



**MADONNA<sup>TM</sup>  
UNIVERSITY**

**Student Handbook**

*Published July 2017*

**Our** *degrees* **change lives.**

# **Madonna University Student Handbook: Disclaimer Statement**

## *July 2017*

Rights Reserved

The information contained in this Student Handbook is accurate as of the date of release. Madonna University reserves the right to make changes, additions and deletions to the policies, procedures, regulations, and programs set forth in this Student Handbook, and such changes shall be effective as of the date of release of such changes, additions and/or deletions. Students are responsible for reading and understanding the contents of this Student Handbook, including any and all changes, additions and deletions thereto, and to otherwise be informed of all policies, procedures, regulations, and programs related to their role as a Madonna University student. The student's rights of appeal, if any, are set forth in the applicable sections of this Student Handbook.

Nothing contained herein shall be deemed a limitation upon the expressed or implied powers or duties of the Board of Trustees or the Administrative Offices of Madonna University.

Released by the Office of the Vice President for Student Affairs and Mission Integration and effective as of July 2017.

# Madonna University Student Handbook

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Welcome to Madonna University!

Students are the heart of our University community, and we are delighted that you have chosen a Madonna education that will take place both inside and outside of the classroom. Madonna University is in the midst of exciting growth and transformation, and we look forward to new achievements. As a Catholic University, we strive to “educate the whole person”, so we focus on your emotional, environmental, global, intellectual, physical, professional, social, and spiritual development. Maximize all that the Madonna education provides you, your family, and your community.

This is a personal invitation to learn to navigate the University, connect with a positive support person, believe that you can achieve your goals, be realistic about your strengths and areas of improvement, acquire unique skills in a field, prefer long term goals, be an active student leader, and serve with the community, throughout your college career. At Madonna, you have access to caring, higher-education professionals who demonstrate their commitment to your success by providing you with a high-impact college experience. We also are fortunate to have a strong ongoing presence of Felician Sisters, who established Madonna University. Reach out and form meaningful relationships.

As a member of our community, you are responsible for reading and understanding the Student Handbook, which is guided by our Felician and Franciscan mission and core values. The Student Handbook will be one of your tools to successfully navigate the college experience by learning about campus resources, your rights and responsibilities, residential living, safety, and other key policies and procedures. Therefore, please read it carefully. Fully understanding our community standards and academic expectations is an important responsibility that will ensure your success.

If you have questions and/or ideas about how we can enhance your college experience, please feel free to share them with us. In the words of Blessed Mary Angela, foundress of the Felician Sisters, “do what needs to be done.” May you have a highly productive year that brings you closer to achieving your academic and life goals.

Sincerely,

Dr. Connie Tingson-Gatuz  
Vice President for Student Affairs and Mission Integration

## SECTION 1: RESOURCES

### I. GENERAL

#### a. Leadership

##### Executive Council

Michael Grandillo, Ph.D., President

Dave Boyd, Vice President for Finance and Operations

Cam Cruickshank, Ph.D., Executive Vice President for Enrollment Management and University Advancement

Connie Tingson-Gatuz, Ph.D., Vice President for Student Affairs and Mission Integration

Lewis Walker, Ph.D., Provost and Vice President for Academic Administration

Kellen Winslow, Sr., J.D., Assistant to the President for Community Relations

##### Cabinet

Chris Benson, Ph.D., Assistant Vice President and Dean of Students

Dina DuBuis, Assistant Vice President and Registrar

Tracey Durden, Assistant Vice President and Chief Human Resources Officer

Scott Kennell, Director of Athletics

John Magee, Assistant Vice President for Academic Planning and Study Abroad

##### Academic Council

Deborah Dunn, Ed.D., Dean, Graduate School and Interim Dean, School of Business

Kevin Eyster, Ph.D., Interim Dean, College of Arts and Humanities

Karen Obsniuk, Ph.D., Dean, College of Education

Karen Ross, Ed.D., Dean, College of Natural and Social Sciences

Catherine Griffin, Ph.D., RN

Nancy O'Connor, Ph.D., RN, ANP-BC

Interim Co-Deans, College of Nursing and Health

#### b. Main Campus Offices

Academic Advising

Room 1111

734-432-5417

advising@madonna.edu

Office Hours:

Monday and Thursday 8:00 a.m. – 6:00 p.m.

Tuesday, Wednesday, Friday 8:00 a.m. – 5:00 p.m.

Admissions – Undergraduate

Room 1001

734-432-5339

admissions@madonna.edu

Office Hours:

Monday and Thursday 8:00 a.m. – 6:00 p.m.

Tuesday, Wednesday, Friday 8:00 a.m. – 5:00 p.m.

Extended Hours the first week of each semester:

Monday through Thursday 8:00 a.m. – 7:00 p.m.

Friday 8:00 a.m. – 5:00 p.m.

Alumni

Room 1210

734-432-5811

alumni@madonna.edu

Office Hours:

Monday – Friday 8:00 a.m. – 4:30 p.m. or by appointment

Athletics

Room 1706

734-432-5608

athletics@madonna.edu

www.madonnacrusaders.com

Office Hours:

Monday – Friday 8:00 a.m. – 5:00 p.m.

Bookstore

Room 1206

734-432-5613

bookstore@madonna.edu

www.madonna.bncollege.com

Office 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.

Fridays 8:00 a.m. – 4:00 p.m.

Summer and holiday hours will be posted on our website

Campus Ministry

Room 1408

734-432-5839 or 734-432-5524

campusministry@madonna.edu

Office Hours:

Monday – Friday 9:00 a.m. – 5:00 p.m.

Career Services

Room 1411

734-432-5623

careerservices@madonna.edu

Office Hours:

Monday and Thursday 8:00 a.m. – 6:00 p.m.

Tuesday, Wednesday, Friday 8:00 a.m. – 5:00 p.m.



Center for Personalized Instruction (CPI)  
Room 1400  
734-432-5599  
cpi@madonna.edu  
Office Hours: (Fall & Winter Semesters)  
Monday – Thursday 8:30 a.m. – 7:00 p.m.  
Friday 8:30 a.m. – 5:00 p.m.  
Spring/Summer office hours:  
Monday – Friday 8:30 a.m. – 5:00 p.m.

Counseling and Disability Resources Center (CDRC)  
Room 1303  
734-432-5639, 734-432-5641  
cdrc@madonna.edu  
Office Hours:  
Monday – Friday 8:30 a.m. – 5:00 p.m.

Diversity and Inclusion – Bridging Lost Gaps Program (BLG)  
Room 1115  
734-432-5874 odi@madonna.edu  
734-432-5672 blg@madonna.edu  
Office Hours:  
Monday – Friday 9:00 a.m. – 5:00 p.m.

Financial Aid  
Room 2005  
734-432-5663  
finaid@madonna.edu  
Office Hours:  
Monday and Thursday 8:00 a.m. – 6:00 p.m.  
Tuesday, Wednesday, Friday 8:00 a.m. – 5:00 p.m.  
Extended Hours the first week of each semester:  
Monday through Thursday 8:00 a.m. – 7:00 p.m.  
Friday 8:00 a.m. – 5:00 p.m.

First-Year Experience (FYE)  
Room 1111  
734-432-5417  
fye@madonna.edu  
Office Hours:  
Monday and Thursday 8:00 a.m. – 6:00 p.m.  
Tuesday, Wednesday, Friday 8:00 a.m. – 5:00 p.m.

Food Services University Center  
734- 591-1633  
sodexofoodservice@madonna.edu  
www.MUdiningservices.com

Graduate School  
Room 2107  
734-432-5667  
grad@madonna.edu  
Office Hours:  
Monday and Thursday 8:00 a.m. – 6:00 p.m.  
Tuesday, Wednesday, Friday 8:00 a.m. – 5:00 p.m.  
Extended Hours the first week of each semester:  
Monday through Thursday 8:00 a.m. – 7:00 p.m.  
Friday 8:00 a.m. – 5:00 p.m.

Help Desk  
Room 1103  
734-432-5800  
helpdesk@madonna.edu  
Office Hours:  
Monday and Thursday 8:30 a.m. – 6:30 p.m.  
Tuesday, Wednesday, Friday 8:30 a.m. – 5:00 p.m.

International Students  
734-432-5791 International Admissions Room 1101B  
734-432-5763 International Student Life Room 1411  
internationalstudent@madonna.edu  
Office Hours:  
Monday – Friday: 9:00 a.m. – 5:00 p.m.

Library  
Room 2300  
734-432-5703  
circ@madonna.edu  
Office Hours:  
Monday – Thursday 8:00 a.m. – 1:00 a.m.  
Friday 8:00 a.m. – 5:00 p.m.  
Saturday 9:00 a.m. – 5:30 p.m.  
Sunday 1:30 p.m. – 1:00 a.m.  
Spring and summer semesters, intersession, and holiday hours vary. They are posted in advance at the Library and on our Library web page.

Public Safety  
Room 1704  
734-432-5442  
publicsafety@madonna.edu  
Office Hours: 24/7/365

Registrar's Office  
Room 2003  
734-432-5400  
registrar@madonna.edu  
Regular Hours:  
Monday and Thursday 8:00 a.m. – 6:00 p.m.  
Tuesday, Wednesday and Friday 8:00 a.m. – 5:00 p.m.

Extended Hours the first week of each semester:  
 Monday through Thursday 8:00 a.m. – 7:00 p.m.  
 Friday 8:00 a.m. – 5:00 p.m.

Residence Life  
 14221 Levan Road, Livonia, MI 48154  
 734-432-5755 Residence Life Office  
 residencelife@madonna.edu  
 734-432-5696 Residence Hall Front Desk  
 Monday – Sunday 24 Hours

Service-Learning/Civic Engagement  
 Room 1400H  
 734-432-5880  
 servicelearning@madonna.edu  
 Office Hours: by appointment

Student Accounts  
 Room 2005  
 734-432-5600  
 sa@madonna.edu  
 Regular Hours:  
 Monday and Thursday 8:00 a.m. – 6:00 p.m.  
 Tuesday, Wednesday and Friday 8:00 a.m. – 5:00 p.m.  
 Extended Hours the first week of each semester:  
 Monday through Thursday 8:00 a.m. – 7:00 p.m.  
 Friday 8:00 a.m. – 5:00 p.m.

Student Affairs Administration  
 Room 1400  
 734-432-5881  
 vpstudentaffairs@madonna.edu  
 Office Hours:  
 Monday – Friday 8:30 a.m. – 5:30 p.m.

Student Life  
 Room 1411  
 734-432-5426  
 studentlife@madonna.edu  
 Office Hours:  
 Monday – Thursday 8:00 a.m. – 6:00 p.m.  
 Friday 8:00 a.m. – 5:00 p.m.  
 Extended Hours the first week of each semester:  
 Monday through Thursday 8:00 a.m. – 7:00 p.m.  
 Friday 8:00 a.m. – 5:00 p.m.

Study Abroad  
 Room 1501  
 734-432-5669  
 studyabroad@madonna.edu  
 Office Hours: (Fall & Winter Semesters)  
 Monday – Friday 9:00 a.m. – 5:00 p.m.

Technology Services  
 Room 1104  
 734-432-5376  
 computerlab@madonna.edu  
 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 Noon – 5:00 p.m.  
 The computer lab is closed on Sundays during the Spring/  
 Summer semesters.  
 The hours of operation are subject to change during the  
 holidays.

Transitions Center  
 Room 1404  
 734-432-5740  
 transitionscenter@madonna.edu  
 Office Hours:  
 Monday – Friday 9:00 a.m. – 5:30 p.m.

Writing Center  
 Room 1403  
 734-432-5304  
 writingcenter@madonna.edu  
 Office Hours:  
 Monday – Thursday 10:00 a.m. – 8:00 p.m.  
 Friday and Saturday 10:00 a.m. – 3:00 p.m.  
 Spring and summer semesters, intersession, and holiday hours  
 vary.

### c. Outreach Centers

Gaylord University Center  
 gaylord@madonna.edu  
 80 Livingston Blvd.  
 Gaylord, MI 49735

Macomb University Center  
 macomb@madonna.edu  
 44575 Garfield Road, UC-1, Room 220-E  
 Clinton Township, MI 48035-1139  
 586-263-6330

### d. Compliance Statement

Madonna University is an equal opportunity, equal access, and affirmative action Catholic institution of higher learning, based on the Franciscan values, that is fully committed to achieving a diverse student body. Madonna University complies with all applicable Federal and Michigan State laws, regulations, and executive orders regarding non-discrimination and affirmative action.

Madonna University guarantees the right to equal educational opportunity and does not discriminate on the basis of race,

religion, color, sex, age, ancestry, national and ethnic origin, disability, marital status, veteran status, sexual identity, gender identity, domestic violence victim status, predisposing genetic characteristic, or any other status or condition protected by applicable Federal or Michigan State statutes in administration of its educational policies, admissions policies, scholarship and loan programs and athletic and other school administered programs.

Madonna University complies with the Title IX of the Education Amendments of 1972 prohibiting sex discrimination in education, and with Section 504 of the Rehabilitation Act of 1973 prohibiting discrimination on the basis of a disability.

Madonna University students are expected to comply with the applicable University handbooks, all other University policies and procedures, and all laws, statutes, and regulations. Any person who suspects or knows about any unethical or illegal behavior is strongly encouraged to report the information to Madonna University administration.

Madonna University will not tolerate any retribution, retaliation, reprisal or other negative action against any person who, in good faith, reports a suspected issue, problem, concern or violation to Madonna University administration.

### **e. Madonna University Guiding Principles**

#### **Our Mission Statement**

The mission of Madonna University, a Catholic and Franciscan institution of higher learning, 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 Core Values**

##### **Franciscan**

Respect for the Dignity of Each Person  
Peace & Justice  
Reverence for Creation  
Intellectual Tradition

##### **Felician**

Respect for Human Dignity  
Peace & Justice  
Solidarity with the Poor  
Compassion  
Transformation

### **Madonna University**

Respect  
Integrity  
Responsible Stewardship  
Intellectual, Spiritual, Personal Development  
Educational Access  
Excellence

#### **Our Madonna Commitment**

Madonna University provides a caring, personalized, values-based learning community for students who seek knowledge and preparation to succeed in a life of service to others.

#### **Our Institutional Characteristics**

- Caring Community
- Personalized Education
- Values-Based Experience
- Service-Oriented Career Preparation

#### **Our Diversity and Inclusion Statement**

Madonna University lives out its Catholic and Franciscan mission and values by creating and maintaining an environment where all persons are treated with understanding and respect. The University regards diversity and inclusion as guiding principles. Diversity calls upon individuals to know how to relate to qualities, conditions, and identities that are different from their own and from the groups to which they belong. Members of the University community are expected to respect others inclusive of race, ethnicity, gender, sexual identity, socioeconomic status, age, physical abilities, cognitive abilities, family status, religious beliefs, political beliefs, and/or religious tradition.

The University community guarantees the freedom of individuals to explore their evolving self-identity in a safe, positive, and nurturing environment. The University ensures that all persons can participate in and have access to the everyday life of the institution. This deepens the understanding and appreciation of the individuality and circumstances of everyone. Inclusion is essential for the creation of a welcoming environment that promotes respect, hospitality, peace, and justice. At Madonna University, the commitment to diversity and inclusion emanates from the Franciscan values of respect for the dignity of each person, concern for the disadvantaged and oppressed, and reverence for life. In concert with *Ex corde Ecclesiae* and Catholic Social Teaching, we maintain that all faiths and all people are welcome here.

**f. Traditions****Madonna University Alma Mater**

Madonna, our Alma Mater, with Wisdom, Truth and Light,

In service and love you send us forth, May you be  
forever bright.

Refrain:

*Where e'er we go, what e'er we do,  
We will raise your standard high. Madonna, our Alma Mater,  
your colors now bravely fly.*

Madonna, our Alma Mater, in mem'ry you will remain.  
The goodness and truth we take with us, Forever we will  
proclaim.

*Refrain*

Text by Sister M. Francilene Van de Vyver; arranged by  
Linette Popoff-Parks

**The Prayer of St. Francis**

Lord, make me an instrument of thy peace. Where there is  
hatred, let me sow love;  
Where there is injury, pardon;  
Where there is doubt, faith;  
Where there is despair, hope;  
Where there is darkness, light;  
Where there is sadness, joy.

O divine Master, grant that I may not so much seek  
To be consoled as to console,  
To be understood as to understand,  
To be loved as to love;  
For it is in giving that we receive;  
It is in pardoning that we are pardoned;  
It is in dying to self that we are born to eternal life.

**School colors**

Blue and Gold

**Mascot**

Cruzer the Crusader

## II. ACADEMIC AND PERSONAL SUPPORT

### a. Academic Advising

The purpose of the Office of Academic Advising is to assist new, transfer, and current students with academic life. Academic advisors are committed to each student's academic success, as well as their intellectual, personal, and social development. An academic advisor can help students explore options and declare a major; assist with course selection and scheduling; answer questions regarding University requirements, policies, and procedures; and connect students with helpful University resources. In addition, an academic advisor can recommend opportunities for personal growth and academic development, make referrals to community and campus resources, support students when they encounter both academic and nonacademic challenges, discuss alternatives if students have doubts about their initial choice of major, and provide students with career-related information. First-time, first-year students, undeclared students, and provisionally admitted students meet with advisors in the Office of Academic Advising. Declared students past the First-Year Experience are assigned to a faculty advisor in their major department(s).

### b. Academic Policies

Students are responsible for being aware of and following the policies and procedures of their chosen academic major(s). For more information, students can:

- Consult with their academic advisor
- Refer to their plan of study
- Review the Graduate or Undergraduate Catalog
- Verify if there is a departmental handbook or manual for students

### c. Bridging Lost Gaps Program (BLG)

The Bridging Lost Gaps Program (BLG), a program within the Office of Diversity and Inclusion, provides experiences that prepare males from underrepresented communities across Michigan for college and life after graduation. Students accepted into the BLG program are offered scholarship opportunities and resources to develop their leadership skills and career goals. With encouragement from mentors and through community service activities, students are challenged to grow intellectually, spiritually, and personally.

#### **BLG benefits include:**

- Community support network (academic and social)
- Access to University student resources
- Career development opportunities
- Summer Bridge Program (July – August)
- Mentoring – peer and professional
- Financial aid resources
- Sense of belonging

### d. Counseling

In addition to academic advisors, students have access to counselors who assist in promoting personal growth and development and who aid in times of stress and need. The Counseling and Disability Resources Center (CDRC) provides counseling services and referrals for any student who might be experiencing personal challenges or issues. Individual counseling is available for educational, career, social, or personal concerns. Students whose academic performance is being disturbed by personal problems resulting from stress may contact the CDRC at 734-432-5639, 734-259-3796 or [cdrc@madonna.edu](mailto:cdrc@madonna.edu).

There also is a 24/7 hotline available for students through the Student Assistance Program. Students can receive confidential assistance with any type of person or college-life challenge by calling 855-774-4700.

### e. Disability Resources

The Counseling and Disability Resources Center (CDRC) creates an accessible, positive learning environment for all students with disabilities. The CDRC offers services to provide students with disabilities an equal opportunity to fully participate in all aspects of University life. Madonna University's integrated, student-centered, learning environment results from mutual cooperation and support of the faculty, staff, and administration. Students with a disability may be eligible for support services to assist them in their educational progress.

The CDRC works with the student to determine and oversee appropriate accommodations, specific to the needs of each student. The accommodations may include such things as:

- Managing notetakers and facilitating a positive working relationship among the student, notetaker and instructor.
- Managing and scheduling interpreting services and supervising interpreters.

