation and parking of a motor vehicle on University property.
- b) Restriction from representing the University in any public performance, athletic event, intramural event, committee, or from holding any student governmental office or office in any recognized student organization, or from participating in the Field Experience Program (Cooperative Education, Internships, Practicums), the Guaranteed Work Program, any Study Abroad Program or related programs of the University.
- c) Ineligibility to receive financial assistance from any funds provided by the University.
- d) Ineligibility to hold an on-campus job.

Disciplinary probation may be given in addition to any other sanction, which may be imposed.

### **Section 8. Suspension**

A student may be suspended from the University for any specified period of time. A suspended student must immediately leave the campus unless an appeal overturns the verdict of suspension. Students suspended for at least the remainder of a semester receive a final grade of F in all courses enrolled for the semester in question, may not receive any instruction or services from the University, may not represent the University in any activity whatsoever and may not represent themselves as a student at the University.

For tuition paid, the refund policy of the University will apply as of the last date the student was entitled to receive instruction from the University.

This action is taken when a student's conduct is deemed incorrigible, a potential threat to the University community, a repeated offense of this code, or where such action seems suitable to the violation and appropriate to give the student time to reflect and adjust his or her behavior to the standards of conduct expected of Madonna University students. Suspensions may be ordered in addition to any other sanction, which may be imposed. The student must reapply for admission to the University and if readmitted, special conditions may be attached to the student's return. A copy of the disciplinary letter will be sent to a dependant student's parent or guardian.

### **Section 9. Expulsion**

Expulsion is permanent dismissal from the University. Expulsion may be ordered as a result of very serious violations or for repeated offenses. In addition to forfeiting all tuition paid, the student suffers all the other losses and restrictions imposed upon suspended students, but are not eligible to apply for readmission at any time. The student must leave the campus immediately if the expulsion verdict is not overturned on appeal. A copy of the disciplinary letter will be sent to a dependant student's parent or guardian.

### **Section 10. Persona Non Grata**

Students or visitors who are dismissed from Madonna for violation of this code may be informed that their presence on campus is no longer allowed.

## **Article 3. Policy Enforcement**

The proper conduct of students is the responsibility of each student attending Madonna University.

### **Section 1. Code Infraction**

If an infraction of the code occurs and is not able to be resolved between the parties involved, the matter is to be referred by either party to the immediate supervisor of the University personnel within 15 teaching days following the infraction.

### **Section 2. Grievance**

The grievant writes a letter describing the nature of the grievance to the immediate supervisor. If further action is deemed necessary the matter is referred to the Vice President for Student Services by either party. The Vice President for Student Services or designee attempts to mediate a resolution between the two parties incorporating one or more of the disciplinary sanctions outlined in this policy. If there is consensus, the matter will be considered to be resolved as soon as the directive or sanction is satisfactorily fulfilled.

### **Section 3. Resolution**

If the resolution cited in Section 2 is not satisfactory, the party may, within 15 days of notification, request a hearing at the Appeal Board.

1. The grievant submits a letter describing the nature of the grievance to the Vice President for Student Services and completes the Appeal Request Form available in the Office of Student Life (Room 2101).
2. A hearing date is set with the Appeal Board upon receipt of the letter and Appeal Request Form. The Appeal Board is comprised of the President of Student Government, two students, two University officials and the Vice President for Student Services or designee. At that time both parties are allowed to present their views of the grievance. Following the hearing, both parties are dismissed and the Appeal Board arrives at a majority decision.
3. Both parties are notified of the decision in writing by the Vice President for Student Services after the hearing.
4. A grievant who fails to appear for the hearing without grave reason, forfeits his/her right to appeal.