The CDRC team also works to continually provide an accessible learning environment through services such as:

- Academic advising
- Alternative testing
- Counseling
- E-test, enlarged text, text reading technology, speech-to-text technology and braille printing capabilities
- In-class note taking
- Private testing environment and extended testing time
- Reading and transcribing
- Sign language interpreting
- Student/instructor liaison
- Tutoring referrals



While students are ultimately responsible for their own progress, CDRC services assist students to fully participate in University life.

### **Rehabilitation Act of 1973 and Americans with Disabilities Act of 1990**

In accordance with its Catholic 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 Americans with Disabilities Act 1990 as it applies to qualified persons with disabilities, including the following: ensuring all new facilities are accessible to persons with disabilities; ensuring equal access to being educated in regular classrooms; ensuring reasonable modifications in academic requirements are made to ensure full educational opportunity for students with disabilities; providing auxiliary aids, when necessary, to ensure full participation of persons with disabilities.

#### **f. First-Year Experience**

Students experiencing their first year of studies at Madonna University are in a unique time of transition. Staff in the Office of the First-Year Experience (FYE), and the Center for Students in Transition, oversee a variety of programs to help students navigate this experience successfully, make new friendships, meet and work with faculty and staff members, and adjust to a new community and environment. Serving traditional-aged students (ages 17-24) who are coming to the University directly from high school, home school, and early college programs, the overall goal of the FYE program is to help learners embrace their new identity as full-time college students and assist them in assuming responsibility for themselves and their education. The FYE staff supports students through curricular, co-curricular, and extracurricular programming.

#### **g. International Students**

The International Student Offices strive to provide quality services, including information on international admission requirements and F-1 student status, orientation status, advising, and coordination of extracurricular and cultural exchange activities, such as American host family visits and English conversation partners. International students are always welcome to contact the International Coordinator. See Appendix C.

#### **h. Library**

The Madonna University Library supports the research needs and enhances the information literacy skills of students, faculty, and staff. To achieve these goals, the Library provides quality resources, assistance, and instruction.

More than 236,000 print and electronic books, multimedia resources, and over 100 subscription databases that offer 24/7

access to 69,000+ online full-text journals. Reciprocal borrowing agreements with nearby colleges and universities, and library participation in the Southeastern Michigan League of Libraries Infopass program, enable students to take advantage of the extensive research resources in the Detroit-Ann Arbor area. Interlibrary loan and document delivery services extend the availability of library materials. Librarians offer expert assistance, at the reference desk, by phone or email, or by appointment in private research consultations, and offer classes, and workshops to ensure that students access, evaluate, and use information effectively and ethically in the research process. The library offers wireless access, quiet study areas, and rooms for collaborative work. The library also houses the University Archives.

Access to all library resources is available on the Library website at: <http://library.madonna.edu/>, including website access to the Ask a Librarian email feature.

When withdrawing books, students are asked to show a valid, current MadonnaOne Card ID.

#### **i. Study Spaces**

Students are invited to study in any campus space that is available for use. Recommended locations include:

- Library (2nd Floor, Main Academic Building)
- Gathering Space near Stack's (Franciscan Center)
- Take 5 Lounge (1st Floor, Main Academic Building)
- Transition Center (Room 1404, Main Academic Building)
- The Center for Catholic Studies and Interfaith Dialogue (Room 1300, Main Academic Building)
- Lakeside lounge and floor lounges (Residential students only)

#### **j. Transitions Center**

The Transitions Center directly supports student veterans, transfer students, adults returning to college after a delay in their education, and first-time adult learners over the age of 24.

A helpful and welcoming space, the Transitions Center offers specialized programming targeted to the needs of adult learners, beginning with the half-day Adult and Transfer Student Orientation program, designed to acclimate adult students to the University.

Adult learners are encouraged to connect with the Transitions Coordinator after being admitted to the University for guidance and support. Students are connected to a variety of academic, social, and community resources that will help them reach their education goals. The Transitions Coordinator serves as a student advocate in representing the interests of adult learners across campus.

#### **k. TRIO Program- Student Support Services (SSS)**

Housed within the Center for Personalized Instruction is the federally grant-funded Student Support Services TRIO Program. The program provides additional support and services for those with a demonstrated financial need (based on Federal income guidelines), first-generation college students, and individuals with a documented disability registered with the Counseling and Disability Resources Center. TRIO students receive tutoring, advising, mentoring, financial literacy support, and access to cultural and paid leadership opportunities. Program participants also receive special consideration for additional financial grant aid support. Students must apply to the TRIO Program and meet eligibility requirements. Applications can be found on the MU website at: <https://www.madonna.edu/resources/cpi/trio>.

#### **l. Tutoring Services (Center for Personalized Instruction)**

The Center for Personalized Instruction (CPI) provides students with academic resources and support services. Tutoring is available in many subject areas each semester in a one-on-one or group setting. Supplemental Instruction (SI), a series of weekly study sessions, is also offered for selected courses identified in the schedule of classes.

Additional support for mathematics is available to students during Math Lab walk-in hours. The CPI also offers success strategy workshops focused on topics that promote the intellectual and personal growth of students. For more information visit the CPI in the Main Administration Building, in Suite 1400.

#### **m. Writing Center**

The Writing Center provides students with no-cost help on writing assignments for any subject area and at any stage of the writing process. Both undergraduate peer tutors and tutors with graduate degrees work in the Center, tutoring both native speakers and English as a Second Language students. Tutoring is available in pre-scheduled appointments, on a drop-in basis, online, and through Skype.

### **III. ATHLETICS**

The mission of Madonna University Athletics is to add to the development of the student, as described in the University mission, through athletics. This is accomplished by developing the characteristics stated in that mission through preparation, teamwork, competition and service.

#### **a. Facilities**

- The Activities Center (Basketball, Volleyball, Athletic Department)

- Cass Benton Park (Cross Country)
- Eagle Crest (Men's Golf)
- Fox Hills Golf Course (Women's Golf)
- The Madonna University Athletic Complex (The MAC)
- Ilitch Ballpark (Baseball)
- Madonna Soccer and Lacrosse Fields
- University Field (Softball)

#### **b. Intramurals**

Students interested in participating in Intramurals should contact the Student Life Office, located in the Administration Building, Room 1411.

### **IV. BILLING AND FINANCIAL ASSISTANCE**

#### **a. ATM**

There are no ATMs available on campus.

#### **b. Financial Aid**

**STEP 1:** Apply for admission to Madonna University. Students who submit a complete application for admission by posted deadlines will be considered for merit scholarships.

**STEP 2:** Complete FAFSA (Madonna code – 002282). At [www.fafsa.gov](http://www.fafsa.gov), complete your Free Application for Federal Student Aid (FAFSA) between October 1 and December 31 (recommended deadline).

**STEP 3:** Consider all available aid. Be sure to investigate all types of financial aid – scholarships, grants, loans. Madonna University staff will prepare a financial aid package that outlines all aid available to you. Because Madonna is so affordable, you will notice that a little aid can go a long way at Madonna.

**STEP 4:** Wait for instructions from the Madonna University Financial Aid Department regarding how to login at MYFinancial Aid.

#### **c. Financial Literacy**

Madonna University provides students with financial literacy information (Higher Education Opportunity Act of 2008) in a number of ways, including workshops, as well as online resources via the CashCourse website. Students can find information on topics such as: financial basics, paying for college, college life, and world of work. Students can access CashCourse by logging into their Blackboard account, or going directly to [www.cashcourse.org](http://www.cashcourse.org).

#### **d. Madonna OneCard**

The Madonna OneCard has been approved as the official Madonna University photo identification card and the card sup-

porting official University business. All students will be asked to produce the ID card when they access services on campus or at official Madonna University Outreach Centers. These services currently include Library and Computer Lab access, keyless entry, and commuter meal plans. Other services may be added in the future.

If you lose your card, there is a charge to get a new/replacement card.

The Madonna OneCard is your key to selecting how you would like to receive any financial aid or University refund. Whether you are receiving a refund or not, it is important that you go online and select how you'd like to receive a refund. That way, future refunds won't be delayed.

Members of the University community may also choose to activate the Madonna OneCard as a debit card (not a credit card). Fees are associated with debit transactions, and individuals are advised to read the terms and conditions of the card prior to completing activation. The Bank Mobile Account and Debit MasterCard® functions of the Madonna OneCard are completely optional and you are under no obligation to use the card as a debit or credit card if funds have been deposited to the account.

When activated, individuals may spend funds that have been refunded or reimbursed by the University and deposited on the card. Additionally, individuals may link the card to a checking or savings account and use it as a bank debit card. In this case, the financial services company for the debit card function is Bank Mobile Vibe.

Bank Mobile provides these same services for many colleges and universities in Michigan and does not do any of the following:

- Sell or share personal information with third parties
- Report to any credit agencies
- Conduct credit checks on any card holder
- Extend a line of credit for the Madonna OneCard as would be expected of a credit card—this card is strictly an ID card that may be used as a debit card.

#### **i. Activation**

Activation of the Madonna OneCard is required to access current and future MadonnaOne Card services. Directions appear on the LOG IN label on the front of the card beneath the words, "This is not a credit card." For additional instructions about activation please see the activation demo provided by Bank Mobile, Inc. at [www.madonnaone.com](http://www.madonnaone.com) or call Bank Mobile at 866-663-3838.

#### **ii. Full Activation Services**

Services currently available for the Madonna OneCard are:

- Security/identification

- Designating how you want to receive a refund
- Residential and commuter meal plans (optional)
- Services provided by the library and computer labs
- A MasterCard® debit card (optional)
- A banking relationship with Bank Mobile, Inc. free checking (optional)

#### **iii. Enrollment Validation**

When a card is swiped, validation of enrollment is confirmed in accordance with established institutional registration policies.

#### **iv. Refunds Using the Madonna OneCard Debit Card**

The Madonna OneCard debit card provides an easy way for the card holder to collect financial aid refunds or other refunds due to the student.

The cardholder must choose one of three refund options during the card activation process. Refund options are:

- Have refund placed on the Madonna OneCard debit card which gives the card holder same day access to the funds.
- Deposit refund into a personal checking or savings account, which would become available for the cardholder to use within 2-3 days.
- Receive a refund check from Bank Mobile, Inc. sent via the U.S. Post Office to the card holder's home, which takes approximately 10 days for delivery.

#### **v. Change of Name and Address**

Returning students who have a refund preference need to verify their mailing address and last name on their account at MadonnaOne. All students are responsible for keeping their address and name current with MadonnaOne at [www.madonnaone.com](http://www.madonnaone.com).

#### **vi. Residence Hall Meal Plans**

Residential meal plans are required for students who live in the Residence Hall. Students may choose any of the three plans available upon completion of their residential contract. Residence Hall students must have the cashier swipe their Madonna OneCard in the Residence Hall Dining Hall, Take 5 Lounge, or Stacks Deli. Points/meals will be deducted from your account. There is no cash value on the card for the meal plan. Meals/points expire at the end of the winter term for both fall and winter of the same academic term.

#### **vii. Commuter Meal Plans**

The Madonna OneCard can be used for commuter meal plans also. Commuter meal plans can be purchased at the Student Accounts Office, Room 2005. There is no cash value on the card. When purchasing food in the Residence Hall Dining Hall, Take 5, and Stacks Deli, you must use your MadonnaOne Card. The cashier swipes the card and points/meals are



deducted from your account. Commuter meal plans expire at the end of the Spring/Summer term. The cost and value of commuter meal plans can be found online at [www.MUdingservices.com](http://www.MUdingservices.com) or at Student Accounts (Room 2005).

#### **viii. Photographs and Replacement Cards**

All new and current on-campus students are required to have a photograph on file prior to enrolling in courses, except students enrolled in off-campus programs at Gaylord University Center or Macomb University Center. If a student's photograph is on file, a Madonna OneCard will be ordered at least five days prior to the start of the student's first term and mailed to the student's address. When a photograph is not on file, for students in off-campus programs, the MadonnaOneCard will be issued with a "Check ID" in place of the photograph and the student will be required to show a valid driver's license upon request.

Students may be asked to present their Madonna OneCard by campus security for identification, for Library and Computer Lab services, or for other official University business. All students who want a replacement card, or a new photograph (including those who were issued cards with "Check ID" instead of a photo) will have to pay \$10 to the Student Accounts Office, Administration Building, Room 2005. Photographs are taken in the Student Life Office, Administration Building, Room 1411.

#### **ix. Temporary Cards**

New students who were enrolled for the first time during the three weeks prior to the start of a term or the two weeks after the start of a term may request a temporary ID card prior to the arrival of the Madonna OneCard. Temporary ID cards only provide access to on-campus services such as the Library, the Computer Labs, residential meal plans, commuter meal plans, keyless entry, copying and printing, and other departmental services. Temporary ID cards do not provide access to refunds. Refunds require students to use their Madonna OneCard to select a preference for receiving their refund. Temporary cards are available in the Student Life Office, Room 1411.

#### **x. MadonnaOne Card Delivery: Student's Home Address**

New student Madonna OneCards are delivered to the student's home address, so the accuracy of the address we have on file is extremely important to the student and to Madonna University. Returning students, who already have a refund preference, please verify your mailing address and last name on your Madonna One account with Bank Mobile, Inc. at [www.madonnaone.com](http://www.madonnaone.com) to ensure your new ID card arrives on time and to avoid any additional cost. Madonna OneCards cannot be delivered to P.O. Box numbers.

#### **e. Student Accounts**

Student Accounts provides a number of services to students, including processing payments, providing student tax information and account statements. We are committed to providing students and their families with a level of service that exceeds their expectations. Our payment policies and schedules are posted in the Academic Planning Guides/Catalogs, so that you can make informed decisions about your education, and your payment plans and options. We look forward to assisting you with your student account needs.

#### **i. Statements**

Students are able to view or print statements online 24/7 by using Madonna University's online student services sign on. Simply sign on MYPortal with your ID and password, select the Students tab, select Student Accounts (left column), and click on the Official Statement link under MYFinances.

The "Official Statement" is available online through MYPortal or at the Student Accounts.

Each semester's official statements are available according to the following schedule:

- Fall: July 25 to November 25
- Winter: December 1 to March 25
- Spring/Summer: April 1 to July 25

Please print the "Official Statement" for your records or employee reimbursement prior to the dates in the above schedule. Otherwise, a student must request a previous statement at the Student Accounts office and may be charged each semester. Reminder notices are emailed to the student's Madonna University email account. Please verify the accuracy of the activity on a regular basis as changes may occur in enrollment, Financial Aid, and other financial activity.

Students are responsible for payment by the "Payment Due Dates" indicated in each semester's Academic Planning Guide whether or not you receive an invoice. Reminders are sent to students' [@my.madonna.edu](mailto:@my.madonna.edu) email two weeks prior to the due date. Information is also provided at Student Accounts. Madonna University does not mail statements. Official statements are available on MYPortal under students, student accounts, then the MYFinances portlet.

#### **ii. Billing Error or Dispute**

Errors or disputes about a bill should be submitted in writing immediately to Student Accounts at: [sa@madonna.edu](mailto:sa@madonna.edu) or 734-432-5600. The written inquiry must include: name and student ID, a description of the presumed error, and the dollar amount of the presumed error. The student remains

obligated to pay the portion of the bill not in dispute, but the disputed amount may remain unpaid until such time as the problem is resolved. Billing inquiries should be directed to Student Accounts, Madonna University, 36600 Schoolcraft Road, Livonia, Michigan 48150-1176 or sa@madonna.edu.

## V. BOOKSTORE

The Bookstore sells all required and recommended textbooks, school supplies and Madonna University memorabilia. The store is located on the ground floor, Room 1206, of the Administration Building. Textbooks and all merchandise may also be purchased by accessing the Bookstore through the Madonna website. Merchandise is available for store pick-up or to be shipped via UPS.

### a. Book Buy Back

Bring your textbooks back to the Bookstore at the end of the term to get up to 50% cash back. Finals week is the best time to get the most cash back, so sell early! Books must include all original materials (CDs, workbooks, etc.) and student identification will be required at the time of buyback. Please check with the Bookstore for more details.

### b. Book Rentals In-Store and Online

When shopping for textbooks in-store, the course information tag will display a “Rental” option. If you’re shopping online, it’s even easier. Many books display a RENTAL option, along with NEW and USED options.

### c. Book Return Policy

#### TEXTBOOKS

- A full refund will be given in your original form of payment if textbooks are returned during the first week of classes with original receipt.
- With proof of a schedule change and original receipt, a full refund will be given in your original form of payment during the first 30 days of classes.
- No refunds on unwrapped loose-leaf books or shrink-wrapped titles which do not have the wrapping intact.
- No refunds on Digital Content once accessed.
- Textbooks must be in original condition.
- No refunds or exchanges without original receipt.

#### GENERAL READING BOOKS, NOOK® DEVICES, SOFTWARE, AUDIO, VIDEO & SMALL ELECTRONICS

- A full refund will be given in your original form of payment if merchandise is returned within 14 days of purchase with original receipt in original packaging.
- Opened software, audio books, DVDs, CDs, music,

and small electronics may not be returned. They can be exchanged for the same item if defective.

- Merchandise must be in original condition.
- No refunds or exchanges without original receipt.

### d. Purchasing Books Online

While we accept several forms of payment for your online purchase, be advised that the University reserves the right to change the on-line payment options at any time.

### SHIPPING & DELIVERY OPTIONS:

There are several options for receiving your order - select the one that’s right for you! Options include:

- In-store pick-up (no charge)\*
- Standard UPS Ground Shipping (typically 7 to 10 days)
- Second Business Day Shipping
- Next Business Day Shipping

These options are subject to change. Additional shipping charges may apply to large or bulky items, these charges will be noted in the product description.

Please note: Orders placed after 2:00 p.m. will not be shipped until the following business day.

## VI. BUSINESS SERVICES

### a. Copying

Copy machines are located in several areas and generally include the following areas: Main Lobby; Library; West Lounge Hallway; Ford Technology Wing; DiPonio Building; Maertens Building and Residence Hall. For assistance please call 734-432-5750.

### b. Faxing

Documents may be faxed at the University Bookstore. Prices may vary.

### c. Mailing

Postage stamps may be purchased at the University Bookstore. Prices may vary.

### d. Postal Services

Packages may be shipped via UPS at the University Bookstore. Prices may vary.

## VII. CAMPUS INFORMATION

### a. Digital Signage

Digital signage is located both in the main Administration Building and in the Franciscan Center. The locations are as follows:

- Main campus, Administration Building, in the 1400 Wing
- Main campus, Administration Building, across from the Human Resources Office
- Main campus, Administration Building, across from the Mail Room
- Franciscan Center, Gathering Space

### b. Lost and Found

Please call the Department of Public Safety to report found articles. Found articles of a general nature (books, notes, papers, etc.) are deposited by the Public Safety Officers with the receptionist at the Information Desk in the Main Lobby (2nd floor) of the Administration Building. Valuable items (cell phones, lap tops, wallets, purses, etc.) are held in Room 1704 and may be retrieved by visiting the office or calling 734-432-5442.

### d. MYPortal

MYPortal gives you personalized access to campus information and services including online registration, textbook orders, access to MYSchedule, MYGrades, MYHousing, MYFinances, and other Student Resources. To access MYPortal, go to the Madonna University home page and click on the MYPortal tab in the upper right corner.

### e. Public Safety

The Department of Public Safety offers the necessary services and control as it performs these main functions: watch over the personal safety of the entire University community, prevent crime and protect University property and the property of the students, faculty/staff and visitors.

The Department of Public Safety enforces University policies with regard to all parking and fire lane regulations and vehicular traffic on campus; interviews all injured or sick persons and when necessary, arranges conveyance of such persons to a medical facility; investigates all reports of theft or lost property; maintains security in and around all campus buildings or other property on the grounds; reports all hazardous conditions; maintains regular patrols throughout the campus; and performs such other duties and makes other recommendations as are necessary in accomplishing the primary mission of the department.

For further safety and security information go to [madonna.edu/public-safety](http://madonna.edu/public-safety).

### University Emergency Notification System

An emergency notification must be issued upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, employees, and visitors occurring on campus.

### Timely Warning

A method of alerting the Madonna University Community of any Clery Act Crime that occurs on the University's Clery geography that repents an ongoing threat to the safety of students or employees. The University uses one or more methods (text messaging, web posting, posting of flyers, mass emails, etc.) to issue timely warnings. Although the Clery Act does not define "timely" it does require that the University report crimes in a manner that is timely and will aid in the prevention of similar crimes. The intent of the warning is to provide the campus community with information necessary to make informed decisions about their safety. Madonna University is responsible for issuing timely warnings in compliance with the Clery Act (formerly known as the Federal Student Right-to-Know and Campus Security Act of 1990).

The university uses a service called RAVE ALERT to transmit emergency information. RAVE ALERT is a text messaging system used to notify registered users (through cell phones and email addresses) immediately upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students and faculty/staff. The university will be testing the RAVE ALERT system twice a year in January and September. To sign up for RAVE ALERT go to [madonna.edu](http://madonna.edu) and click on Quick Links.

### Reporting a Crime or Emergency

Madonna University Department of Public Safety  
734-432-5442 Public Phone  
5442 or 911 University Phone  
Parking Lot Emergency Phones – Press the Red Button

Livonia Police Department  
734-466-2470 Public Phone (non-emergency)  
911 Public Phone (emergency)  
9-911 University Phone (emergency)

Disclosure of Clery Report Crime Statistics Annual Security & Fire Safety Report includes the following crimes that have been reported to Public Safety and/or Campus Security Authorities:

- Criminal homicide
- Murder and non-negligent manslaughter;
- Negligent manslaughter
- Sex offenses; forcible sex offenses & non-forcible sex offenses

- Domestic violence & dating violence
- Stalking
- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft
- Arson
- Arrests and/or disciplinary referrals for liquor law violations, drug law violations and/or illegal weapon possessions
- Hate crimes include the above referenced crimes, as well as larceny-theft, simple assault, intimidation, destruction/damage/vandalism of property and any other crime involving bodily injury, that manifest evidence that the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, national origin, sexual orientation, gender identity, ethnicity or disability.

#### **f. University Information Desk**

Located on the second floor of the Main Administration Building, staff at the University Information Desk assist students with finding the appropriate office to address their questions.

#### **g. Website**

[www.madonna.edu](http://www.madonna.edu).

## **VIII. EMPLOYMENT**

### **a. Career Services**

Career Services is committed to assisting students in their transition from student to professional in their chosen career path. The office provides a variety of career development activities and employment services designed to empower students to enter a competitive job market with confidence and competence. Programs are designed to facilitate connections with employers and internships.

### **b. Graduate Assistantships**

All Graduate Assistants (GA) are hired in an administrative capacity versus a teaching capacity for a one-year appointment. Examples of typical work include recruitment, advising, assessment efforts, student success support, retention programs, program development, policy development, administrative support for assigned projects and staff training. Students are limited to 1500 hours of work per year. All graduate assistantships are posted on the MU Job Link. See Appendix B.

Eligibility requirements include:

- Be fully or conditionally admitted into a graduate degree granting program at Madonna University.

- Register for a minimum of 6 credits during each fall and winter term. Students may register for additional credits up to maximum of 24 per year.
- Maintain good standing academically (3.0 GPA) and adhere to the University Code of Conduct to maintain their position.

### **c. Internships**

The internship program gives students the opportunity to integrate classroom theory with practical work experience, to build their résumés and perhaps get an early start on obtaining a job after graduation. Internships typically last one semester (16 weeks). Students interested in applying for an internship must contact Career Services 3 months prior to the semester they want to begin their internship experience (June 1, October 1, February 1). Eligibility requirements include: Sophomore or higher status; cumulative grade point average of 2.5 or better; if a transfer student, have earned at least 12 credits at Madonna University; and meet the hiring requirements of the employer. See Appendix D.

### **d. On-Campus Student Employment**

All on-campus student employment opportunities are posted on the MU Job Link. Candidates must complete an on-line application and apply directly to the hiring departments. Student employees are limited to 20 hours of work per week. They must be enrolled at least half-time and maintain a 2.0 grade point average to be eligible for employment. Although positions are posted throughout the year, the majority of openings occur in September. See Appendix H.

## **IX. FOOD SERVICES**

### **a. Meal Plans**

Meal plans are offered on campus and current prices can be found in MYPortal.

There are several locations that provide food on campus. These locations are subject to change and may include the following:

### **b. Stack's Deli**

Location: Franciscan Center Gathering Space

Phone: internal only extension 5389

For the most up to date dining information, prices, and hours please visit

<https://mudining.sodexomyway.com/>

### **c. Take 5 Lounge**

Location: First floor of the Administration Building east of the 1400 Hallway

Phone: internal only extension 4000



For the most up-to-date dining information, prices, and hours please visit <https://mudining.sodexomyway.com/>

#### d. University Center Dining Hall

Location: Second floor of the University Center

Breakfast, Lunch, and Dinner

For the most up-to-date dining information, prices, and hours please visit <https://mudining.sodexomyway.com/>

Continental Breakfast, Weekend Brunch

For the most up-to-date dining information, prices, and hours please visit <https://mudining.sodexomyway.com/>

## X. GRADUATION

### a. Applying to Graduate

- Fill out the appropriate Application Form. The undergraduate application can be found online or is available at the Office of the Registrar (Room 2003). The graduate application can be found online or is available at the Graduate School Office (Room 2107).
- Pay the Graduation Fee online or at Student Accounts (Room 2005)
- Follow the directions on the form for approval, requirements, and submission.

Note: The Graduation Fee does not cover cap and gown, or other commencement participation costs.

### b. Degree Audit

- Undergraduate students need to schedule an appointment with their academic advisor to discuss concerns and sign the application.
- Undergraduate students: Submit the Application Form to the Registrar's Office by the appropriate deadline. If you paid online, please include a copy of your receipt. Attach a copy of your plan of study from your undergraduate academic advisor.
- Graduate students need to submit the application to the Graduate School (Room 2107). You will receive a letter informing you of the outcome.

### c. Graduation Mass

Madonna University Graduation Mass is held in May each year as part of the ceremonies celebrating our graduates. Immediately following Mass, there will be an opportunity for photos, and graduates and their guests are invited to attend a dessert reception.

### d. Commencement

Madonna University Commencement is held in May each year. Students who expect to graduate at the end of the Summer semester may choose to participate in commencement exercises the May before or the May after their courses are completed. December graduates participate in the May commencement.

## XI. HEALTH AND WELLNESS

### a. Fitness Center

The Fitness Center is located in the University Center on the ground floor. Students must have their MadonnaOne Card to use the facility.

### b. Outdoor Basketball Rims

Outdoor basketball rims are located in the Residence Hall East Wing parking lot.

## XII. REGISTERING FOR CLASSES

### a. Registration

Students may register four ways:

- Online through MY Portal
- By mail: 36600 Schoolcraft Road, Livonia, MI 48150-1176
- By fax: 734-432-5405
- In person at the Registrar's Office (according to dates published in the course schedule)

### b. Holds

- Sign into MYPortal to view any holds
- Select Personal Info (next to your name)

Welcome back **JOHN SMITH** ( [Personal Info](#) | [Logout](#) )

- Select the Academic Info tab

**My Info - Advisee Details**  
Account Info Password Photo Custom Info Biographical Info **Academic Info** Privacy

In the middle of the page, find the section on holds. Review any holds on your student record, and read the remarks about how to have them removed. (see the example below)

Hold Code	Type	Begin Date	Expiration
<input type="checkbox"/> DR	Registration hold Description: Disability Resources Office Remarks: Contact the Disability Resources office at 734-432-5640 or 734-432-5639 for permission to register.	4/25/2014	N/A
<input checked="" type="checkbox"/> BU	Transcript warning Registration hold Description: Past Due Balance Remarks: Contact Student Accounts- isa@madonna.edu or 734-432-5600.	10/21/2014	N/A

For additional assistance regarding holds, please contact the Registrar's Office, at 734-432-5400 or registrar@madonna.edu, and provide the hold code and/or description of the hold.

### XIII. RELIGIOUS SERVICES AND SPIRITUAL GROWTH

#### a. Campus Ministry

Campus Ministry at Madonna University is an important religious ministry dedicated to the service of individuals and the total University community. Campus Ministry seeks to encourage the practical application of Christian moral principles through student engagement.

#### b. Center for Catholic Studies and Interfaith Dialogue

Through the Center for Catholic Studies and Interfaith Dialogue, Student Interfaith Interns organize and plan programs and activities, and foster communication between different faith groups on campus -- Catholic, Christian, non-Christian, and those who do not belong to a faith tradition.

#### c. Christian Prayer Room

Location: 1211 Administration Building. Available to all students.

#### d. Interfaith Prayer Room

Location: Near the entrance to the 2100 Wing of the Administration Building. Available to all students.

#### e. University Chapel

Location: Ground floor of the University Center.

### XIV. SAFETY

Department of Public Safety Emergency Procedures

For any campus emergency, contact:

Public Safety 5442 or 911 via campus telephones; 734-432-5442 via cell phone.

Livonia Police Department 9-911 from a campus phone; 911 from a cell phone.

#### a. Building Evacuations

The decision whether to evacuate shall be made by Public Safety.

- When an evacuation is initiated, leave by the nearest safe exit and alert others to do the same.
- During evacuations, doors to all areas evacuated (except laboratory facilities) should be left open upon exiting the area.
- Elevators are not to be used during evacuations.
- Once evacuated, members of the campus community should remain at least 500 feet away from the exterior of the building or location evacuated (or as otherwise directed by Public Safety).

- Occupants of evacuated buildings will not be allowed to return to the building prior to 30 minutes after the stated time of detonation (or as otherwise directed by Public Safety).
- Smoking and/or the use of hand-held electric devices, including two-way radios, cell phones, tablets, etc., are prohibited inside and within 500 feet outside of any building or location in which there is a potential bomb.
- Once outside, proceed to a clear, sheltered area as directed by emergency personnel. Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel.

#### b. Fires

- Know the location of all fire extinguishers, fire exits, and alarm systems, and how to use them.
- If a fire emergency exists, immediately activate the building fire alarm.
- Do not risk your life or safety! If a minor fire appears controllable, immediately activate building fire alarm, then if you feel your safety is not at risk, retrieve a fire extinguisher and discharge it toward the base of the flame and sweep back and forth from front to rear.
- Take appropriate precautions to assure your personal safety.
- When you are in a safe area, away from the fire, contact Public Safety at 734-432-5442, or 5442 or 911 from a campus phone, or activate the nearest emergency phone. Give your name and the exact location of the fire (building, floor, room, etc.). Be sure to stay on the phone until released by the officer.
- Evacuate the affected building by the nearest safe exit. If persons with disabilities cannot safely evacuate the building, assist them to the nearest safe stairwell and alert emergency personnel of their location.
- Always evacuate a building when the fire alarm is ringing.
- Do not use elevators.
- Once outside, move to a clear sheltered area that is away from the affected building. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
- After an evacuation, report to a designated assembly point. Stay there until an accurate headcount is taken.
- Do not return to or enter an evacuated building unless authorized by a uniformed Public Safety Officer.
- Should you become trapped inside a building during a fire, and a window is available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for rescue crews. If there is no window, stay low to the floor where the air will be less toxic. Shout

at regular intervals to alert emergency crews as to your location. If possible, seal around doors to prevent smoke entry. Remain calm.

### **c. Medical Emergencies/First Aid/Death**

- If a serious injury, illness or death occurs on campus, immediately contact Public Safety at 734-432-5442, or 5442 or 911 from a campus phone, or activate the nearest emergency phone. Give your name, a description of the medical emergency, and the location of the victim. Do not hang up until released by the Public Safety Officer.
- If conscious and oriented, the individual has the right to determine his/her own health care needs and the response to those needs, including the right to refuse treatment.
- If the person is unconscious or disoriented, contact Public Safety to activate emergency medical services.
- Keep the victim still and comfortable until help arrives. Do not move the victim unless unsafe conditions exist.
- First aid assistance is available through the Department of Public Safety and AED cabinets are located throughout the campus.
- AED/CPR response is available through the Department of Public Safety.

### **d. Power Outage**

In the event of a power outage, power may be out in a portion of a building, an entire building or the entire campus or branch center. Procedures for affected areas will be the same in all instances.

- Immediately report any power outages to Public Safety at 734-432-5442, or 5442 or 911 from a campus phone, or activate the nearest emergency phone.
- Public Safety will notify Facilities staff.
- Public Safety will respond to the affected area to secure the scene and assist in evacuation.
- Facilities staff will respond to affected area to evaluate the situation.
- Facilities staff and/or Public Safety will contact Detroit Edison, if needed.
- Know the location of all fire exits.
- Emergency lighting systems should activate so that pathways to fire exits are lit.
- Take appropriate precautions to assure your personal safety.
- Evacuate the affected building by the nearest fire exit. If persons with disabilities cannot safely evacuate the building, assist them to the nearest fire stairwell and alert emergency personnel of their location.
- Do not attempt to use elevators to exit the building.

- Once outside, move to the designated assembly point and remain there until an accurate headcount is taken.
- Do not return to or enter an evacuated building unless authorized by a uniformed Public Safety Officer.

### **e. Psychological Crisis**

Madonna University has a Licensed Professional Counselor along with a 24-hour service provider available to aid or assist students in dealing with any issues involving a traumatic incident at Madonna University. Their training qualifies them to lend a helping hand to students with issues such as: anxiety, post-traumatic stress, depression and/or grief. Should a student's issues be more than what can be addressed in a college counseling environment, our counselor can also provide students with appropriate outside resources to support them.

In the event you believe that you or another student is in need of immediate assistance please do the following:

1. Notify Public Safety at 734-432-5442, or 5442 or 911 from a campus phone, or activate the nearest emergency phone. Provide the following information:

- a. Your name and location.
- b. Precise location of the incident.
- c. Observed symptoms or behavior.
- d. Individual's name, if known.
- e. Advise of any injuries.

2. Avoid aggravating the situation. Do not argue with the individual. Do not attempt to physically detain or restrain him/her.

3. Do not endanger your own safety.

4. Upon arrival of Public Safety personnel, a determination will be made as to the need for emergency medical services or to contact the Counseling and Disability Resource Center to get a counselor to assist.

5. For 24-hour counseling contact the Student Assistance Program at 855-774-4700. For more information about this resource, please see Page 12.

### **f. Severe Weather/Tornado Warning**

1. Severe Weather is a weather condition that could create a danger to faculty, staff and students. This includes such conditions as dangerous temperatures, snow, ice, wind and rain.

2. Tornado Emergencies

- a. A watch means that a tornado or violent weather is likely to develop. Employees are expected to be alert to changing weather situations and be prepared to take action if necessary.

b. A warning means that a tornado or violent weather has been spotted in the immediate area.

The following procedures should be followed:

- Stay away from windows and areas with a large expanse of glass.
- Close all doors leading into tornado shelter areas.
- Avoid auditoriums, gymnasiums, and other large rooms with free-span roofs.
- Do not use elevators.
- Protect your head and face. Cover your eyes with your hands. Coats, jackets and books may be used to cover head, arms and legs to protect them from flying glass and other debris.
- If persons with disabilities cannot safely move to the lowest level of the building, assist them to an interior room or hallway that is away from windows and large expanses of glass.
- Public Safety will provide regular updates based on information from the local civil defense agency.

If a Tornado/Severe Weather Warning is in effect at class dismissal time, every effort should be made to retain students in a safe area in the building until weather conditions permit their safe release.

### **g. Sexual Assault, Sexual Discrimination and/or Sexual Harassment**

Sexual harassment, which includes acts of sexual violence such as rape, sexual battery and sexual coercion, is a form of sex discrimination prohibited by Title IX. It creates a hostile environment that has no place on our campus, and it's something we take very seriously as we work to keep you safe and to respond effectively and immediately when you're in trouble. Sexual harassment of a student can deny or limit, on the basis of sex, the student's ability to participate in or to receive benefits, services or opportunities from the institution's programs. Therefore, it's a form of sex discrimination prohibited by Title IX.

What constitutes sexual harassment? According to the Department of Education's Office for Civil Rights, it is conduct that:

- Is sexual in nature
- Is unwelcome
- Denies or limits a student's ability to participate in or benefit from a school's education program

Sexual violence is a form of sexual harassment, prohibited by Title IX, which includes conduct that is criminal in nature. There are many types of sexual violence, not all of which include physical contact between the victim and the perpetrator.

They include sexual harassment, threats and peeping.

Examples of sexual violence that include physical contact are:

- Rape
- Sexual assault
- Sexual battery
- Sexual coercion
- Unwanted touching
- Dating violence
- Sexually motivated stalking

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied benefit of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”

Title IX of the Education Amendments of 1972

### **h. Title IX Coordinator**

The Title IX Coordinator is the Dean of Students, who may be contacted at TitleIX@madonna.edu. Public Safety may be contacted at 734-432-5542, or 5442 or 911 from a campus phone.

The Title IX Coordinator is available to you and responsible for...

- Overseeing all Title IX complaints and investigations to provide prompt, fair and equitable resolutions.
- Identifying and addressing any patterns or systemic problems that arise.
- Being available to meet with students, provide support and answer questions.
- Working with other college officials.
- Coordinating training, education and communication pertaining to Title IX.
- Not having other job responsibilities that may create a conflict of interest.
- Being available to assist university employees regarding how to respond appropriately to reports of sexual violence.
- Ensuring that our institution carries out its Title IX responsibilities.

You can talk with any campus personnel, if you or someone you know is experiencing sexual harassment/sexual violence. They will provide support and put you in touch with the Title IX Coordinator and other resources right away. We all are here to deter gender-based discrimination and to keep our campus a safe and welcoming place to learn.



### **i. Violent or Criminal Behavior**

Report any suspicious or dangerous situations and/or individuals to the Department of Public Safety.

1. If you are a victim, or observe a criminal act or suspicious person on campus, immediately notify Public Safety at 734-432-5442, or 5442 or 911 from a campus phone, or activate the nearest emergency phone. When reporting the incident, provide the following information:

- Your name and location.
- Nature of the incident.
- Location, date and time of the incident.
- Description of person(s) involved.
- Description of property involved.
- Any additional pertinent information.

2. Take the following action if you are a victim of theft:

- Go to a safe place and notify Public Safety.
- Follow the instructions of the officer.
- Do not touch anything that may have been handled by the perpetrator/suspect.
- Explain to the responding officer everything you observed, including telling the officer if you touched or moved anything.

3. Take the following actions if you are a victim of a violent/personal crime:

- a. Be observant. The more information you can provide, the better chance the criminal will be apprehended. Remember, whatever you decide to do, you must be prepared both mentally and physically. Your safety is the most important thing to remember during any attack.
- b. As soon as possible, get to a safe place and notify the Department of Public Safety at 734-432-5442, or 5442 or 911 from a campus phone, or activate the nearest emergency phone.
- c. Advise officer(s) of the nature and location of the incident, your location, if medical assistance is needed and provide a description and direction of travel of the suspect.
- d. Meet with the officer to file a complaint and initiate an investigation.