### **Section 4. Violations**

Any student found responsible for a violation or attempted violation of the Rules of Student Conduct who has targeted a person or group because of race, color, gender, sexual orientation, transgender status, religion, age, disability, veteran status, marital status, national origin or ancestry may be subject to a more severe sanction than would ordinarily accompany that violation or attempted violation

Madonna University gratefully acknowledges the assistance and information provided by the University of Notre Dame, Western Illinois University, Aquinas College, and Binghamton University in preparing this code. (Approved 4/92)

## **STUDENT GRIEVANCE PROCEDURE**

The Student Grievance Procedure provides a method for settling student grievances, which result from misinterpretation of the Madonna University Bulletin and/or departmental policies. Students who wish to appeal their grade, termination or dismissal from the University also follow this procedure. The grievance procedure must be requested within 15 working days after the end of the term in which the grievance exists. The following procedure outlines the steps the student is to observe:

1. The grievant attempts to rectify the problem by seeing the faculty or staff member with whom the grievance exists within 15 working days following the grievant's knowledge of the complaint. (Students appealing termination or dismissal for academic reasons have seven days from the date of notification to appeal.)
2. If the matter is not settled to the satisfaction of the grievant within 10 days after contacting the faculty or staff member, the grievant proceeds to the immediate supervisor of the faculty or staff member with whom the grievance exists, normally the department chairperson.

3. If these two courses of action fail to produce satisfactory results, and if a grievance committee exists in the department, the grievant, after another 10 days, may appeal to the appropriate committee within the department wherein the grievance exists. Otherwise the student contacts the Dean of the College or School where the grievance exists.
4. If the grievance of the student is not resolved at level 2 or 3, after an added 10 days, the grievant may turn to the Student Appeal Board. It is understood that the faculty or staff member will be kept apprized of the events as they occur.

If the grievant seeks a hearing from the Student Appeal Board, the procedure must be initiated within six weeks after the end of the term in which the grievance has occurred.

1. The grievant writes a letter describing the nature of the grievance to the Vice President for Student Services and completes the Appeal Request Form available in the Office of Student Life.
2. A hearing date is set with the Student Appeal Board upon receipt of the letter. The Student Appeal Board is comprised of two administrators, two faculty or staff members, the Vice President for Student Government, and three students. At that time both grievant and instructor or staff member are allowed to present their views of the grievance. Following the hearing, the grievant and instructor or staff member are dismissed and the Student Appeal Board arrives at a majority decision.
3. The Vice President for Student Services notifies both parties involved in the grievance of the decision in writing after the hearing. If the grievant is not satisfied with the decision, he/she may appeal to the Vice President for Academic Administration, whose decision will be final.
4. A student, who fails to appear for the hearing without grave reason, forfeits his/her right to appeal.

### **STUDENT RECORDS AND PROCEDURES FOR MADONNA UNIVERSITY (FERPA)**

(REVISED SEPTEMBER 2000 IN COMPLIANCE WITH THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974)

#### **Section 1.01 DEFINITIONS**

For the purposes of this policy, Madonna University has used the following definitions of terms:

- Student- any person who attends or has attended Madonna University.
- Education Records- those record(s) (in handwriting, print, tapes, film, computer, or other medium) maintained by Madonna University or an agent of the University which is directly related to a student, except:
  1. A personal record kept by a staff member if it is kept in the sole possession of the maker of the record and is not accessible or revealed to any other person except a temporary substitute for the maker of the record.
  2. Records created and maintained by the Madonna University Law Enforcement Unit for law enforcement purposes.
  3. An employment record of an individual who is employed by Madonna University but who is not in attendance at the University provided the records were made and maintained in the normal course of business which relate exclusively to such person in that person's capacity as an employee and not available for any other purpose.
  4. Records made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional if the records are used for treatment of a student and made available only to those persons providing the treatment.
  5. Alumni records which contain information about a student after he or she is no longer in attendance at the University and which do not relate to the person as a student.

#### **Section 1.02 ANNUAL NOTIFICATION**

Students will be notified of their FERPA rights annually by publication in the student handbook.

#### **Section 1.03 PROCEDURE TO INSPECT EDUCATION RECORDS**

Madonna University's policy with the regard to student records follows the "Family Educational Rights and Privacy Act of 1974" (20 USCS Section and 1232g) and is set out in brief form as follows:

1. students have the right to inspect their records;
2. the institution will comply with the student's request for information within 45 days after the request has been filed;

3. confidential information pertaining to students will not be disclosed to any person, organization or agency outside the University without the written authorization of the student, except:
  - a) in compliance with a court order;
  - b) when a parent or legal guardian of any student under 18 years of age may request to view the dependent's records;
  - c) directory information which is public information.

**Section 1.04 LIMITATION ON RIGHT OF ACCESS**

Excluded from inspection by students of the institution are the following: parental financial records; confidential letters and statements of recommendation filed before January 1, 1975; confidential recommendations solicited under a waiver of the right of future access.