## **XV. SERVICE AND VOLUNTEERISM**

### **a. Service-Learning and Civic Engagement**

The mission of the Office of Service-Learning and Civic Engagement is to collaborate with the campus community and external stakeholders in an effort to increase the quality of student learning, engagement, and civic roles as realized within intentional and mutually beneficial community service experiences that uphold the University's mission and Franciscan values. The office staff supports faculty, students, and community partners involved in academic service-learning designated courses, as well as curricular and co-curricular service opportunities. Staff seeks to offer students, faculty and staff with many possibilities to share their knowledge, talents, and skills by collaborating side-by-side with non-profit organizations by engaging the University community in various forms of service and civic leadership.

For more information visit the Office of Service-Learning and Civic Engagement webpage at: <https://www.madonna.edu/resources/office-of-service-learning>

## **XVI. STUDENT LIFE**

### **a. Activities**

Students can look forward to several traditions each academic year. Week of Welcome kicks off the Fall semester with a Welcome Party and Registered Student Organizations (RSO) Fair, where students can meet with RSOs they might be interested in joining. To celebrate the University's Founder's Day, Spirit Week is held each November and includes the Homecoming Dance, Crusader basketball games, and plenty of blue & yellow. To warm up at the start of the New Year, Winter Welcome Back wows with Glow-in-the-Dark Capture the Flag, plenty of hot chocolate, and another opportunity to meet all the student organizations. At the end of each academic year, we wrap things up with Spring Into Fun, which includes a Murder Mystery, Crusader baseball and softball games, and the Spring Fling Dance. Another program that allows students to travel and experience all that Metro Detroit and Michigan have to offer is Madonna Miles. In cooperation with the International Student Life Office, Madonna Miles takes students on a bus to professional sporting events, museums, and other local attractions.

### **b. Leadership Development**

Students can gain skills they will use for a lifetime when they lead a Registered Student Organization or serve on a University committee. Student Senate gives a voice to student opinions, while developing students as leaders individually and as a community. See Appendix E.

## XVII. STUDY ABROAD

### a. Study Abroad Opportunities

Study abroad trips broaden your worldview, gain a new sense of independence, hone skills to boost your career opportunities, and earn credits toward your degree, all while travelling abroad. Students have the opportunity to take engaging study abroad courses that fulfill general education goals. Most of our courses involve short-term travel (1-3 weeks abroad), but we also provide options for semester- and year-long study overseas. Students also can work with our office to customize a program of study with other organizations or international institutions.

## XVIII. TECHNOLOGY SERVICES

### a. Computer Lab

The Ford Motor Company Technology Learning Center is a multi-functional learning center with four computer labs available for classes, workshops, and walk-in students. The computers are equipped with the latest software and geared toward high-end computer use for word processing, spreadsheets, multimedia, mathematics, science, languages, art, and journalism. The Technology Learning Center provides a supportive and comprehensive environment where all students are welcome to use the computers and broaden their technology skills.

### b. Copy Cards and Copy Machines

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

### c. Help Desk

The IT Help Desk is the one point of contact for technology support at Madonna University providing resources, workshops, and support for Blackboard, student email, MYPortal, and other University supported technologies. Tutorials for Blackboard, student email, MYPortal navigation, mobile devices and Microsoft Office products can be found under the Student Help tab in MYPortal. For assistance contact the IT Help Desk at [helpdesk@madonna.edu](mailto:helpdesk@madonna.edu) or call 734-432-5800.

## SECTION 2: RESIDENTIAL LIVING/HOUSING

### I. RESIDENCE HALL

#### a. Mission Statement and Goals

The Office of Residence Life at Madonna University is committed to providing a safe, residential and learning environ-

ment, conducive to students' academic success, as well as professional and personal growth.

Goals:

As an integral part of Student Affairs, the Residence Life staff aims to:

- ENCOURAGE students to integrate life experiences and classroom activities in an inclusive environment.
- EDUCATE students through academic and social programming that enriches community building, healthy relationships, and the college experience.
- ENSURE a climate that respects diversity and multiculturalism, where self-responsibility and mutual respect is acknowledged as well as expected.
- EMPOWER individual students to pursue leadership development through service opportunities offered by the Office of Residence Life, Madonna University, and the local community.
- EXAMINE and continuously enhance Residence Hall services, in collaboration with various departments, to meet the needs of the residents through evaluations and assessment tools.

#### b. Residence Life Staff

The Director of Residence Life is the University official charged with administration of the Residence Hall. The staff consists of Resident Coordinators (RCs), Resident Assistants (RAs), and Front Desk Receptionists who live in the Residence Hall and maintain a community-based environment on each floor and operate the day-to-day functions within the Residence Hall. The staff is responsible for the welfare and interests of all residents. Further, the staff must enforce all policies necessary to the economy, safety, and efficiency of the Residence Hall.

Each staff member will perform duty hours. The names of staff on duty will be posted at the front desk. Front Desk Receptionists are on duty 24 hours per day.

## II. FACILITIES, LIVING GUIDELINES AND PROCEDURES

#### a. Damages/Billing

Students are financially responsible for their room and living area. They will be billed for damages in these areas, with charges assessed against the occupants of a room or living area where the damage occurs and individual responsibility cannot be determined. Students also will be assessed damage charges if their rooms are left dirty at check-out.

## **b. Electronic Appliances**

For a comprehensive list of prohibited and allowable items in the Residence Hall, please see VI. Prohibited Items.

## **c. Furnishings**

Each student room is furnished with furniture sufficient to provide a student with the basic needs for Residence Hall living. Furniture or furnishings may not be removed from the room, nor may a student remove furniture from the lounges at any time to place in their room. A student in violation of this policy will be charged \$5/day until the furniture is returned. Furniture and other personal possessions should never be placed in the hallways, as they constitute a safety hazard and are in violation of fire rules and regulations. Anyone leaving furniture in hallways or lounges will be charged \$25. Damage to any furniture in the Residence Hall or elsewhere will be subject to replacement cost. Lofting of beds using unauthorized equipment (such as cinder blocks, etc.) is prohibited for safety reasons. Anyone found in violation will be asked to remove the materials or these materials may be removed by University staff.

## **d. Mail/Post Office Box Information**

Students may pick up mail in the mailroom located on the first floor across from the elevator. A box number is assigned to each resident in the Residence Hall and should be used on all correspondence addressed to you. Your complete mailing address should look like this:

Your Name  
Madonna University Residence Hall  
14221 Levan Rd. Mailbox #  
Livonia, Michigan 48154

If you receive a package that is too large to fit in your mailbox, a note will be posted in the mail room and the package will be available for pick up at the front desk.

## **e. Recycling**

Each floor in the East Wing and West Wing has a recycle room where students can reduce their carbon footprint by recycling items such as plastic containers, paper and batteries.

## **f. Room Decorations**

You are encouraged to decorate your room and create an enjoyable living environment that is consistent with Madonna University's mission and core values. Display items in your room, on doors, or other University property that reflect respect for the dignity of all people, and reverence for creation. Signs, pictures, posters, or items that are deemed morally objectionable or socially offensive (including nudity, offensive language, containers for alcoholic beverages, drug

related paraphernalia etc.) are strictly prohibited. Removable and reusable adhesive (ex. Handi Tak and poster putty) may be used to hang items. Avoid using nails, screws, duct tape, thumbtacks, decals, and other heavy adhesives that can cause damage to walls, doors, or other surfaces. For health and safety reasons, keep rooms free of clutter, clean, and sanitary.

## **g. Special Housing and Meal Plan Accommodation Requests**

All special housing and meal plan accommodations must be communicated via email to the Dean of Students. Special requests must provide official documentation (i.e., restrictions per a physician) to be considered. Requests for alternative housing and meal plan accommodations will be reviewed by a committee and are not guaranteed to be approved. Students should provide as much notice as possible for consideration of alternative requests, with a minimum of 10 business days.

## **h. Technology**

Network Services provides Internet service to the Residence Hall. Their rules and regulations must be adhered to or Internet privileges may be terminated. Students need to register to connect their computer to the internet at the beginning of each semester. (See Section 3, Article 3).

# **III. HOUSING ASSIGNMENTS**

## **a. Housing Selection and Lottery System**

Returning students have the privilege of participating in the annual room lottery. This process is completed during the winter semester, where students (based on seniority) are able to choose their room for the upcoming fall semester. Students must complete a contract and submit a deposit by the posted deadline in order to participate in this process.

## **b. Returning Resident Students**

Returning residents must sign a new Residence Hall contract during the winter semester for the following year, in order to avoid a late fee. The due date will be posted each semester. For returning and new students a \$175 deposit is required. Of the deposit, \$100 is applied to the student's fall bill and \$75 is applied to the student's winter bill. If a student does not return for the winter semester, he or she forfeits the \$75. No rooms will be held for any student without a signed contract and deposit.

## **c. Room Change**

Students who wish to change their room assignments must contact the Director of Residence Life. There is a room freeze the first two weeks of each semester, when students are not allowed to change rooms.

## IV. HOUSING POLICIES AND PROCEDURES

The Madonna University Alcohol Policy is located in Section III. University Policies, Article 1A.

The Madonna University Drug Policy is located in Section III. University Policies, Article 1C.

### a. Disciplinary Process

Rules and regulations are for the safety and well-being of everyone who lives in the Residence Hall. A major violation that compromises the safety and well-being of those in the Residence Hall will entail a write-up to be filed in the Residence Life Office. All violations and write-ups are listed in the handbook.

A write-up by a Residence Life staff member serves as documentation of a violation of policy. Any resident has the right to request a copy of a write-up they have been issued.

### b. Disciplinary Action

Upon receiving a write-up, residents will meet with the Director of Residence Life. A decision of sanctioning is sent to the Dean of Students or designee. Sanctions include, but are not limited to: fines, community service and removal from the Residence Hall.

Any student who is asked to vacate the Residence Hall will lose all privileges with regard to visiting and living in the Residence Hall for two academic years.

### c. Appeal of Residence Hall Charges/Sanctions

Any resident found responsible for a violation of a Residence Hall policy by the Director of Residence Life may request an appeal. This appeal must be submitted via email to the Dean of Students within three (3) business days of your Student Conduct Conference Hearing date (located at the bottom of your Student Conduct Notice of Charges Form).

Your reason for appeal must specify, in detail, one or more of the following alleged conditions to be considered for a formal appeal hearing:

- New information was discovered and not provided at the original conduct hearing
- The assigned sanction was inappropriate for the policy violation
- Bias or discrimination was displayed during the conduct hearing
- The conduct process as outlined in the Student Handbook under Residential Living/Housing was not followed.

The Dean of Students, or designee, may schedule a meeting

with the appeal resident to discuss the reason, but appealing parties are encouraged to provide sufficient detail in their written appeal request, because meetings are not guaranteed for an appeal.

### d. Babysitting/Childcare

Babysitting or childcare is not allowed in the Residence Hall without permission of the Director of Residence Life.

### e. Closing Periods

During the Thanksgiving, Christmas and Spring breaks, the Residence Hall is closed, but residents have the option to pay to stay over the break. Meals are not provided during the breaks.

### f. Housing Contracts and Deposits

A \$175 deposit is due when submitting your completed contract for both fall and winter semesters. Once you move into the Residence Hall, \$100 will be applied to room and board charges for fall, and \$75 will be applied for winter.

A \$100 deposit is due when submitting your contract for only one semester, and it will be applied to the room and board charges for that semester, once you move in.

You will forfeit your deposit if you do not move into the Residence Hall, per your contract.

### g. Noise

Residents should maintain a reasonable noise level at all times, since it is primarily an educational facility. Therefore, activities which will interfere with the rights of students to study in their own rooms are not permitted.

### h. Pets

For a comprehensive list of prohibited and allowable items in the Residence Hall, please see VI. Prohibited Items.

### i. Quiet Hours

Quiet hours are from 11:00 p.m. to 11:00 a.m. However, the Residence Hall does observe 24-hour courtesy hours, which means that members of the community may ask residents to keep the noise level down at any time. If satisfaction is not received, the Front Desk Receptionist should be notified. Refusal to comply with the request made by the Residence Life Staff may result in disciplinary action for the student(s) responsible for the disturbance. Stereos, radios, CD players and TVs should be set at a volume that is not heard in another room or in the hallway. In addition, any musical instrument or amplified sound that is a violation of the quiet hours is not permitted. Any device that is a source of noise that violates the noise policy may be confiscated by staff. If repeated violations occur, such equipment may be impounded and sent home at the owner's expense.



### **j. Smoking**

Madonna University is a smoke-free campus. Therefore, smoking is not permitted in the Residence Hall, and smokers must smoke outdoors. Outside smoking areas are clearly marked at designated areas. The University reserves the right to enter a student's room when reasonable suspicion is present that a violation of regulations is being committed.

### **k. Solicitation in the Residential Facilities**

Posting of signs or soliciting without prior written consent is not permissible anywhere on the University campus. No sign may be posted without University permission. It must have a stamp of approval or permission from the Director of Residence Life or the Office of Student Life to be posted in the Residence Hall. Signage should be aligned with the mission and core values of the University.

### **l. Summer Housing**

Summer Housing may be available to students. Inquire about availability of Summer Housing by contacting the Director of Residence Life.

### **m. Visitation/Guest Policy**

The Residence Hall provides separate facilities for male and female students. Visitation hours for residents, as well as non-residents, of the opposite gender are from 9:00 a.m. – 12:00 a.m. Sunday through Thursday. On Fridays and Saturdays, visitation hours for residents, as well as non-residents, of the opposite gender are from 9:00 a.m. – 2:00 a.m. Cohabitation is not allowed and if found you will be asked to leave the Residence Hall within 24 hours. For the safety and well-being of all residents, visitors are required to sign in and leave their photo ID at the front desk. It is the responsibility of the resident to inform visitors of this policy. Residents are asked to accompany their guests at all times while in the Residence Hall.

Visitation restrictions may be different for breaks and the Summer semester. Before the start of each break and Summer semester, visitation hours for that period of time will be posted.

Any resident who desires to have a guest of the same sex stay overnight must have filled out an overnight guest form before the end of nightly visitation. One overnight guest per resident will be allowed to spend the night in the resident's room. The resident inviting a guest assumes full responsibility for the conduct of the guest who is expected to adhere to all Residence Hall and University regulations. For the safety and well-being of all residents, all overnight guests are required to have their overnight guest pass, received at time of check-in, on and visible at all times. Overnight visitors are permitted a maximum of two consecutive overnight stays. Overnight guests under the age of 18 must have pre-approval from the

Dean of Students or designee before an overnight stay is permitted. Visitors are allowed a maximum of six overnight visits per semester.

### **n. Window Policy**

When temperature approaches freezing (33 degrees or below), we will enforce sustainable practices concerning all windows in the Hall. Therefore, all windows must be closed and remain closed.

## **V. PROHIBITED ITEMS**

### **a. Items Prohibited in Residence Hall Student Rooms**

Kitchenettes are located throughout the building where microwaves, stoves, and refrigerators are available for use. Therefore, cooking is not permitted in student rooms. University-owned dinnerware, glasses, and utensils should remain in the dining areas. Keeping the area clean keeps everyone safe and healthy.

For your safety and that of the community, the following items are NOT permitted in the Residence Hall. Possession of such items can pose a serious fire and/or safety hazard and will constitute a violation of Housing Services policies. Such items may be confiscated and possession may result in disciplinary action.

#### *Appliances*

- Air conditioners (unless approved by the Director of Residence Life)
- Amplifiers
- Appliances without automatic shut-off (included but not limited to: coffeemakers, clothing irons, hair curling irons)
- Cooking appliances (including but not limited to: convection ovens, deep fryers, immersion heaters, pressure cookers, popcorn poppers, hot plates or burners, water heaters, toasters, ovens, microwaves, rice cookers)
- Portable heaters (electric, kerosene or other sources)
- Grills
- Halogen lamps
- Lava lamps and strobe lights
- Lights of higher wattage than the specified rating of the fixture
- Outlet adapters and outlet splitters
- Plug-in air fresheners with built-in outlet(s)
- Multiple strands of decorative lights
- Refrigerators that are over a capacity of 5 cubic feet and exceeding outside dimensions larger than: 33" high, 18.5" wide, 21" deep.
- Ungrounded extension cords (must have 3 prongs)
- Water coolers

### *Alcohol & Drugs*

- Alcohol
- Common source containers of alcohol (including but not limited to: funnels, kegs, beer balls)
- Drugs or illegal substances
- Drug paraphernalia (including but not limited to: pipes, grinders, one hitters, bowls, bong, hookahs)
- Any table or device used for drinking games
- Items used for quick or mass consumption of alcohol (including but not limited to: beer bong)

### *Furniture, Windows & Beds*

- Any items affixed to or hanging from the ceiling
- Curtains, blinds and/or window treatments other than what the college provides
- Electric blankets or electric mattress pad covers
- Fabrics taking up more than 20% of a wall
- Fabrics affixed to or hanging from the ceiling
- Water-filled furniture
- Cement blocks/bed risers/lofts (unless approved by the Director of Residence Life)
- Wood or metal structures and room dividers

Weapons (Registered or Not, Concealed or Not, Decorative or Practical)

- Ammunition (including but not limited to: gunpowder, mace, pepper spray)
- Explosives (fireworks, firecrackers)
- Firearms (including but not limited to: rifles, shotguns, pistols, air pistols, spring powered weapons)
- Flammable liquids and materials (propane, motor oil, gasoline, cooking fuel, kerosene)
- Kitchen knives, switchblade knives
- Lock-picking devices
- Stun guns and Tasers
- Swords and martial arts blades
- Any other weapons not specifically listed

### *Miscellaneous*

- Animals, fowl, and reptiles, dead or alive. (Service animals and fish are the only exception.)
- Aquariums (over 5 gallons)
- Candles with a burned wick (includes holiday decorations)
- Incense/scented oil burners
- Live cut trees
- Motorcycles or other motorized machinery
- Poisonous, hazardous or unstable chemicals

- Self-propelled mobile/movement devices, including hoverboards and Segway scooters (excludes wheelchairs or devices approved by the Counseling and Disability Resources Center)
- Subwoofers
- Bicycles (not allowed in halls or rooms, only on outside racks or storage facilities)

## VI. RESIDENCE HALL AND SAFETY

In the event of an emergency (i.e., power outages, severe weather, suspicious activity, medical emergencies) students must comply with any directive given by a University official and may be temporarily moved to another room or off campus, if deemed necessary.

### **a. Building Access**

Main doors to the Residence Hall buildings will be locked nightly. Students will have an access code, which will open the front door, main lobby entrance only. For your safety and the safety of all residents, you must not give out your access code to anyone at any time. Residents found violating this policy will be charged a fine.

### **b. Combustible Items**

For a comprehensive list of prohibited and allowable items in the Residence Hall, please see V. Prohibited Items.

### **c. Entering a Student's Room**

It is against policy to key-in anyone except the resident into a room without prior written permission subject to approval by the Director of Residence Life. Staff members (with another staff member present) may enter a resident's room in the following situations:

- If there is reason to believe that a student is ill or in need of medical attention.
- If the resident is engaged in physical battle with another person.
- If there is reason to believe that University policy is being violated or in the process of being violated.
- If there is reason to believe that the resident is in possession of a weapon.
- If room maintenance is required.
- If the room is to be inspected.
- The detection of: cigarette smoke, candles, incense, food cooking, or if the radio or TV is left on and at an unreasonable volume. The student will incur a fine if entry for these reasons is required.