Records excluded from the provisions of the Act are: personal notes of teachers and administrators in the sole possession of the maker, not accessible or revealed to any other person except a substitute; law enforcement records; employee records of individuals employed by the educational institutions; medical and psychiatric reports or related professional files made in connection with treatment of the student.

**Section 1.05 REFUSAL TO PROVIDE COPIES**

Madonna University does not deny students access to educational records upon request. Madonna University reserves the right to deny copies of records, including transcripts, not required to be made available by FERPA in the following situations:

1. The student lives within commuting distance of Madonna University.
2. The student has an unpaid financial obligation to the University.
3. There is an unresolved disciplinary action against the student.
4. The education record requested is an exam or set of standardized test questions.

**Section 1.06 FEES FOR COPIES OF RECORDS**

Transcript fees are published in the schedule approved annually by the Board of Trustees. Other copy fees are 10 cents per page.

**Section 1.07 TYPES, LOCATIONS, AND CUSTODIANS**

<u>Types</u>	<u>Location</u>	<u>Custodians</u>
Admission Records	Registrar's Office Administration Building	Registrar
Cumulative Academic Records	(Same as above)	(Same as above)
Health Records (Resident Students)	Residence Hall Office	Residence Director
Financial Records	Student Accounts	Student Accounts Office
Placement Records	Cooperative Education	Director of Co-op Education
Progress Records	Dean's Office	Dean at each College/School or Department
Disciplinary Records	Student Life Office Administration Building	Vice President for Student Services

Occasional Records (Student education records not included in the types listed above such as minutes of faculty meetings, copies of correspondence in office not listed, etc.)	The appropriate official will collect such records; direct the student to their location, or otherwise make them available for inspection and review.	The University staff person who maintains such occasional records
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**Section 1.08 DISCLOSURE OF EDUCATION RECORDS**

Madonna University will disclose information from a student's education records only with the written consent of the student, except that records may be disclosed without consent when the disclosure is:

1. To school officials who have a legitimate educational interest in the records. A school official is: A person employed by the University in an administrative, supervisory, academic, research or support staff, a person elected to the Board of Trustees, a person employed by or under contract to the University to perform a special task, such as the attorney or auditor.

A person who is employed by the University Public Safety Unit:

- a) Performing a task that is specified in his or her position description or contract agreement.
  - b) Performing a task related to a student's education.
  - c) Performing a task related to the discipline of a student.
  - d) Providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement or financial aid.
  - e) Maintaining the safety and security of the campus.
2. To officials of another school in which the student seeks or intends to enroll, upon the student's request.
  3. To Immigration and Naturalization Service officers in accordance to the appropriate status verification procedure requirements.
  4. To certain officials of the U.S. Department of Education, the Comptroller General, and State and local educational authorities, in connection with audit or evaluation of certain State or federally supported education programs.
  5. In connection with a student's request for or receipt of financial aid to determine the eligibility, amount, or conditions of the financial aid or to enforce the terms and conditions of the aid.
  6. To State and local officials or authorities if specifically required by a State law that was adopted before November 19, 1974.
  7. To attorneys or legal counsel retained by the University.
  8. To organizations conducting certain studies for or on behalf of the University.
  9. To accrediting organizations to carry out their functions.
  10. To parents of an eligible student who is claimed as a dependent for income tax purposes.
  11. To comply with a judicial order or a lawfully issued subpoena.
  12. To appropriate parties in a health or safety emergency.
  13. To individuals requesting directory information so designated by the University. The information may include name, date of graduation, major field of study, dates of enrollment, participation in officially recognized activity (sports, degrees, and awards).
  14. The result of any disciplinary proceeding conducted by the University against an alleged perpetrator of a crime of violence to the alleged victim of that crime.
  15. Students may request that information not be provided to individuals by filing a request with the Registrar's Office.

**Section 1.09 RECORD OF REQUESTS FOR DISCLOSURE**

Madonna University will maintain a record of all requests for and/or disclosures of information from a student's education records. The record will indicate the name of the party making the request, any additional party to whom it may be redisclosed and the legitimate interest the party had in requesting or obtaining the information. The eligible student may review the record.

## **Section 1.10 CORRECTION OF EDUCATION RECORDS**

Students have the right to ask to have records corrected that they believe are inaccurate, misleading or in violation of their privacy rights. Following are the procedures for the correction of records:

1. A student must request in writing to the Registrar of Madonna University to amend the education records relating to the student. In so doing, the student should identify the part of the record to be amended and specify why the student believes it is inaccurate, misleading or in violation of his or her privacy rights.
2. Within a reasonable period of time after receipt of the request to amend, Madonna University may comply with the request or it may decide not to comply. If it decides not to comply, Madonna University will notify the student of the decision and advise the student of his or her right to a hearing to challenge the information believed to be inaccurate, misleading or in violation of the student's privacy rights.
3. Upon the student's written request for a hearing, Madonna University will arrange for the hearing, and notify the student, reasonably in advance, of the date, place and time of hearing.
4. The hearing will be conducted by a hearing officer who is a disinterested party; however, the hearing officer may be an official of the institution. The student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. The student may be assisted by one or more individuals including an attorney but must inform the hearing officer at least two days prior to the hearing.
5. Madonna University will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision.
6. If Madonna University decides that the information is inaccurate, misleading, or in violation of the student's right of privacy, it will amend the record and notify the student, in writing, that the record has been amended.
7. If Madonna University decides that the challenged information is not inaccurate, misleading or in violation of the student's right of privacy, it will notify the student that he or she has the right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision.
8. The statement will be maintained as part of the student's education records as long as the contested portion is maintained. If Madonna University discloses the contested portion of the record, it must also disclose the statement.

(Approved 1995; updated 2000)

## **TITLE IX**

Madonna University complies with the Title IX regulations, which prohibit sex discrimination in any program or activity, such as: athletics, counseling, financial aid, housing, physical education, and participation in clubs or committees.

## **TRANSCRIPTS**

**432-5408**

Transcripts are sent out by the Registrar's Office. Each graduate receives a free copy of her/his transcript with the diploma. A fee will be assessed for each subsequent transcript. Official transcripts for the purpose of transfer will be sent directly by mail to other institutions. Student copies, so marked and not bearing the University seal will be issued on request and on payment of the fee. Madonna University cannot reproduce copies of the student's transcript from another college for outside distribution.

## **WITHDRAWING FROM A CLASS**

**432-5408**

Students who wish to withdraw from a course(s) must do so officially at the Registrar's Office before the deadline date specified in the calendar of the University Bulletin. Forms are available at the registration desk. Failure to officially withdraw from a course will be recorded as F and computed in the grade point average.

## **WORLD WIDE WEB/ELECTRONIC PUBLISHING STANDARDS, POLICIES, AND GUIDELINES**

*Madonna University Acceptable/Ethical Use Policy Statement:*

1. Use should be consistent with the University mission statement and foundational values.
2. Use should be consistent with guiding ethical statements and accepted community standards. Malicious use is not acceptable.
3. The Internet may not be used in ways that violate applicable laws or regulations.
4. Users must respect the privacy of others; for example, users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to others, or represent themselves as another user unless explicitly authorized to do so by that user.
5. Users must respect the legal protection provided by copyright and license to programs and data.

6. Users must respect the integrity of computing and network systems; for example, users shall not intentionally develop or use programs that harass others users or infiltrate a computer, computing system or network and/or damage or alter the software components of a computer, computing system or network.
7. Use of the Internet and any attached network in a manner that precludes or significantly hampers its use by others is not allowed.
8. Connections, which create routing patterns that, are inconsistent with the effective and shared use of the network may not be established.
9. Unsolicited advertising is not acceptable. Advertising is permitted on some Web pages, mailing lists, news groups and similar environments if advertising is explicitly allowed in that environment.
10. Repeated, unsolicited and unwanted communication of an intrusive nature is not acceptable. For example, continuing to send e-mail messages to an individual after being asked to stop is not acceptable.
11. Facebook, MySpace, UTube and such sites are to be used with caution. Students need to remember that they are ambassadors of the University and using these sites put them in the public eye. Therefore, they are not to post information or pictures online which would be embarrassing to them, their family and friends, or the University. Students are reminded that pictures and information posted on the internet are public information. Pictures or information from these sources that describe or document behavior that are brought to the attention of the University and which reasonably suggest that behavior violating University policy has taken place, on campus or at a University-sponsored function off-campus, is subject to further investigation and verification by the University. Any policy violations that are documented as a result of such an investigation will result in appropriate disciplinary action by the University.