Room entry by off-campus investigation personnel will require a warrant, and parties should be directed to the Director of Residence Life.

**d. Fire Alarms**

Failing to comply with standard fire procedures will result in disciplinary sanctions including a fine incurred if the student does not leave the building. Anytime the fire alarm rings, everyone is required to vacate the building and follow the directions provided by University personnel.

**e. Fire Safety Precautions**

Fire drills are conducted every September and January. Students are required to evacuate the building as quickly and as safely as possible. The staff will clear the building and check all of the rooms to be sure that everyone has exited safely. The Directors of Residence Life and Public Safety will indicate when people may safely return to the building.

If you discover a fire, pull the nearest alarm as you exit the building. Once outside, immediately call Public Safety from the emergency phones around campus by dialing x5442 or 734-432-5442 from a cell phone. Please do not attempt to re-enter the building until the all clear is given by the Director of Residence Life or Public Safety. Fire extinguishers and fire hoses are located in the stairwells for protecting your life and your property.

**f. Keys**

If a student needs to be keyed into their room for any reason, he/she must come to the front desk to be assisted by a Residence Life staff member. Residents will be given three free lockouts per academic year. After your third lockout, students will be charged a fine if the lockout occurs between 9:00 a.m. – 12:00 a.m., and greater fine if the lockout occurs between 12:00 a.m. – 9:00 a.m. There is a replacement fee for loss of a room or a mailbox key.

**g. Lost/Damaged/Stolen Property**

Madonna University does not accept responsibility for loss, theft or damage to personal property, and carries no insurance for this type of loss. It is recommended that students purchase some type of personal property insurance. It is strongly encouraged and recommended that students never leave large sums of money or valuables in the room.

Resident room doors should always be locked, particularly when a student leaves the room for any period of time. Property loss should be reported to the Department of Public Safety by dialing x5442 and to the Director of Residence Life at x5575.

For the safety and well-being of all residents, all doors should lock upon entrance to or exit from the Residence Hall. Be sure to check that the door has closed behind you as you leave or enter the building. It may be necessary sometimes to pull or push the door to ensure it is closed. This is for the safety of all the residents.

**h. Storage**

Storage may be available for students during limited times of the academic year. Please contact the Director of Residence Life for availability.

## VII. FINES

Infraction	Fine	Other Repercussions if applicable
Building Access Violation Using fire doors	\$150	
Damage to Equipment Checking out a piece of equipment (i.e., pool stick) and breaking it	Cost to replace item	Loss of ability to use items
Damage to Residence Hall facilities Damage to walls, furniture, equipment, etc.	Replacement/fixing costs	
Damage to Room Damage to the room found during the move-out process	Cost of damage	
Decorations Violation Live holiday decorations	\$10	
Door Code Violation Giving your door access code to any other person	\$25	Possible dismissal from the Residence Hall
Early Move-In Moving into the Residence Hall early	\$20 a day (fee comes from Student Accounts)	
Fire Alarm Tampering Covering your fire alarm	\$75	
Fire Equipment Tampering Tampering with public fire alarms, extinguishers, smoke detectors, or setting a fire of any nature	\$25-minimum	Dismissal from the Residence Hall
Fire Procedure Violation Refusal to leave room during fire alarm and/or disobeying University officials instructions during fire alarm	\$50	
Furniture-Obstruction Leaving furniture in hallways	\$25	
Furniture removal Taking furniture from the lounges or removing furniture from your room without approval	\$5 a day until it is returned	
Keys-Lockout Lockout of room (left keys in room)	After your third lockout - \$5, if the lockout occurs between 9 a.m. - 12 a.m., and \$10, if the lockout occurs between 12 a.m. - 9 a.m.	
Keys-Lost Lost keys (mailbox or room)	\$50	



Late Move-Out Students who stay past noon on the last Friday of the term	\$15 per hour	
Parking Violations Leaving your car parked in the circle drive or parking in the authorized parking spaces	\$25	Car towed
Possession of Prohibited Items Having prohibited (i.e., candles, crock pots, microwaves, etc.) items in your room	\$50	Items will be confiscated and returned at the end of the semester/academic year
Smoke If a staff member enters a room and detects cigarette smoke, candles, incense, etc.	\$50 per occurrence + \$50 room cleaning charge	
Unauthorized Occupancy Unauthorized staying during holiday breaks	\$15/hour	
Window Violation Windows open during Winter and/or cold and/or rainy weather	1st offense - \$25 2nd offense - \$100/probation 3rd offense - Removal from the Residence Hall	

## SECTION 3: UNIVERSITY POLICIES AND PROCEDURES

### I. COMMUNITY STANDARDS AND ACCOUNTABILITY

#### a. Introduction

All policies are applicable to all currently enrolled Madonna University students including those at domestic outreach and international sites unless otherwise specified. Procedures, however, may vary at each location. Students should contact their program coordinator for more information.

#### b. 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) (handwritten, 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:

- 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.
- Records created and maintained by the Madonna University Department of Public Safety for law enforcement purposes.
- 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 relates exclusively to such person in that person's capacity as an employee and not available for any other purpose.
- 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.
- 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.

#### c. Off-Campus Activities

It is the student's responsibility to abide by all University policies while at any University-sponsored or authorized event

or activity.

The University provides students with many opportunities to participate in off-campus activities, including athletic events, community service, conferences, field placement practicum, internships, service-learning and study abroad programs. Students are responsible for all the tuition, expenses and other fees related to these activities.

#### d. Personal Contact Information

Students are responsible for keeping the University up to date on all changes to personal contact information (i.e., home address, phone numbers, personal email address, name changes, etc.). In the event that a student must change this information, the student should contact the Registrar's Office.

#### e. Personal Safety and Security

Students are to report criminal actions or other emergencies to the Department of Public Safety by calling x5442 or 9-911 from a campus phone or by dialing 734-432-5442.

Students are asked to report suspicious looking individuals or any unusual incidents to Public Safety. Students also are asked to report suspicious looking packages to Public Safety. Students are required to assume responsibility for their own personal safety and the security of their personal belongings.

Students should not leave valuables (backpacks, briefcases, laptops, mobile phones, purses, etc.) unattended. Residence Hall rooms and car doors should be kept locked at all times. Students are encouraged to walk with another student after dark when going to the parking lot. If necessary, call x5442 to request an escort from Public Safety.

## II POLICIES

### *Student Code of Conduct*

Madonna students, staff, and faculty form a unique educational community dedicated to furthering the University's educational mission. Madonna University strives to provide an inclusive, respectful, supportive, intellectual University community we can all be proud of. In order to maximize each student's college experience and educational potential, all Madonna community members are expected to adhere to University policies. For students, this means understanding and accepting the Student Code of Conduct as the basis for nurturing our community.

The Student Code of Conduct outlines policies and procedures that protect students and articulates minimum standards for appropriate behavior. Students, faculty, staff and administration have agreed on this Code; therefore, becoming

a Madonna University student means accepting its rules and general spirit of respect and cooperation. We believe that this Code encourages academic and interpersonal integrity. In addition to adhering to University policies and rules, students are expected to:

- Show respect and sensitivity for others;
- Support open communication to enhance our living/learning atmosphere;
- Be honest in all academic work and know that cheating, plagiarizing, and giving false information will not be tolerated.
- Help support enforcing Madonna's rules and regulations, when needed;
- Respect the University's physical facilities and individual property;
- Meet all financial obligations.

As a community, we value our students' safety and well-being; therefore, violations of this Code will result in disciplinary sanctions through the Office of the Vice President for Student Affairs and Mission Integration.

Those charged with the enforcement of this Code will at all times endeavor that each student is heard in a just and consistent manner including a hearing before the Student Appeal Board as cited in this Student Handbook, when deemed appropriate. (See Section 3, Part 4C).

For severe or repeat infractions, the University has the right to dismiss students. All local, state, and federal laws apply to students while on property owned or controlled by the University or when off campus; therefore, disciplinary action may be taken against individuals and/or organizations for misconduct and students may be legally prosecuted.

Every student is responsible for knowing and abiding by the Madonna University Student Code of Conduct. The University reserves the right to alter or add to this Code at any time, with communication of those changes being given to the members of the University community. We believe that this Code promotes our students' academic success and personal development. Please take time to familiarize yourself with this Code, as it delineates your rights and responsibilities. A copy of this code is available to each student online through MYPortal. Students belonging to more than one community at the University, i.e., student athletes, residents, student employees, majors requiring licensing and/or certification, are responsible also for adhering to the rules and policies of those communities.

### *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 the 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 any student. The University may impose further sanctions after law enforcement agencies have disposed of a case because the University does have the obligation to hold students to its code of conduct and 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 community.

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 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 or permanent and immediate nature may be imposed to restrain an individual student or group of students from further acts which are considered detrimental to the physical health and/or safety of the University community or its property.

## **Article 1: Madonna University Drug and Alcohol Policies**

### **1A: Alcohol Policy**

- Madonna University students, regardless of age, may not consume, distribute, or possess alcoholic beverages on any property owned or operated by the University. Violation of this zero-tolerance policy will result in penalties outlined in this policy.
- On certain occasions, students are invited to attend University-sponsored events (typically held for donors, alumni, and friends) where alcohol is present. Students may not consume alcoholic beverages.
- Students are personally accountable for knowledge of state, local and federal laws, and compliance with the applicable state, local and federal laws, including but not limited to, laws regulating the age of the purchaser, furnishing of alcoholic beverages to a minor, transporting open containers of alcoholic beverages, or false representation of age by a

minor. Michigan laws state that sale or trade of alcoholic beverages, as well as manufacture of certain alcoholic beverages without a license, is prohibited. Students are expected to comply with applicable legal sanctions under local, state or federal law for unlawful possession, use or distribution of alcohol. These legal sanctions include fines, confinement in jail or both.

## 1B: Alcohol Policy Violations

### Violations:

#### Level 1 Violations:

- Possession or consumption of alcohol by any student, regardless of age, on any property owned or operated by Madonna University or while representing the University off-campus or while attending any University-sponsored or authorized event or activity
- Collections of containers that contain or previously contained alcohol consumed by any student

#### Level 2 Violations:

- Sale of alcohol to anyone, regardless of age
- Distribution of alcohol to anyone under 21 years of age
- Consumption of alcohol, regardless of age, that results in University property damage
- Possession of excessive amounts of alcohol as determined by the Department of Residence Life and/or Madonna University Public Safety (e.g., kegs, party balls, or other common sources of alcohol, tapped or untapped)
- Consumption of alcohol, regardless of age, that results in abusive, threatening and/or harassing behavior towards University faculty, staff, students, employees and/or guests
- Consumption of alcohol, regardless of age, that results in illness not requiring hospitalization
- Unauthorized provision of alcohol at a University sponsored or authorized event or activity
- Failure to act in accord with University policies for proper behavior at off-campus, University sponsored or authorized events

#### Level 3 Violations:

- Hospitalization or police involvement due to consumption of alcohol
- Driving under the influence of alcohol on or off campus

## 1C: Drug Policy

Madonna University expects its students to observe federal and state laws regarding the use or possession of illegal drugs.

The University does not permit the sale, distribution, use or possession of illegal drugs on campus, nor the use or possession of drug paraphernalia (i.e., bongos, rolling papers, hookah pipes, scales, roach clips, etc.). The possession of a Michigan marijuana registry identification card does not exempt students from this prohibition. The use and possession of marijuana remains illegal under Federal law and, as a recipient of federal funds, Madonna University is subject to the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989. Prescription drugs are only to be used by the person to whom they are prescribed and as directed. Students and guests who are found to be smelling of, in the presence of, or under the influence of drugs described in this policy are subject to disciplinary action, which could include immediate suspension or expulsion from University Housing and/or the University, as well as legal action.

## 1D: Smoking/Tobacco Policy

As part of the University's efforts to ensure a safe, healthy, and comfortable work environment, all campus buildings are smoke-free. Outside smoking areas are clearly marked at designated areas. All smokeless (chewing, dip, etc.) tobacco is strictly prohibited for use by any Madonna student-athlete during any Madonna University event (i.e., practices, games, bus/plane trips, preseason practice, class, etc.) while on Madonna University property, while representing Madonna University in any manner or at any Madonna University facility.

## Article 2: Safety, Health and Wellness Policies

A student who has been found to be in violation of any of the following acts is subject to disciplinary violations as described in Article 3.

### 2A. Bullying

Bullying includes incidents of unwanted, aggressive behavior that is repeated, or has the potential to be repeated, over time. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and intentionally excluding someone from a group or club without a legitimate purpose.

Bullying also consists of cyberbullying. Cyberbullying is bullying that takes place using electronic technology or social media, and includes devices and equipment such as cell phones, computers, tablets and other communication tools, including social media sites, text messages, chat and websites. Bullying also includes face-to-face, letters, forwarding personal photographs, etc. Steps to be taken immediately by someone who is the subject of cyberbullying include:

- Don't respond to and don't forward cyberbullying messages.

- Keep evidence of cyberbullying. Record the dates, times, and descriptions of instances when cyberbullying has occurred. Save and print screen shots, emails and text messages.
- Use this evidence of cyberbullying to report cyberbullying to web and cell phone service providers, as well as Public Safety.
- Block the messages from the person who is cyberbullying.

Information based on: <https://www.stopbullying.gov>

## 2B. Confidential Crime/Incident Reports

Anyone who is the victim of a crime and who does not wish to pursue action within the **University** conduct system or the criminal justice system may submit a confidential report. Confidential reports allow the University to keep the identity of the victim confidential while taking steps to ensure the safety of the campus community. With your permission, a Public Safety officer can file a report on the details of the incident without revealing your identity (except to the Title IX Coordinator in the event of a reported sex offense or sexual harassment).

The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to enhance the future safety of yourself and others. With such information, the University can keep an accurate record of the number of incidents involving students, employees and visitors; determine where there is a pattern of crime with regard to a particular location, method, or assailant; and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution. You may also report a crime or incident and request to remain confidential by contacting us through Public Safety's Silent Witness form located on the Public Safety website.

However, please be aware that our ability to successfully investigate and resolve issues may be adversely affected by respecting your request.

Confidential Advisors:

- Director of Counseling and Disability Resources  
734-432-5641
- Student Assistance Program 855-774-4700
- First Step 734- 722-6800

Domestic Violence and Sexual Assault 24-hour help line  
(888) 453-5900

## 2C: Dangerous Instruments/Weapons Policy

Possession of or use of firearms or other dangerous weapons, explosives, or chemicals, or any object that by its intended or

actual use may be used to threaten or harm people or damage or destroy University property is prohibited. Madonna University prohibits the carrying or use of firearms. The only exception to this rule is for students who are off duty police officers and off duty officers who are visiting campus.

## 2D. Discrimination and Harassment Policy

Conduct consisting of physical abuse, verbal abuse, threats, intimidation, lewd or indecent behavior, harassment of a sexual, racial or other nature, coercion and/or any conduct that threatens or endangers the health or safety of any person. Any breach of peace, or aiding and abetting, or procuring another person to breach the peace on University premises or at functions sponsored or participated in by the University. Surprisingly taking pictures or audio/video taping of another person in any room/area on the University premises.

## 2E. Emergency Information/Emergency Closing

Learn about campus closings and delays through:

- Madonna University Emergency Alert System
- Madonna University Website
- Madonna University Student Email System
- Radio Stations WJR 760am, WWJ 950am, WNIC 100.3fm
- Television Stations WJBK Channel 2, WDIV Channel 4, WXYZ Channel 7

To report an emergency, call:

- Madonna Public Safety: 734-432-5442 from a cell phone, or 5442 or 911 from a campus phone
- Livonia Police Department: from a campus phone 9-911, from a cell phone 911

## 2F. Gambling

In accordance with the Livonia Code of Ordinances, Sec. 9.28.010, no person shall engage in unlawful gambling activities under conditions which are contrary to the provisions of state law or any applicable University policy. Illegal gambling is not permitted on campus or at any University sponsored or authorized function.

## 2G. Hazing

Hazing of any type is strictly prohibited. Violations of this policy may result in suspension or other appropriate punishment, up to and including dismissal from the University. It is understood that students will engage in activities designed to build unity and spirit.

## 2H. Inclement Weather

Livonia Police: 911 from cell phone, 9-911 from campus phone  
Madonna Public Safety: 5442 from campus phone, 734-432-5442 from a cell phone

Tornado/Severe Weather watch (conditions exist for a tornado or severe weather to develop):



- Keep an eye on the sky.
- Listen to media
- Outlets for additional statements and warnings.

*Tornado/Severe Weather Warning (tornado has been sighted or severe weather is strongly indicated by radar):*

- Seek shelter immediately.
- Move to lowest level interior hallway away from windows and glass.
- Sit on the floor and put your head in your lap. Cover head with arms.

Public Safety and Facilities Personnel will alert classes and offices when a Tornado/Severe Weather Warning is issued.

## **2I. Missing Residential Students Specifically - Notification Policies and Procedures**

A residential student is defined as a student who resides in on-campus housing under a housing contract and is currently enrolled at the University. The following notification policies and procedures apply specifically to residential students: All residential students shall be provided an option on an annual basis (except as designated below) to identify a contact person(s) to be notified by the University in the event that they are determined to be missing by Public Safety or an appropriate local law enforcement agency. A student can submit a request to Residence Life that the contact remain confidential. In such cases, the notification shall be made within 24 hours of the determination that the student is missing. Students' contact information will be registered confidentially with Residence Life. This information will be accessible only to authorized campus officials and it may not be disclosed, except to law enforcement personnel in furtherance of a missing person investigation. For students who are under 18 years of age and are not emancipated, their custodial parent or guardian and any other contact person, that they have designated, will be notified within 24 hours that the student is missing. Generally, such notifications to parents, guardians or designated contact persons shall be made by the Dean of Students or designee. Regardless of whether the student has identified a contact person, is above the age of 18, or is an emancipated minor, Madonna University will inform the local law enforcement (with jurisdiction in the area the student went missing) that the student is missing within 24 hours.

## **2J. Missing Student Notification Policy and Procedures**

Generally, a student is presumed to be missing if he or she is overdue in reaching a destination (home, campus, etc.) for more than 24 hours past his or her expected time of arrival. A student may also be presumed to be missing if any unusual circumstances are present (i.e., evidence of the possibility of foul play, etc.) as determined by Public Safety. All members of the campus community share in the responsibility for imme-

diately reporting to Public Safety when they believe a student may be missing. Public Safety will follow the appropriate protocol for conducting an investigation in accordance with the Clery Act, Suzanne's Law/Adam Walsh Act.

## **2K. Noise Violations**

Producing sound through amplification or other means or any other noise that unreasonably disturbs or disrupts the peace of others on University property or at any University-sponsored or authorized function.

## **2L. Open Flame Burning Policy**

Open flame burning of any kind (e.g., candles, burners, incense, etc.) is prohibited. Any exceptions must be approved by the Director of Public Safety. Should the origin of any fire be traced to a resident ignoring this policy, the resident is subject to disciplinary action. Residence Hall rooms may be inspected by University officials to ensure a safe, healthy living environment.

## **2M. Parking Rules and Regulations**

No person shall park any motor vehicle on campus outside of designated parking spaces or in any location or manner prohibited by any sign posted by authority of the President or a designee, or contrary to the express direction of any Public Safety Officer. There is no parking on the grass, in fire lanes that are clearly marked, and/or anywhere on the inner campus

**Handicapped Parking:** No person shall park any motor vehicle on campus in a parking space clearly identified by an official sign as being reserved for use by handicapped persons, unless the person is handicapped, as described by state law, MCLA 257.19a, incorporated herein by reference, or unless the person is parking the vehicle for the benefit of someone who is handicapped. In order for the vehicle to be parked in the parking space the vehicle shall display one of the following:

- A certificate of identification, issued under state law to a person with a disability, on the lower left corner of the front windshield, or a similar certificate issued by another state.
- A special registration plate issued under state law to a person with a disability, or a similar registration plate issued by another state.
- A special registration plate to which a handicapped parking tab is attached.