The intent of this policy is to make clear certain uses, which are and are not appropriate, not exhaustively enumerate all such possible uses. Using the guidelines given above, Madonna University may at any time make determinations that particular uses are or are not appropriate.

Madonna University will not monitor or judge the content of information transmitted over the Internet, but will investigate complaints of possible inappropriate use. In the course of investigating complaints, Madonna University staff will safeguard the privacy of all parties and will themselves follow the guidelines given in this policy.

**Copyrighted Material:**

The use of copyrighted material is prohibited without the informed consent of the author. No copyrighted quotations, images, audio, video, or other materials should be used on web pages unless appropriate copyright clearances have been obtained.

**Reservation of Rights:**

Madonna University reserves the right to limit, restrict, disable and/or remove, commercial material, unacceptable material, and offensive material on the www as deemed necessary according to the standards, policies, and guidelines contained within this document consistent with the Madonna University mission and foundational values. Violations of the policies set forth in this document will be subject to appropriate review. The University retains the right to remove www home pages and revoke the privileges of users when a violation has been reviewed and documented. Definitions of commercial material, unacceptable material and offensive material are as follows:

**Commercial Material:**

Web pages created or used for commercial purposes, personal business use and/or personal gain. The University does allow for pages that provide information about an individual that is relevant to that individual's role at the University.

**Unacceptable Material:**

Material inconsistent with the Madonna University mission and values, material that promotes activities that are illegal or violate the University policies, including but not limited to criminal acts or intellectual property violations, and material that consumes excessive amounts of computing or network resources. Use of pirated software, destructive software, and offensive materials is deemed unacceptable material. Offensive materials are those that are obscene, pornographic, derogatory or disrespectful in nature or materials that negatively impact the University.

First-level links to Internet resources outside the Madonna University server will be considered part of the Madonna University Web Site and must comply with all policies and guidelines. Internet users implicitly give informed consent when moving past the first level link, which is not considered to be part of the Madonna University Web Site.

PUBLIC INTERNET PROVIDED BY ROAD RUNNER  
ACCEPTABLE USE POLICY

Road Runner seeks to create and foster an on-line community that can be used and enjoyed by all its customers. To further that goal, Road Runner has developed an Acceptable Use Policy. Although much of what is included here is common sense, Road Runner takes these issues very seriously and will enforce its rules to ensure enjoyment by all its customers. Road Runner therefore has reserved the right to remove any content posted to its system, which it deems offensive, inappropriate, or in violation of its policies. It also reserves the right to suspend or cancel a customer's account for engaging in inappropriate conduct. (Customers, of course, also remain legally responsible for any such acts.) In using Road Runner, customers accept these restrictions as well as those set forth in the Customer Agreement and agree to use the Service only for lawful purposes and not to use or allow others to use Road Runner:

- To post or transmit hate speech, threats of physical violence, or harassing content;
- To post or transmit material in violation of copyright laws;
- To post or transmit content that is legally obscene or violates child pornography statutes or contains graphic visual depictions of sexual acts, visual depictions or sexually explicit conduct involving children, or depictions of children, the primary appeal of which is prurient;
- To post or transmit other sexually oriented material that, in the specific context, is offensive or inappropriate;
- To post or transmit commercial e-mail from a residential account or bulk e-mail without prior written approval of Road Runner;
- To post or transmit off-topic or commercial messages on bulletin boards;
- To engage in illegal, unlawful, or tortuous conduct or other conduct that interferes with Road Runner's ability to provide service or interferes with the rights of others including, but not limited to libel, invasions of privacy, consumer fraud, unauthorized dissemination of trade secrets, violation of trademark laws, hacking, or transmittal of commercially restricted information;
- For running packet sniffers, decoders, analyzers, password gatherers, or other similar tools for any purpose whatsoever.

As described in detail in the Time Warner Cable Subscriber Privacy Notice Schedule "B," unless you object, Road Runner may disclose certain subscriber information, limited to your name, address, phone number and the particular services to which you subscribe to certain commercial entities such as advertisers and direct mail or telemarketers. In addition, you should be aware that in keeping with federal and state law, Road Runner, in response to court order or specified legal process or certain kinds of emergency government requests, may turn over other information such as the content of e-mail.