Parking violators will be ticketed.

## **2N. Pond**

Students visiting St. Francis Pond must remain out of the water. For safety purposes, fishing, skating, standing, swimming, throwing rocks, wading, water sports, or other activities

involving the water are not permitted.

## **2O. Service Animal Policy**

In compliance with the Americans with Disabilities Act of 1990 (ADA) and other applicable Federal and state laws, persons with disabilities (owner/partner) may be accompanied by working service animals on the campus of Madonna University.

The University policy requires the owner/partner to maintain control of the service animal at all times. Disruptive or aggressive animals will be directed to be removed from campus by the owner/partner or the University Public Safety. Cleanliness and hygiene of the service animal is the sole responsibility of the owner/partner. Please consider others in determining how to maintain the animal. The owner/partner is expected to clean and dispose of all animal waste.

Service animals on campus must comply with all state and local licensure and vaccination requirements. Service animals are permitted to all public facilities.

Students are not required but are encouraged to contact the Counseling and Disability Resources Center in order to register any service animal, access resources, information and advocacy concerning the service animal.

\*Miniature horses may also be considered under certain circumstances. Owner/partners' are encouraged to contact the Counseling and Disability Resources Center to make reasonable modifications.

## **2P. Sex/Gender-Based Harassment, Discrimination, and Sexual Misconduct Policy**

See Appendix F.

## **2Q. Sexual Violence**

Sexual violence refers to physical sexual acts perpetrated against a person's will or where such person is incapable of giving consent. Consent must be freely given with overt words or actions that clearly communicate an individual's desire to engage in sexual activities. Consent is a clear "yes", not the absence of a "no". Consent cannot legally be obtained if an individual is incapacitated due to alcohol or other drugs, is unconscious or asleep, or has limited mental capacity. An individual also may be unable to give consent due to an intellectual or other disability.

A number of acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, and sexual coercion. All such acts of sexual violence are forms of sexual harassment covered under Title IX. Sexual harassment is an unwelcome conduct of a sexual nature. It includes unwelcome

sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual violence is a form of sexual harassment prohibited by both the laws surrounding the State of Michigan and Title IX.

## **2R. Stalking**

Stalking means a course of conduct composed of a series of two or more separate non-continuous acts directed at a specific person that would cause a reasonable person to feel terrorized, frightened, intimidated, threatened, harassed, or molested, for his or her safety, or to suffer substantial emotional distress.

## **2S. Student Health Insurance**

### **International Student Health Insurance**

International students are required to show proof of a current medical insurance plan that is accepted in a United States hospital. Most foreign medical insurance plans will not be accepted in the United States. Therefore, all international students must purchase a United States medical insurance plan that is guaranteed to be accepted. Insurance coverage will be verified by Madonna University, Office of Admissions, and it must satisfy student visa conditions. In addition, international students must have coverage for the academic year, and the policy must be in effect for the duration of time while in the United States.

Program participants and their dependents are required to have medical insurance coverage with the following minimum benefits:

- Medical benefits of at least \$100,000 per accident or illness
- Repatriation of remains in the amount of \$25,000
- Expenses associated with the medical evacuation of the exchange visitor to his or her home country in the amount of \$50,000
- A deductible not to exceed \$500 per accident or illness

International students may apply for any company of their choosing that meets the minimum requirements for Madonna University and a student visa, or select from the following:

Students for the academic year who have selected their own insurance company that is a reimbursement only policy, may request a policy waiver from the University. Students may also purchase insurance through the companies listed below, or companies that offer similar coverage. (Madonna University does not endorse any insurance company or guarantees the quality of service):

Student Secure Insurance

<http://www.hccmis.com/student-secure-insurance/>

There are three options: Elite, Select, or Budget

International Student Insurance  
<http://www.internationalstudentinsurance.com/>  
ISOA  
<https://www.isoa.org/>  
Select Madonna University

PSI Service  
<http://www.psiservice.com/psiweb/>  
Select Madonna University

**International Student Athlete Health Insurance**  
International student athletes are required to show proof of a current medical insurance plan that is accepted in a United States hospital. Most foreign medical insurance plans will not be accepted in the United States. Therefore, all international student athletes must purchase a United States medical insurance plan that is guaranteed to be accepted. All student-athletes must have their own primary health insurance plan in effect before practicing or competing in any activities within an intercollegiate athletic program. Proof of this insurance must be provided to the University and coverage must be kept throughout the year.

International student athletes must have established coverage prior to the start of any on-campus athletic activities. International insurance coverage will be verified by Madonna University athletic staff.

International student athletes may apply to the following companies for insurance, or companies that offer similar coverage. (Madonna University does not endorse any insurance company or guarantees the quality of service):

**Student Secure Insurance**  
<http://www.hccmis.com/student-secure-insurance/index.php/>  
There are three options: Elite, Select, or Budget; these are the only selections that fulfill the athletic requirement.

**ISP International Insurance**  
<http://intlstudentprotection.com/>  
Select the drop box option (“click here to find your school”) and scroll down to Madonna University. The three Pioneer Levels are sufficient for the athletic requirements.

**PSI Service**  
<http://www.psiservice.com/psiweb/>  
Select Madonna University.

**Student Athlete Health Insurance (U.S. Citizens or Permanent Residents)**  
Madonna University requires student athletes to have Primary Health Insurance. Student Athletes and/or the parent/guardian are the primary responsible party for any expenses

stemming from such athletic injury. Student Athletes who DO NOT have health insurance, will be referred to First Agency (<https://www.1stagency.com/individual-family.php>) for primary coverage (Madonna University does not endorse any insurance company or guarantee the quality of service), or to [www.healthcare.gov](http://www.healthcare.gov).

Madonna University provides secondary athletic accident coverage for its student-athletes participating in intercollegiate athletics. This is an excess policy which covers remaining expenses after the patient’s primary insurance benefits have been exhausted. All bills must first be submitted to the student-athlete’s primary medical insurance for payment. Any payment denials from the primary insurance will also result in denials from our secondary insurance carrier.

**Please note the following:**

- 1) An accident is defined as an unexpected, sudden, and definable event, which is the direct cause of bodily injury independent of any illness, prior injury, or congenital predisposition.
- 2) Coverage is only extended for events and activities that are authorized, organized or directly supervised by an official representative of Madonna University. This includes practices and games during both the traditional and non-traditional seasons.
- 3) Coverage is NOT provided for medical expenses resulting from illness, disease, or conditions unrelated to accidental injury while participating in intercollegiate athletics at Madonna University. The policy does NOT cover out-of-season injuries, general medical illnesses (pneumonia, appendicitis, common colds, sore throats, respiratory infections, gastrointestinal disorders, etc.), overuse syndromes (tendonitis, bursitis, etc.) or non-athletic related injuries or conditions. Additionally, pre-existing conditions and routine medical care (eye care, dental care, and illness) are NOT covered.
- 4) The benefit period for all eligible expenses is one year from the original date of injury. Failure to provide the necessary information in a timely manner may result in non-payment of the claim.
- 5) A claim submitted to the University for processing with our secondary insurance carrier does not guarantee payment of the claim.
- 6) HMO’s - If primary insurance coverage is through an HMO (health maintenance organization) the proper procedures required by the plan must be followed in order for the University’s secondary insurance carrier to satisfactorily complete the claim. Except for emergency procedures, all referrals must go through your primary care physician. The University is not responsible for out-of-network claims. Madonna University does not offer a Student Health Insurance Policy. Student athletes who are in need of health insur-



ance may consult First Agency <https://www.1stagency.com/individual-family.php> (Madonna University does not endorse any insurance company or guarantee the quality of service.) and/or <https://www.healthcare.gov/young-adults/college-students/>. This site will link you to other sites and explain your options under the Affordable Care Act.

The Athletics Department will review all applications to verify students have selected a primary coverage and have verified this via the athletic health insurance forms.

Student Health Insurance (U.S. Citizens or Permanent Residents)

Madonna University does not offer a Student Health Insurance Policy. Students are responsible for their own health maintenance. Individuals who are in need of health insurance may consult First Agency <https://www.1stagency.com/individual-family.php> (Madonna University does not endorse any insurance company or guarantee the quality of service), or explore options under the Affordable Care Act at <https://www.healthcare.gov/young-adults/college-students/>.

### **2T: Tampering**

Tampering with or misuse of the fire alarm systems, fire extinguishers or any other fire safety equipment is prohibited and subject to prosecution under state law. The action of tampering with such equipment places the lives of everyone residing and working in the Residence Hall in danger. Any student found tampering with any fire safety equipment, including fire extinguishers, smoke detectors, thermal detectors, fire alarms, fire extinguishers, and fire hoses are subject to sanctions and fines. Do not hang anything from the sprinkler heads, or from any other fire safety equipment, as they may discharge, causing a flood.

No person shall sound an alarm for fire or other emergency except upon reasonable information and belief that there is a fire or other emergency that necessitates an alarm. No person shall tamper with, damage or circumvent an alarm system or other emergency equipment. Any person found responsible for such acts may be subject to a \$1,000 fine pursuant to M.C.L.A. 750.240.

### **2U: Theft and Abuse of Property**

The University expects students to take reasonable precautions against theft of personal property by locking their doors whenever they leave their rooms. Because it is difficult to trace and identify stolen property, residents should keep a written record of the descriptions and serial numbers of all valuables as well as mark them permanently.

Records of these items should be kept in a location known only to the owner, but readily accessible and available to Public Safety and police officers in the event of theft. All losses should be reported to the Residence Hall staff and Public Safety.

### **2V: Threats**

Students who try to physically harm themselves with the intent to kill themselves, or verbalize their intent to kill themselves, or display irrational, uncontrollable or destructive behavior that is a threat to self and/or the welfare of others, may see immediate action from the University. They will not be allowed to return to the University until they meet with the Dean of Students and complete a psychological evaluation. The Dean of Students will decide whether the student is stable enough to return to the University and under what conditions.

### **2W. Unauthorized Entry**

There are areas in and around University buildings where students are not permitted for reasons of health and safety. Those areas include, but are not limited to, the roofs of all buildings, window ledges, mechanical maintenance rooms, custodial closets, steam tunnels and elevator shafts.

Students are not allowed to enter other resident rooms without the expressed permission of the occupants of the room. Residents also are not allowed to enter or store their belongings in unoccupied rooms. Students violating this policy may be subject to University housing and University disciplinary action.

### **2X: Unauthorized Keys**

Room/building keys are distributed to residents at check-in. Residents should be protective of their key(s). Residents may not loan, duplicate or possess keys other than the ones signed out to them at check-in. Residents found in possession of keys not signed out to them will face disciplinary action in addition to fines.

### **2Y. Weapons**

Possession of, or use of, firearms or other dangerous weapons, explosives, chemicals, or any object that by its intended or actual use may be used to threaten or harm people or damage or destroy University property is prohibited. Madonna University prohibits the carrying or use of firearms. The only exception to this is when the student is an off duty police officer, and not living in the Residence Hall.

## Article 3: Communication

### 3A. Electronic Communications Policy

#### *Primary Purpose and Use*

Madonna University's electronic communication systems such as voice mail, e-mail, instant messaging, websites, computers, networks, Internet access systems, and social media, both internal and external, are to be used primarily for the advancement of the University's mission and core values. The content of these systems is University property.

Communications transmitted through Madonna University's electronic systems should have a legitimate University-related purpose. These electronic communications resources may not be used in any manner or for any purpose which is illegal, dishonest, disruptive, threatening, damaging to the reputation of the University, inconsistent with the mission or values of the University, or likely to subject the University to liability. The use of University electronic communications systems or facilities for personal commercial purposes is strictly prohibited, including all non-University related solicitation. All electronic communication is considered University property and is generally, fully discoverable by a court of law.

#### E-mail: An Official Communication Method of Madonna University

University students will be provided with an official Madonna University e-mail account which will be used by the University for official Madonna University communications.

All business equipment, electronic and telephone communication systems, including the Internet, and all communications and stored information transmitted, received, or contained in the University's information systems are the University's property and are to be used solely for job-related purposes. To ensure proper use of communications systems and business equipment, the University reserves and intends to exercise the right to review, audit, intercept, access and disclose all messages created, received, or sent over the Internet or electronic mail system for any purpose. The contents of electronic mail properly obtained for legitimate business purposes may be disclosed within the University without the permission of the employee. Students have no expectation of privacy in electronic or telephonic messages, or messages via facsimile. Notwithstanding the University's right to retrieve and read any electronic mail messages, such messages should be treated as confidential by other employees and accessed only by the intended recipient. Students are not authorized to retrieve or read any e-mail messages that are not sent to them. Any exception to this policy must receive prior approval by the President.

The electronic mail system may not be used to solicit for

commercial ventures, religious or political causes, outside organizations, or other non-job related solicitations. University e-mail is intended to be used for the official business and community concerns of the University and its sponsored student organizations only.

Using the following list of examples, a student can develop a basic understanding of the University's expectations and standards for generating messages on the University e-mail system. The following types of e-mail messages may not be addressed to groups or individuals:

- Personal interest messages, such as "Items for Sale";
- Fund raisers or sales unrelated to the University's effort or mission, such as cookies or raffle tickets;
- Events such as fairs or festivals to generate income for a non-profit or church-related function not supported by the University;
- Fitness or wellness events which have not been sponsored by the University;
- Sale promotions for products and services unrelated to the University's effort or mission, such as cosmetics;
- Messages promoting causes unrelated to the University's effort or mission, whether political or otherwise; and
- Any message recommending forwarding on a "chain-letter" basis.

This list is not intended to be all-inclusive. Questions and concerns regarding the appropriateness of a proposed message should be directed to the Dean of Students prior to sending the message.

Messages which violate federal and/or State of Michigan laws governing individual civil rights and those that violate the University's policy on sexual harassment should be reported directly to Student Affairs.

It is recommended that individuals delete, archive, print, or save to disk all e-mail messages older than 60 days.

The electronic mail system is not to be used to create any offensive or disruptive messages. Among those which are considered offensive are any messages which contain sexual implications, racial slurs, gender-specific comments, or any other comment that offensively addresses someone's age, religious beliefs, national origin, or disability.

The electronic mail system shall not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization. Any individual who attempts to attach code, redirect, or otherwise manipulate traffic to or from the University's website will be terminated and face criminal and/

or civil prosecution. Individuals are strictly prohibited from altering or otherwise manipulating the data or metadata associated with the University's website or electronic mail system.

#### *Academic Freedom*

The University recognizes that academic freedom is an essential aspect of the University mission and will interpret and carry out this policy so as to respect that principle. The University will also endeavor to interpret and carry out this policy in a manner consistent with its mission and core values.

The University acknowledges that occasionally student employees, and other end-users, use University electronic communications systems assigned to them for non-commercial, personal use. Such occasional non-commercial uses are permitted if they are not excessive, do not interfere with the performance of duties, do not interfere with the efficient operation of the University or its electronic communications resources, and are not otherwise prohibited by this policy, any other University policies, or Federal, State, or local laws.

#### *Prohibited Uses*

The University's existing policies prohibiting harassment apply to the use of all University electronic communications systems. Therefore, the electronic communications systems are not to be used in any way which has the effect of unreasonably interfering with anyone else's educational or work performance or which creates an intimidating, hostile, or offensive educational or work environment (whether or not based upon race, color, gender, disability, religion, national origin, sexual orientation, or age). Sending unwanted and/or offensive messages may constitute harassment if they are persistent enough to create an intimidating or hostile environment. Impermissible harassment also includes making unwelcome sexual advances and requests for sexual favors which might be perceived as explicitly or implicitly affecting educational or employment decisions concerning an individual.

No use is permitted that conflicts with the requirements of civil or criminal law, including but not limited to laws relating to pornography, defamation, intellectual property infringement, and illegal discrimination, or conflicts with any applicable policy of Madonna University.

In addition, students should not attempt to disrupt electronic communications, to violate computer system security, or to gain access to other students' personal electronic files or e-mail messages without expressed permission.

## **ENFORCEMENT**

Violation of any portion of the Electronic Communications Policy may result in disciplinary action. For students, disciplinary action can be appealed to the Dean of Students.

### **3B. Posting Policy**

All fliers, banners, posters, handbills, and other printed or electronic material must be approved by the Office of Student Life (Room 1411) before being posted or distributed on University property.

### **3C. Unauthorized Canvassing or Solicitation**

No person shall sell or advertise for sale any goods, wares, merchandise or services, or take orders or make contracts for such sales on campus except as authorized by the President or a designee.

### **3D. 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 in terms of voting and believes that an informal understanding of the voting process and the decisions that are possible enhances choice.

### **3E. Wireless Internet Access (Wi-Fi)**

Madonna University's Wi-Fi Network  
Wi-Fi technology allows mobile devices to transmit and receive data over the Internet via a network without the use of wires and network cabling. The University has installed IEEE802.11n Wireless Standard access points throughout the campus so you can connect to the Internet if your device is Wi-Fi enabled.

#### *Wi-Fi Network Security*

The University's Wi-Fi is an open public access network and its security is set according to public access network standards. It is always a good idea to make sure you are on an SSL-encrypted web page (<https://>) prior to sending or receiving confidential information.

Access to the Wi-Fi network requires a password which can be found in MYPortal.

#### **Wi-Fi Network Fee**

Madonna does not charge a fee to access the Wireless network.

Equipment needed to access the network wirelessly

A mobile device that has built-in Wi-Fi capability (802.11

g/n) or a device that has the capability of accepting an external Wi-Fi component (PC Card, PCMCIA Card, USB dongle, Airport Card for MAC users, etc.) Most modern devices have Wi-Fi capability built in. For legacy devices like older laptops and notebooks, consult the manufacturer's specifications for wireless connectivity. Most major electronics and office supply retailers carry these peripherals. Keep in mind that these devices require software and/or drivers to function correctly. If your device has Wi-Fi capability, it should be able to detect Madonna's wireless networks or SSID's-(MU-Staff, MU-Student, and MU-Guest).

### Connecting to the Network

Depending on the device you have, navigate to the area where the wireless settings are managed. Select the appropriate network. A prompt should request a password to authenticate to the network. These passwords can be found on Madonna's MYPortal and are changed each semester. After entering the appropriate credentials, the connection will be established. To verify, open up a web browser. If you have any issues connecting to the wireless network consult Madonna University's Help Desk 734-432-5800, or helpdesk@madonna.edu.

### Browser Issues

- Check and see if you are truly connected to the Madonna wireless network. <MU Student>
- Ensure the password entered was the correct one for the SSID shown.
- For Windows users, ensure your network IPv4 settings are set for DHCP and not Static Addresses.
- For MAC, in System Preferences->Network, ensure Wi-Fi is turned on and in the Advanced tab the wireless SSID's appear.
- For handheld devices, navigate to the wireless settings screen and verify steps 1 and 2.

If you have difficulty connecting to the Madonna wireless network, contact the University Help Desk <insert phone and email>. For issues related to specific proprietary Wi-Fi devices, consult your owner's manual or contact the manufacturer directly.