#### **Internet Service Providers:**

There are a large number of ISPs. For help in deciding which one to use, check such things as "How to Choose" on the "News & Help" menu at <http://www.isps.com/>

### **Section 1.11 UNIVERSITY ORGANIZATIONS**

#### **MADONNA UNIVERSITY ALUMNI ASSOCIATION**

**432-5603 (Room 1220)**

All graduates of Madonna University are considered members of the Madonna University Alumni Association. The MUAA provides recruitment assistance, on and off-campus activities and trips in which current students can participate. In cooperation with the Alumni Office, the MUAA raises funds for the association's projects, as well as for the University Annual Fund Campaign. Active Alumni are invited to attend University events and have full library privileges.

#### **MADONNA UNIVERSITY ATHLETICS/ELIGIBILITY**

**432-5608 (Room 1708)**

Full time students maintaining a 2.0 or better grade point average and making satisfactory academic progress as defined in the University Bulletin are eligible to participate in the intercollegiate teams: Women's - Basketball, Soccer, Softball, Volleyball; Men's - Baseball, Basketball, Soccer. An Intramural Sports Program is offered Fall and Winter Terms.

#### **STUDENT GOVERNMENT ASSOCIATION**

**432-5425(Room 1001) or 432-5700 (SGA Center)**

The SGA is the umbrella organization for various student associations and groups on campus. SGA coordinates various campus activities to provide opportunities for students to assist with campus community and outreach efforts.

*The purpose of the SGA is three fold: to foster cooperation and understanding of the college community on all matters affecting the interest and welfare of all students; to furnish a medium for expression of student concerns; to prepare students for assuming responsibility and leadership in the academic community and in society.*

All student associations and groups are required to become members of SGA. Members of SGA are accountable to each other, to all students and student organizations and to University administrative personnel. SGA Membership is also open to all students.

Madonna University students have the opportunity to express their interests as well as to develop qualities of leadership and commitment through active participation in campus organizations. Current organizations include:

- **ACCOUNTING CLUB:** For accounting and business students. Guest speakers are invited to address topics of interest at monthly meetings. (432-5506)
- **CRIMINAL JUSTICE ASSOCIATION:** Fosters cooperation and understanding in the University community in all matters affecting the interest and welfare of the Criminal Justice System. (432-5545)
- **GERONTOLOGY ASSOCIATION:** Facilitates the professional development of its members through education and exchange of information. The association also serves as a support group for incoming students and contributes to the development of a gerontology network with the help of alumni. (432-5502)
- **INTERNATIONAL STUDENT ORGANIZATION:** Provides opportunities for interaction among American students and International students in a variety of academic, social and intercultural activities. (432-5791)
- **LAW ASSOCIATION:** Open to all students interested in law. Provides help to members in career planning and increased knowledge in various legal areas. (432-5548)
- **MARKETING CLUB:** Collegiate chapter of the American Marketing Association. Open to all students interested in the field of marketing. (432-5357)
- **METRO-DETROIT ASSOCIATION for the EDUCATION of YOUNG CHILDREN:** To engage in professional activities and advocacy for the well-being of young children in a variety of academic and social activities. (432-5536)
- **MADONNA UNIVERSITY COUNCIL OF CATHOLIC NURSES:** To provide support for Catholic/Christian nurses and student nurses in their individual fields of endeavor with special concern for their spiritual health. (432-5779)
- **MADONNA UNIVERSITY NURSING STUDENT ASSOCIATION (MUNSA):** A local chapter of the National Organization for Nursing Students. Led by elected officers, members participate in activities to support and accomplish the general purpose and goals of the organization. These goals include promoting the development of the whole person: the professional role, leadership skills, responsibility for quality health care, participation in community efforts, exposure to health care issues and a sense of professional direction. (432-5450)
- **MUSIC CLUB:** Provides a forum for the enjoyment and appreciation of music and to give students opportunities to assist in the development and growth of Madonna's Music Department. (432-5709)
- **NUTRITION NETWORK:** Brings together any Madonna students interested in the field or subject of nutrition in an organized group to share information, personal/professional experience and to contribute to the community. (432-5534)
- **PROJECT EARTH:** Seeks to motivate college leaders to establish campus and community models of environmentally sound practices through a culturally inclusive process. Project Earth members assume a coordinator position to work collaboratively, organizing "grass root" environmental efforts. (432-5261)
- **PSYCHOLOGY CLUB:** A forum for the sharing and dissemination of information concerning employment, current events and graduate study in the field of psychology. (432-5587)
- **RESIDENCE HALL COUNCIL:** Seeks to create and maintain high educational, social and ethical standards for the residents of Madonna while maintaining a non-discriminatory policy based upon race, creed, sex, and color. This is to be accomplished by planning of social, recreational, cooperative and intellectual development. (432-5557)
- **SOCIETY OF FUTURE TEACHERS:** Encourages members to develop an understanding of the teaching profession, provides for a unified student voice in matters affecting the teaching profession, influences the condition under which prospective educators are prepared and advances the interests and welfare of students preparing for careers in education. (432-5648)
- **SOCIAL WORK ASSOCIATION:** The mission of the Social Work Association of Madonna University is to provide Social Work students with academic support, opportunities to experience practical application of skills learned in the classroom, and to develop and uphold professional values, knowledge and skills in the profession of Social Work. Membership is open to all interested students and alumni at Madonna University. (432-5498)

#### **STUDENT REPRESENTATION ON UNIVERSITY COMMITTEES**

**32-5427 (Room 1001)**

Students are represented on most faculty standing committees and on the Board of Trustees standing committees.

#### **Faculty Standing Committees:**

1. Curriculum & Educational Policy
2. Teacher Education

### Board of Trustees Standing Committees:

1. Academic Affairs
2. Public Relations and Resources
3. Student Services

### Institutional Committees:

1. Bookstore Advisory Committee
2. Institutional Committee on Planning and Mission
3. Student Services

Students are most welcome to become a member of a committee by contacting the Vice President for Student Services. (432-5429)

### Section 1.12 HONORS, AWARDS, AND SOCIETIES

- **CHI ALPHA EPSILON:** Founded in 1989 and established at Madonna University in 2007, this society promotes Scholarship, Leadership, Ingenuity, and Service. Its purposes are to promote continued high academic standards, to foster increased communication among its members, and to honor academic excellence achieved by those students admitted to college via developmental programs. Members of XAE pledge to continue to excel academically, promote academic excellence in others, and to help those who genuinely aspire to the same goals. (432-5597)
- **DELTA MU DELTA:** An honor society recognizing and rewarding superior scholastic achievement by the students of Business Administration founded in 1913. The Chapter was installed at Madonna University in 1986. The g.p.a. requirement for an undergraduate student is at least 3.200, with junior or senior status. Graduate students must have completed at least one half of the program and have a g.p.a. of 3.2 or higher. (432-5354)
- **KAPPA DELTA PI:** An honor society recognizing and rewarding superior scholastic achievement of education students. The Chapter was installed at Madonna University in 1991. An undergraduate student must have a g.p.a of 3.0; a graduate student a g.p.a of 3.15. (432-5655)
- **KAPPA GAMMA PI:** An honor society recognizing and rewarding superior scholastic achievement, leadership qualities, and involvement in school, church, civic and service activities. Membership by invitation to all Madonna students with a g.p.a. of 3.25 or higher. (432-5427)
- **KAPPA IOTA CHAPTER OF SIGMA THETA TAU INTERNATIONAL:** An official part of Sigma Theta Tau International Honor Society of Nursing. The purpose of the organization is to: (1) encourage and recognize superior nursing scholarship and leadership, (2) foster high professional standards, (3) encourage creative work and (4) strengthen commitment to the ideals and purposes of nursing. Membership by invitation is open to nursing students. (432-5460)
- **LAMBDA EPSILON CHI:** National academic honor society for paralegal students. Sponsored by the American Association for Paralegal Education (AAPE), the society offers student national scholarship opportunities, participation in regional, state and local conferences, and networking opportunities with other legal professionals. Candidates must have a cumulative g.p.a. of 3.5 or higher and a minimum g.p.a. of 3.75 in paralegal courses. (432-5549)
- **PHI ALPHA:** The Beta Gamma Chapter of the National Social Work Honor Society was established in 1986. The purpose is to recognize social work majors who have achieved a g.p.a. of 3.5 higher. Students who become members dedicate themselves to promoting the welfare of society and continuing with their professional growth and development. There is a one-time fee for lifetime membership. (432-5565)
- **PHI ALPHA THETA:** Phi Alpha Theta, History Honor Society, Inc. was established at the University of Arkansas in 1921. Currently, it has over 820 chapters nationwide. The Madonna University Chapter, Alpha Lambda Xi, was chartered in 2004 with 38 charter members. (432-5367)
- **PSI CHI:** The National Honor Society recognizing and rewarding superior scholastic achievement of psychology students. The Chapter installed at Madonna University in 1992 has grown to become one of the most active honor societies on campus. To qualify, students must be a psychology major or minor, have completed 9 semester hours in psychology courses, possess a cumulative g.p.a. of at least 3.0 and rank in the top 35% of their class. There is a one-time fee for lifetime membership. (432-5734)
- **SIGMA PHI OMEGA:** A National Honor Society that seeks to promote scholarship, professionalism, friendship, and services to older persons, and to recognize exemplary attainment in gerontology/aging studies and related fields. Membership is open to undergraduate students who are majoring or minoring in gerontology/aging studies and related fields, and who are in at least their second term of enrollment. Undergraduates must have a grade point average of at least 3.3 to be eligible for membership. (432-5530)