### Prohibited Uses

The University's existing policies prohibiting harassment apply to the use of all University electronic communications systems. Therefore, the electronic communications systems are not to be used in any way which has the effect of unreasonably interfering with anyone else's educational or work performance or which creates an intimidating, hostile, or offensive educational or work environment (whether or not based upon race, color, gender, disability, religion, national origin, sexual orientation, or age). Sending unwanted and/or offen-

sive messages may constitute harassment if they are persistent enough to create an intimidating or hostile environment. Impermissible harassment also includes making unwelcome sexual advances and requests for sexual favors which might be perceived as explicitly or implicitly affecting educational or employment decisions concerning an individual.

No use is permitted that conflicts with the requirements of civil or criminal law, including but not limited to laws relating to pornography, defamation, intellectual property infringement, and illegal discrimination, or conflicts with any applicable policy of Madonna University.

In addition, students should not attempt to disrupt electronic communications, to violate computer system security, or to gain access to other students' or employees' personal electronic files or e-mail messages without expressed permission.

## Article 4: Academic Policies

### 4A. Academic Dishonesty

Students are expected to follow established standards of academic integrity and honesty. Academic dishonesty includes, but is not limited to, cheating on course assignments and examinations, plagiarism (see following definition), alteration of records, computer misuse, illegal possession of examinations, bribery for grades, unauthorized collaboration on papers, projects or lab reports, destroying or furnishing false information to any University official, faculty member or office. Any student committing forgery, alteration or misuse of any University document or assisting another student to engage in academic dishonesty will be subject to disciplinary action.

#### *Academic Integrity*

Madonna University's core values are the basis for the Student Code of Ethics, which promotes the life principles of honesty and integrity. Academic dishonesty violates this code of ethics and includes:

#### *Plagiarism*

Representing the work of another as one's own. When a student uses the words, ideas, or information of another person or source without correctly giving credit to that source, he or she is violating the ethical code of University. Examples of plagiarism include purchasing a paper over the Internet, 'borrowing' a paper someone else has written, turning in an essay with uncredited passages from an outside source, cutting and pasting from the Internet without proper citation, or re-submitting a paper written for a different class without the instructor's permission.

- Cheating on a test or examination or helping another student cheat.
- Submitting an assignment that is not the student's own work.



- Violating library rules regarding unauthorized removal or damaging of the library's books, magazines, or periodicals.

The course instructor will determine appropriate penalty for academic dishonesty after meeting or communicating with the student. The consequences of academic dishonesty may include a failing grade on an assignment; a failing grade for the course; or in a case of repeated acts of academic dishonesty, expulsion from the University. In cases of suspected plagiarism, the instructor may choose to include the Director of Writing Programs in this discussion. A student accused of academic dishonesty has the right of appeal to the Student Appeal Board.

Students having difficulty with their assignments are encouraged to meet with their course instructor for additional help, and to make use of the University's academic support services: Center for Personalized Instruction, Writing Center, Nursing Simulation Laboratories, Library staff, and website.

#### **4B. Active Military Duty**

Students who are called to active military duty and have their program of study disrupted may contact the Office of the Registrar to determine a satisfactory arrangement with regard to their academic program. Options will vary depending on the timing of the request within the semester. Options may include:

- Dropping the courses with full tuition and fee refund;
- Completion of a course(s) at a later date;
- Online or independent study;
- Or some other mutually agreeable resolution.

To obtain the foregoing, students will need to provide a copy of their military orders. Students called to active duty will be allowed to pursue finishing their incomplete course work within one academic year after completing their active military duty.

Room and Board fees will be refunded on a prorated basis for actual services the student received up to the date of withdrawal. Student aid recipients who withdraw from the University because they are called to active duty, or are otherwise affected by mobilization or terrorist attacks, will not be required to return financial aid funds they received for books.

It is the intent of the University that no student suffers a loss of funds or educational opportunity because he or she was called to military service. Contact the Office of the Registrar, Room 2003, 734-432-5400, or at registrar@madonna.edu.

#### **4C: Attendance/Absence**

All students are valued members of their respective academic classes. Class attendance is required of all students. Repeated absences may result in lowered grades and/or loss of credit. Attendance policies are listed in class syllabi.

Emergency and/or prolonged absences are to be reported to the Dean of Students, 734-432-5427, so arrangements can be made to enhance and support student success.

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

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

#### **4D: Children**

Due to insurance, safety and fire regulations, University Policies prohibit students from bringing children to classes or leaving them unattended on property owned or operated by the University.

#### **4E. Library Checkout Policy**

The Circulation Desk handles book checkout and renewals, as well as print reserves requests, telecourse videos, and study room reservations.

Students are asked to show a valid, current University ID card to borrow materials. The standard loan period for books is three weeks, with the availability of multiple renewals at the desk, by phone, or online by accessing "Log in to Your Account" from the Madonna Catalog. Undergraduate students are eligible for three renewals; graduate students for four. There is a checkout limit of ten books. Journals and newspapers are designated for in-library use only and are not available for loan.

There is a fine for overdue materials. Courtesy notices are sent prior to the due date as a reminder; overdue notices are sent after the due date. Lost and damaged materials are assessed a per item replacement fee. Students with unpaid fines/fees will have a hold placed on their records and will be unable to register for classes until their library account is paid. For additional Information about library services, call 734-432-5703.

#### **4F. Satisfactory Academic Progress for Undergraduate Students**

(Graduate Students should reference the Graduate Student Catalog for Satisfactory Academic Progress requirements.)

##### *Probation*

An undergraduate student is placed on probation if during the most recent semester, the student had been in good standing, but at the end of that semester the student's grade point average was below 2.00. Grades of I and Y are not considered in computing this grade point average.



The period of probation is one semester. Undergraduate students on probation are required to see an academic advisor by the third Friday of the semester. If they do not, a Hold will be placed on their registration for additional courses. If at the end of that semester the semester grade point average is at least 2.00 and the cumulative grade point average is above a 2.00, the student is returned to good standing. If not, the student will be put on extended probation, final probation, or academically recessed. If in the special case that there are grade changes during that semester which result in the student's semester grade point average increasing to at least a 2.00 and the cumulative grade point average is above a 2.00, the student is returned to good standing.

#### *Extended Probation*

An undergraduate student is placed on extended probation if during the most recent semester in attendance, the student was on probation and at the end of the semester the semester grade point average was again below 2.00. Grades of I and Y are not considered in computing the cumulative or semester grade point average. The period of extended probation is one semester. Students on extended probation are required, by the third Friday of the semester, to see an academic advisor and utilize other academic support resources. If they do not, a Hold will be placed on their registration.

At the end of the semester on extended probation, the semester grade point average must be at least 2.00, or the student will be academically recessed. A student who is academically recessed may not enroll in courses at the University for at least one semester and up to a full academic year at the discretion of the Vice President for Student Affairs and Mission Integration. If in the special case there are grade changes during that semester which result in the student's semester grade point average increasing to at least a 2.00 and the cumulative grade point average is above a 2.00, the student is returned to good standing.

#### *Final Probation (Making Progress)*

An exception to being academically recessed can be made for undergraduate students who have shown substantial progress during the semester and evidence suggests that the student would attain good standing in one more semester. Such a student may be granted one additional semester on final probation at the discretion of the Vice President for Student Affairs and Mission Integration. Students on final probation are required, by the third Friday of the semester, to see an academic advisor and utilize other academic support resources.

#### *Warning for Repeats*

An undergraduate student will be put on warning for repeats, after repeating between 20 and 30 credits. Students on warn-

ing for repeats are required to see an academic advisor by the third Friday of the semester before enrolling for any subsequent semester. If they do not, a Hold may be placed on their registration. At the end of the semester in which more than 30 credits have been repeated, the student is dismissed from the University and may not reapply for admission.

#### *Warning for Withdrawals*

An undergraduate student will be put on warning for withdrawals after withdrawing from 2/3 of the courses attempted in a semester. Students on warning for withdrawals are required to see an academic advisor by the third Friday of the semester before enrolling for any subsequent semester. If they do not, a Hold may be placed on their registration. At the end of the semester in which the student has withdrawn from more than 40 attempted cumulative credits, the student is dismissed.

If a student receives financial aid and if for any reason the student completely withdraws from the University, the student may be required to pay back a portion of the financial aid received. Failure to pay back excess funds could result in the loss of all future financial aid. The student must consult with the Office of Financial Aid before withdrawing from classes. Withdrawing from classes can have a significant impact on students' satisfactory academic progress for financial aid eligibility.

#### *Warning for Lack of Satisfactory Progress in their Major*

If at the end of a semester an upper division student is not making satisfactory progress toward the degree requirements stated in the Undergraduate Catalog (e.g., a student is not taking courses in the student's major, or the student's grade point average in courses in the major is below the required major grade point average), or the student's semester grade point average is below 2.00, the student may be put on warning for lack of satisfactory progress in the major. Refer to the College's guidelines for specific majors. Such students must receive written guidance in the criteria they must satisfy to progress satisfactorily. Students on warning for lack of satisfactory progress in the major may be required to see an academic advisor by the third Friday of the semester before enrolling for any subsequent semester. If they do not, a Hold may be placed on their registration. If a student has been on warning for lack of satisfactory progress and is not making satisfactory progress in any subsequent semester, the student will normally be academically recessed. However, if lack of satisfactory progress is due to poor grades in the major courses and the student is otherwise in good standing, the student would be permitted (even encouraged) to remain at the University if the student changes to a more appropriate major.

### *Academic Recess*

An undergraduate student who is academically recessed shall not be enrolled in any courses at the University for at least one semester, and up to a full academic year after the student's last semester, at the discretion of the Vice President for Student Affairs and Mission Integration.

- If in any semester a student receives all semester grades of 0.0 (numeric equivalent) or I and there are at least 6 credits of 0.0, the student will be academically recessed, unless there are compelling reasons certified to the record by the Vice President for Student Affairs and Mission Integration.
- If at the end of a semester during which the student was on final probation the cumulative grade point average is still below 2.00 and the semester grade point average is below 2.00, the student will be academically recessed.
- If a student has previously been put on warning for lack of satisfactory progress in the student's major and at the end of any subsequent semester the student is not making satisfactory progress, the student will be academically recessed. After an academically recessed student has been out of the University for the prescribed period, the student may be reinstated to the University at the discretion of the Vice President for Student Affairs and Mission Integration.
- If reinstated, the student will be put on probation, final probation, or warning for lack of progress in the student's major, and the Vice President for Student Affairs and Mission Integration will impose specific conditions, in writing, that must be met. A second academic recess will be a dismissal from the University.

### *Academic Dismissal*

Undergraduate students who have been dismissed from the University shall not be enrolled in any courses at the University for at least one year, and up to two years, after their last semester enrolled at the University before they may apply to be reinstated to the University.

- If a student has previously been academically recessed or dismissed, reinstated, and still has not attained good academic standing or has failed to comply with the specific written conditions imposed at the time of reinstatement, the student will be dismissed.
- At the end of a semester in which more than 30 cumulative credits have been repeated, the student will be dismissed. After that period, the student may be readmitted if a convincing case can be made to the Vice President for Student Affairs and Mission Integration that circumstances have changed so that there is a reasonable probability of success. In consultation with the Vice President for Student Affairs and Mission Integration, the Office of Undergraduate Admissions may readmit a student and specific conditions, in writing, will be imposed.

### *After Academic Recess or Academic Dismissal*

Academic recess or dismissal does not imply future readmission, nor does it mean that the person is forever barred from enrollment at the University.

### *Academic Reinstatement*

An undergraduate student who has been academically recessed may apply for reinstatement to the University, to be effective at the conclusion of the specified period of recess if less than two years have elapsed since the academic recess. An academically recessed student after a period of at least one semester, or up to one year, and a dismissed student after a period of at least one year, or up to two years, can be allowed a second chance to demonstrate satisfactory academic performance and be reinstated, subject to additional conditions, at the discretion of the Vice President for Student Affairs and Mission Integration.

### *Academic Reinstatement Procedure*

Any undergraduate student who was academically recessed or dismissed from the University for less than two years, may submit a request for reinstatement to the Office of the Vice President for Student Affairs and Mission Integration at least one month prior to the beginning of the semester in which the student intends to resume studies at the University. Students applying for reinstatement should complete a Special Academic Request Form in the Office of the Registrar and include the following items:

- Student name, identification # (i.e., MadonnaOne Card number), Madonna email address, and current phone number;
- Explanation of circumstances that led to academic recess or dismissal;
- Evidence of growth in maturity and responsibility indicative of capacity to perform University level work;
- Personal plan for academic success.

### *Academic Readmission*

An undergraduate student who has been academically recessed or dismissed may apply for readmission to be effective at the conclusion of the specific period of academic recess or dismissal, if two years or more have elapsed since the recess or dismissal. This application for readmission should be submitted through the Office of Undergraduate Admissions. A student will be required to submit a report of activities performed during the period of recess/dismissal. The report will be used as one form of evidence regarding readiness of the student to return. If the student has attended another institution while on recess/dismissal, he or she must submit an official transcript and have earned at least a 2.00 cumulative grade point average (GPA), or its equivalent, to be considered for readmission.

#### Policies Related to Low Course Grades

- Only a grade of C (2.0) or better in each required course or required support or foundation course for a major, minor, certificate, or professional program, will apply toward completion of a program at the University.
- Students receiving a grade below C (2.0) in a required course or a required support or foundation course for a major, minor, certificate, or professional program taken at Madonna University must repeat that course at the University. A comparable course taken at another institution will not be transferred to the University.
- Students receiving a grade below C (2.0) at another institution may be permitted to repeat the course once at the University; twice, if approved by the instructor and department. Repeated courses must be taken at the University and cannot be transferred to the University from another institution. In computing cumulative GPA, only the grade and credit hours of the last attempt will be considered, however, all earlier attempts remain on the transcript.
- The University reserves the right to request students to withdraw from a program at the University because of unsatisfactory performance in the theoretical and/or practical phases of that program or because of inappropriate behavior.

#### *Academic Readmission Procedure*

Any undergraduate student, academically recessed or dismissed from the University for more than two years who intends to seek readmission to the University, should submit a readmissions application to the Office of Undergraduate Admissions at least one month prior to the beginning of the semester in which the student intends to resume studies. Additionally, such students applying for readmission should send a letter of request to [vpstudentaffairs@madonna.edu](mailto:vpstudentaffairs@madonna.edu) and include the items listed in the academic reinstatement procedure.

Declarations of good intentions are not sufficient. Each request for reinstatement or readmission will be considered on its merits. If the student has attended another institution while on dismissal, he or she must submit an official transcript from the other institution to be considered for reinstatement or readmission to the University. Reinstatement and readmission is not automatic, but is based upon the merits of each applicant's and on the documentation of activities during the recessed/dismissal period. Additional supporting documents may be required through the reinstatement and readmission process. Students dismissed twice are not eligible for readmission to the University.

#### **4G: Satisfactory Academic Progress for Financial Aid**

Federal and State regulations require that all students make satisfactory academic progress in order to receive financial aid. This means that the student must maintain a minimum cumulative GPA of 2.0.

In addition, the student must also complete a minimum number of credit hours each semester. Federal regulations require that the standards applied to students receiving financial aid also apply to those students during periods when they are not receiving aid. To measure satisfactory academic progress, the Financial Aid Office uses the following Satisfactory Academic Progress policy.

#### *Academic Standards*

The University standards outlined in the Academic Standards section of the Undergraduate Catalog apply to all students. For the purpose of determining eligibility to receive financial aid, overall quality and quantity of performance (as measured by the cumulative grade point average and number of credits completed) is reviewed and evaluated by the Financial Aid Office. Satisfactory Progress is assessed prior to the student's first disbursement of financial aid of the school year, and again at the end of each semester once grades are available.

#### *Evaluation of Progress during Semesters When Student Did Not Receive Aid*

In accordance with Federal regulations, satisfactory academic progress for all students must be evaluated whether or not financial aid was received or applied for. Students with no previous academic history at the University are assigned MAKING PROGRESS status.

- Students in good academic standing are given a Financial Aid MAKING PROGRESS status.
- Students on academic probation are given a Financial Aid WARNING status.
- Students on academic extended probation are given a Financial Aid EXTENDED WARNING status.
- Students on academic final probation are given a Financial Aid FINAL WARNING status.
- All students who have attended the University who have less than a 2.0 cumulative grade point average after four semesters of attendance are placed on Financial Aid GPA SUSPENSION status in accordance with Federal regulations, until their cumulative grade point average is brought up to a minimum 2.0.
- Students who have less than a 2.0 grade point average but have attended fewer than four semesters: see Minimum Cumulative GPA Requirement section below. Students who received financial aid at the University in the past who had a break in either attendance or in receiving financial aid will have their current satisfactory academic progress status

evaluated as follows: a semester by semester evaluation applying current Satisfactory Academic Progress standards will be performed, starting with the last official financial aid Satisfactory Academic Progress status calculated on the student's records.

**Minimum Cumulative Grade Point Average Required for Satisfactory Academic Progress for Financial Aid**

Any student who has completed prior credits at the University who has a cumulative GPA of less than 2.0 will be placed on Financial Aid GPA WARNING status. Students may receive financial aid while on GPA WARNING, but they must meet satisfactory academic progress requirements each semester in order to continue eligibility for financial aid. Such students with less than 2.0 cumulative GPA will continue on GPA WARNING until their cumulative GPA is brought above 2.0. Such students who subsequently fail to meet satisfactory academic progress in any semester while on GPA WARNING will be suspended after that semester from receiving financial aid. Students must have a minimum 2.0 cumulative GPA in order to be eligible for the Federal Direct Student Loan program. Any student who has attended two or more years (four semesters) at the University who has a cumulative GPA of less than 2.0 is ineligible for financial aid and will be placed on a financial aid GPA SUSPENDED status. Students may not receive financial aid while suspended. Such students with less than 2.0 cumulative GPA will continue on GPA SUSPENDED status until their cumulative GPA is brought above 2.0, in accordance with Federal regulations.

**Maximum Time Frame Allowed for Satisfactory Academic Progress for Financial Aid**

With respect to the University's Satisfactory Academic Progress policy, a student must complete his or her program in a period of time no longer than 150% of the school's published program length. The University will measure the progress of all students in attempted credits taken at the University. An "attempted credit" is defined as any credit hour the student remains enrolled in AFTER the applicable add/drop period. Using the 150% limit, students pursuing a bachelor's degree are ineligible for financial aid after 180 attempted credits. A student enrolled in a Certificate program may attempt a maximum of 150% of the published length of that individual program (measured in credits) according to the Undergraduate Catalog. (All ESL courses may be excluded from calculating the 150% limit.) Once this limit has been reached, no further financial aid can be received.

The maximum time frame includes credits attempted at the University during all periods of enrollment in which the student did or did not receive financial aid. The maximum time frame also includes evaluated credits from prior institutions which meet program requirements of the student's current academic objective at the University as determined from

official transcripts. This is required if the student has requested inclusion of prior academic credit for any purpose, and is required for all students with a prior bachelor degree seeking loan eligibility. If the student's total credits equal or exceed the maximum time frame of 150% (equivalent to 180 attempted credits for a BA/BS), his/her eligibility for financial aid will be terminated. If there are extenuating circumstances, the student may appeal for an exception to this policy by submitting a Petition for Excessive Credits to the Office of Financial Aid.

**Formula to Determine a Student's Total Credits for Financial Aid**

Total attempted credits at Madonna University LESS all ESL credits PLUS credits transferred in from prior institutions that meet program requirements of the student's major at the University EQUALS TOTAL CREDITS TO BE COUNTED TOWARD MAXIMUM TIME FRAME. At 180 attempted credits the student is no longer eligible for financial aid at a four-year institution, such as the University, (except by petition).