- **SIGMA ZETA:** The purpose of this society is (1) to encourage and foster the attainment of knowledge in the natural and computer sciences and mathematics; (2) to recognize the attainment of high scholarship among those fitted for membership in this society. **(432-5512)**

**WHERE TO CALL: Important Phone Numbers** *(All area codes (734) unless otherwise specified.)*

1. Academic Advising (R. 1111) 432-5417
2. Add/Drop classes (Registration) 432-5408
3. Attendance/Absence (R. 2101) 432-5429
4. Athletics (R. 1710) 432-4610
5. Bookstore (R. 1206) 432-5613
6. Campus Ministry (R. 1209) 432-5419
7. Career Services (R. 1001) 432-5623
8. Center for International Relations (R. 1500) 432-5636
9. Center for Personalized Instruction (CPI) (R. 1210) 432-5599
10. Change name/address (Registration) 432-5408
11. Co-op & Placement (R. 1001) 432-5623
12. Deans' List; Degrees with Distinction (R. 2101) 432-5429
13. Emergency (R. 1710) 432-5442; 432-5441
14. Financial Aid (R. 2005) 432-5663
15. Graduation Applications (R. 2005) 432-5408
16. Graduation/Commencement (R. 2101) 432-5428
17. ID Cards (R. 1001) 432-5427
18. International Students Office (R. 1207) 432-5791
19. Library (432-5703)
20. Multicultural Affairs (R. 1115) 432-5672
21. Office of Disability Resources (ODR) (R. 1113) 432-5639
22. Office of First-Year Experience (R. 1111) 432-5430
23. Prior Learning (WW 117) 432-5668
24. Public Safety (R. 1710) 432-5441
25. Registration (R. 2003) 432-5400
26. Residence Hall (Livonia) 432-5557
27. Service Learning (M107) 432-5704
28. Student Accounts (R. 2005) 432-5436
29. Student Activities/Wellness/Community Service (R. 1001) 432-5425
30. Student Grievance Procedure (R. 2101) 432-5428
31. Student Life (R. 1001) 432-5430
32. Student Government Office 432-5700
33. Transcripts (Registration) 432-5408
34. Writing Center (R. 2406) 5304

**STUDENT SERVICES – LOCATIONS:**

**University Center at Gaylord:**

Shirley Charbonneau (Social Work) 432-5498

Peggy Comstock (Nursing) 432-5482

Barry Sherman (Criminal Justice) 432-5546

**Livonia:**

Sr. Nancy Marie Jamroz 432-5428

**Macomb Community College Center:**

Linda McIntyre

**Orchard Lake:**

Anne Lies 248-683-9709

**Southwest Detroit Women's Empowerment Project (SWEEP):**

Tia Silva 432-5733

**May all your efforts lead to success and contribute to your intellectual, spiritual and personal growth at Madonna University.**