**Minimum Number of Credits and GPA Which Must Be Earned Each Semester for Satisfactory Academic Progress for Financial Aid**

Satisfactory academic progress for all financial aid programs is based on earning 67% of the total number of credits attempted each semester with a minimum 2.0 GPA. Attempted credits are defined as the credits for any courses you remain enrolled in after the applicable add/drop period each semester. Credits earned or completed with satisfactory progress are those courses in which a letter grade is received. The number of credits you complete with a grade of "I", "Y", and for audited classes will not count toward your minimum satisfactory academic requirement of 67% of credits completed.

Status	Attempted Credits	Completed (67%)
Full-time	18+	12+
Full-time	15	10
Full-time	13	9
Full-time	12	8
3/4 time	11	7.5
3/4 time	9	6
1/2 time	8.5	5
1/2 time	7	5
1/2 time	6	4
Less than 1/2 time	5	3.5
Less than 1/2 time	3	2



### **Grade Changes After Final Grades Are Issued, Impact on Financial Aid**

It is the student's responsibility to notify the Financial Aid Office of any official grade changes that would affect the student's satisfactory academic progress status.

### **Additional Minimum Enrollment Requirement, Federal Direct Student Loans**

In addition to completing, a minimum of 67% of the credits attempted with a 2.0 GPA, a loan recipient must maintain enrollment in courses with a minimum of 6 credits in accordance with federal regulations. Additionally, courses with at least 6 credits must have begun prior to release of loan funds.

### **Failure to Make Satisfactory Academic Progress for Financial Aid**

The Financial Aid Office will send letters at the end of each semester, after grades are evaluated, to students who fail to maintain Satisfactory Academic Progress. The Summer session is considered a semester and grades are evaluated in the same manner as Fall and Winter semesters.

### **Financial Aid Warning**

If the student fails to complete 67% of the credits attempted with a 2.0 GPA, he/she will be placed on financial aid WARNING status. The student will continue to qualify for financial aid with the WARNING status. Grant funds will continue to be paid on the first scheduled disbursement date each semester while a student remains on WARNING status. The student's WARNING status will be cleared when he/she completes courses with at least 6 credits and at least 67% of the total semester credits attempted with a 2.0 GPA, or earns 6 credits and 67% of the credits attempted during the summer semester with a 2.0 GPA.

### **Financial Aid Suspension**

A student will be placed on financial aid SUSPENDED status if the student:

- Fails to make financial aid satisfactory academic progress while on financial aid WARNING status; or
- Fails to make financial aid satisfactory academic progress during ANY three semesters; or
- Has a cumulative GPA below 2.0 after two years of University attendance defined as any four semesters of attendance, or the equivalent, including Summer); or
- He/she is dismissed from the University; or
- He/she withdraws from all of his/her classes or earns 0 credits with a 0 GPA during any semester.

A student who withdraws or receives any combination of "C", or "withdrawals" in all his/her classes, will automatically be on FINANCIAL AID SUSPENDED STATUS.

Students receiving any combination of all "F" and/or "NC" grades are assumed to have unofficially withdrawn from the University and are treated in accordance with Return to Title IV regulations, unless it can be documented that the student remained in one course until at least the 67% completion date and completed with a failing grade. It is the student's responsibility to provide acceptable documentation to the Office of Financial Aid, or to have their instructor contact the financial aid office to verify attendance. A student who is suspended from financial aid eligibility a second time after financial aid reinstatement is automatically terminated from all financial aid eligibility and is ineligible for financial aid reinstatement except by appeal.

### **Reinstatement of Financial Aid Eligibility**

Reinstatement of eligibility for financial aid is possible after suspension due to lack of satisfactory progress by doing one or more of the following, based on the reason for lack of progress:

- Completing at the University a minimum of 6 credits in academic course work and completing 67% of credits attempted with a 2.0 GPA during a single semester; and/or
- Raising his/her cumulative GPA at the University to 2.0 if a deficient cumulative GPA is the cause for suspension.

### **Financial Aid Appeal Procedure**

To appeal an unsatisfactory progress status, a student should write a letter of petition for reinstatement or continuation of financial aid and submit it to the Office of Financial Aid. The disqualified student must include a written explanation of reason for the petition, along with corrective action to be taken, as applicable, and attach documentation to support his/her case. Subsequent review and a determination will be made based upon several factors, including Federal and State regulations, the student's academic and financial aid history and the student's clearly stated and documented extenuating circumstances. Examples of extenuating circumstances are death of an immediate family member, injury or illness of the student, or other special circumstances, as appropriate.

The student will be advised in writing of the decision regarding reinstatement of Financial Aid. If dissatisfied with that decision, the student may request that his/ her Petition be submitted for further review by the Financial Aid Appeals Committee by submitting the request in writing to the Vice President for Student Affairs and Mission Integration at vp-studentaffairs@madonna.edu.

Once determined, the Financial Aid Appeals Committee's recommendation is referred to the Vice President for Student Affairs and Mission Integration, whose decision is final. The student will be notified in writing of the final decision regarding the appeal.



Students who believe their financial aid status (WARNING or SUSPENSION) has been determined in error should contact the Office of Financial Aid immediately to discuss their situation and to determine if an error has been made.

### **Academic Load and Overload**

Full-time = 12+ credits

Three-quarter time = 9-11 credits

Half-time = 6-8 credits

More than 18 credits in a semester is considered an overload. Approval to register for an overload requires special permission from the Vice President for Student Affairs and Mission Integration. See the Office of the Registrar online or in person for the Special Academic Request form to request an overload. Note that credits earned through Advanced Placement (AP), College-Level Examination Program (CLEP), DSST's, prior learning, and/or course competency examinations.

## **4H. Student Records**

Student Records and Procedures for Madonna University (FERPA)

(Revised September 2000 In Compliance With The Family Educational Rights And Privacy Act of 1974)

### **i. DEFINITIONS**

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

- Student: any person who attends or has attended the University.
- Education Records: those record(s) (in handwriting, print, tapes, film, computer, or other medium) maintained by the 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 University Law Enforcement Unit for law enforcement purposes.
  3. 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.
  4. 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.

### **ii.. ANNUAL NOTIFICATION**

Students will be notified of their FERPA rights annually by publication in the Student Handbook.

### **iii. PROCEDURE TO INSPECT EDUCATION RECORDS**

The University's policy with 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 University 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 University 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 FERPA 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**

The University does not deny students access to educational records upon request. The 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 the University campus.
2. The student has an unpaid financial obligation to the University.
3. There is an unresolved disciplinary action against the student.

- 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 and approved annually by the Board of Trustees. Other copy fees are 10 cents per page.

### Section 1.07 TYPES, LOCATIONS, AND CUSTODIANS

Types	Location	Custodians
Admissions Records	Registrar's Office	Registrar
Cumulative Academic Records	Same as above	Same as above
Financial Records	Student Accounts	Student Accounts Office
Placement Records	Career Services	Director of Career Services
Progress Records	Dean's Office	Dean of each College/School
Disciplinary Records	Student Affairs Office	Dean of Students

#### 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.

### Section 1.08 DISCLOSURE OF EDUCATION RECORDS

The 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:

- To University officials who have a legitimate educational interest in the records.  
A "University official" is:  
A person employed by the University is 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 an attorney or auditor.

A person who is employed by the University Department of Public Safety:

- performing a task that is specified in his or her position description or contract agreement.
  - performing a task related to a student's education.
  - performing a task related to the discipline of a student.
  - providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement or financial aid.
  - maintaining the safety and security of the campus.
- To officials of another institution in which the student seeks or intends to enroll, upon the student's request.
  - To Immigration and Naturalization Service officers in accordance to the appropriate status verification procedure requirements.
  - 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.
  - 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.
  - To State and local officials or authorities if specifically required by a State law that was adopted before November 19, 1974.
  - To attorneys or legal counsel retained by the University.
  - To organizations conducting certain studies for or on behalf of the University.
  - To accrediting organizations to carry out their functions.
  - To parents of an eligible student who is claimed as a dependent for income tax purposes.
  - To comply with a judicial order or a lawfully issued subpoena.
  - To appropriate parties in a health or safety emergency.
  - 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).
  - 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.
  - 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**

The 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 disclosed 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 the 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, the University may comply with the request or it may decide not to comply. If it decides not to comply, the 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, the 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 University. 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 of the identity of such attendees.
5. The 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 the 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 the 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 the University discloses the contested portion of the record, it must also disclose the statement. (Approved 1995; updated 2000)

## **4I. Technology Learning Center Policies**

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

## **Article 5: Other Policies**

### **5A. Disregarding a Directive from a University Official and/or Failure to Comply**

Failure to comply with a reasonable directive from a University official (verbal or written) acting within the purview of his/her prescribed duties of a Public Safety Officer or other law enforcement personnel acting in the performance of their duties, failure to identify oneself and/or failure to produce a University identification card when requested to do so.

### **5B. Disruption of University Academic or Operational Functions**

Disruption or obstruction of teaching, research, administration, disciplinary proceedings, or other University-sponsored or authorized activities both on and off campus, including community service projects, study abroad, athletic events or any non-University activities or events occurring on University property.

### 5C. Disruptive Behavior

Conduct comprising of physical abuse, verbal abuse, threats, intimidation, lewd or indecent behavior, harassment of a sexual, racial or other nature, coercion and/or any conduct that threatens or endangers the health or safety of any person. Any breach of peace, or aiding and abetting, or procuring another person to breach the peace on University premises or at functions sponsored, authorized, or participated in by the University. Surreptitiously taking pictures or audio/video taping of another person in any room/area on the University property or at any University sponsored or authorized event.

### 5D. Dress Code

Students and guests are expected to exercise good judgment and propriety in wearing appropriate clothing in the classroom, in all University buildings, and at University-sponsored or authorized activities, both on and off campus.

### 5E. Falsification of Information

Students are not to create, 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.

### 5F. Fundraising Policies and Guidelines

The Advancement Office works with administrators, faculty, staff, and students in their philanthropic endeavors to help them to be as successful as possible in their efforts. All fundraising events for the University require specific, written approval. All institutional fundraising initiatives, whether directed at organizations or individuals (alumni, parents, or friends) must be approved by the Director of Development or designee. The Director of Development oversees the fundraising practices of the University and reports to the Executive Vice President for Enrollment Management and University Advancement.

#### Purposes for Policies and Guidelines

- Maintain a consistent high standard of University fundraising in coordination and harmony with the University mission.
- Eliminate duplication of proposals and approaches.
- Record and acknowledge, accurately and appropriately, the contributions of all donors and sponsors.
- Project an image of University-wide coordination and unity in regard to fundraising activities.
- Ensure that all campaigns and appeals receive the full support and endorsement of the University.
- Student Organizations are not permitted to conduct fundraising activities or produce events designed to raise funds for the personal charitable endeavors of faculty, staff, or students.

### General Guidelines

Prior to planning any/all events, please review the following Fundraising Guidelines and submit the Fundraising Request Form as described.

Note: If planning to solicit area businesses, individuals, alumni or friends for in-kind (goods and services) or monetary donations, the respective planning group must secure approval of those to be solicited from the Advancement Office. The approval will be based on targeted audiences that will not overlap with other University fundraising efforts.

### Recording Gifts

All gifts need to be receipted in the Advancement Office to ensure proper documentation of the gift. Also, it is important that Advancement records are accurate so that our donors will be recognized appropriately in publications, and at recognition events. We do not want to send a letter saying our records indicate that a donor has not made a gift when they have, through a department initiative. Some gifts may be deductible as a “gift in kind” with proper documentation.

### Follow-up Report

Within ten (10) days of the conclusion of the event, the sponsoring organization is required to complete and submit a follow-up report with a profit-and-loss statement. In addition to the total amount raised, the summary must also include the final list of those approached for donations.

Madonna University acknowledges that a policy of this nature may not anticipate every possible issue that may arise with respect to fundraising activities. As a result, the University reserves the right to impose reasonable restrictions and/or requirements regarding the time, place and manner of fundraising activities.

### 5G: Guest Students

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

### 5H: 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.



## 5I. Media Relations

Call the Director of University Communications at 734-432-5843 if you need assistance during normal business hours.

The following guidelines should be followed in crisis situations:

- Only authorized spokesperson(s) of the University meet or talk with the media.
- Only factual information is released and no speculation is offered.
- Student employees are to report media questions to the Director of University Communications.

Student employees do not represent the University, particularly to the media.

## 5J: Residential Living Requirement Policy

To achieve our goals of strengthening student engagement and increasing occupancy in on-campus housing, the following residential living requirements for new students in their first-year attending Madonna University will be applied.

First-Year International Students (F-1 Visa) and ESL Students  
All new international students (F-1 Visa) and students enrolled in English as a Second Language (ESL) courses will be required to reside on campus and purchase a meal plan for their first year (Fall and Winter semesters) at Madonna.

### First Year Domestic Students

Effective Fall 2017, all first-year domestic (U.S. or permanent residents) students whose primary residence is more than 35 miles from campus will be required to reside on campus and purchase a meal plan for their first-full academic year (Fall and Winter semesters) at Madonna.

First-year students are defined as undergraduate students who:

- Enroll full-time at Madonna within one year of their high school graduation or equivalent (direct from high school).
- Have less than 24 transferable, post-secondary, credit hours

Students with unique circumstances may apply for special permission to opt-out of the requirement.

Exemptions may include

- Living with parent(s) or legal guardian(s) full-time in their primary residence within 35 mile radius of Madonna University-Livonia campus
- Enrolled in less than full-time status
- Earned 24 or more transferable, post-secondary credits prior to the start of classes in the Fall semester
- Married or have dependent children
- 21 years of age or older prior to the start of classes in the semester of enrollment

- Have financial hardship directly related to living on-campus
- Have a medical condition directly related to living on-campus
- Have a special circumstance that does not fall under the other exemption criteria
- Be a Veteran (student with military experience)

## 5K: Volunteer Protection Act (VPA)

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.

## III. 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 protect the University’s or the University community’s property, or to give financial redress to a person for loss, harm or destruction of property resulting from the actions of the accused. Failure to complete or comply with any sanctions within the stipulated timeframe will result in a Hold placed on the student’s account for diploma, registration, transcript, etc.

The Dean of Students or designee may impose the following sanctions on a student or group of students:

### a. 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 the Code.

### b. 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.



**c. 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.

**d. 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.

**e. Educational Project, Treatment Program**

An educational project (e.g., 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.

**f. Possible Conditions of Reinstatement**

At times students may be temporarily suspended until one or more conditions are fulfilled:

- Continuation of therapy and/or treatment;
- Continuation of medication;
- Successful completion of program/courses at another institution;
- Restriction on place of residence;
- Other conditions as deemed necessary for student's future success.

**g. 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 dismissal from the University. 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 or sanctions will cause the student to be immediately dismissed from the University. While probation is usually reserved for a repeat infraction, it may apply to any serious violation of the Code. When a student is placed on disciplinary probation, one or more of the following restrictions will be imposed:

- Restriction from the operation and parking of a motor vehicle on University property.
- 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.

- Ineligibility to receive or to continue to receive financial assistance from any funds provided by the University.
- Ineligibility to hold on-campus employment by the University.

Disciplinary probation may be given in addition to other sanctions that may be imposed.

**h. Suspension**

A student may be suspended from the University for any specified period of time. A suspended student must immediately leave the University property and may return if 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 then applicable 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 is 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.

**i. Expulsion**

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

**j. Persona Non Grata**

Students or visitors who are dismissed from Madonna for violation of this Code may be informed that their presence on University property, or at University-sponsored or authorized events, is no longer allowed.

## **k. Sanctions for Violating the Student Alcohol Policy**

### **Level 1: (see pg. 35)**

#### First Offense:

- \$100 Fine plus
- 10 Disciplinary Service Hours plus
- Confiscation of property (if applicable) plus
- Parental and/or advisor notification plus
- Residential probation (if applicable) plus
- Probation (90 days) plus
- A hold will be placed on the student's record until sanctions are completed.

#### Second Offense:

- \$200 Fine plus
- 20 Disciplinary Service Hours plus
- Confiscation of property (if applicable) plus
- Parental and/or advisor notification plus
- Residential probation (if applicable) plus
- Probation (90 days) plus
- A hold will be placed on the student's record until sanctions are completed.

#### Third Offense:

- \$400 Fine plus
- 40 Disciplinary Service Hours plus
- Confiscation of property (if applicable) plus
- Parental and/or advisor notification plus
- Residential suspension (if applicable) plus
- Probation (90 days) plus
- A hold will be placed on the student's record until sanctions are completed.

### **Level 2: (see pg. 35)**

#### First Offense:

- \$200 Fine plus
- 20 Disciplinary Service Hours plus
- Confiscation of property (if applicable) plus
- Restitution for damages plus
- Parental and/or advisor notification plus
- Residential probation (if applicable) plus
- Probation (90 days) plus
- A hold will be placed on the student's record until sanctions and restitution (if applicable) are completed.

#### Second Offense:

- \$400 Fine plus
- 40 Disciplinary service hours plus
- Confiscation of property (if applicable) plus restitution for damages plus
- Parental and/or advisor notification plus

- Residential probation (if applicable) plus
- Probation (90 days) plus
- A hold will be placed on the student's record until sanctions and restitution (if applicable) are completed.

### **Level 3: (see pg. 35)**

- \$400 Fine plus
- 40 Disciplinary service hours plus
- Confiscation of property (if applicable) plus
- Restitution for damages plus
- Parental and/or advisor notification plus
- Residential probation (if applicable) plus
- Probation (90 days) plus
- A hold will be placed on the student's record until sanctions and restitution (if applicable) are completed.

#### Notes:

- Probation: 90 academic calendar days
- Deadline to complete service: 30 academic calendar days
- Failure to complete service within timeframe will result in a Hold placed on the student's account — for diploma, registration, transcripts, etc.

## **IV. PROCEDURES**

### **a. Academic, Administrative or Grievance Requests**

Undergraduate students should visit the Registrar's Office on the Madonna website ([www.madonna.edu](http://www.madonna.edu)) or in person and request a Special Request form. All undergraduate student special requests begin with this form and should be in writing (signed and dated by the student). Except in rare and unusual circumstances, requests will not be accepted more than 60 days beyond the end of the semester relative to the request. A lack of knowledge regarding the policies and procedures that affect you or a lack of attendance are not a basis for approving any request.

Graduate students should first visit the Graduate School on the Madonna website or in person and review the Graduate Catalog which is available online.

This Special Request form can be used for the following requests:

- Academic Forgiveness (undergraduates only)
- Course Load Over 18 cr. (undergraduates only)
- Grievances (Academic)
- Grievances (Non-Academic)
- Reinstatement- Academic (undergraduates only)
- Reinstatement- Financial Aid
- Withdrawal/Drop with or without refund consideration
- Other Requests (Non-Academic)

### *Academic Forgiveness*

Returning undergraduate students should refer to the Undergraduate Catalog and may request forgiveness if they have been out of school at least five years or have completed an associate degree since leaving Madonna University. Justification should indicate the circumstances that led to low performance, what have you done since you last attended Madonna University, and what you will do differently.

Course Load over 18 semester hours (Undergraduates only)  
Request permission to enroll for more than 18 semester hours.

### *Grievances (Academic)*

To request consideration for an academic grievance, such as a grade change, which resulted from misinterpretation of the Madonna University bulletin and/or departmental policies (review student handbook for grievance information). Students must follow the grievance process to attempt to resolve the issue – (1) meet with involved faculty, if unable to resolve, (2) meet with the department chair, if unresolved, (3) meet with the Dean. If a resolution is still not reached, proceed with a grievance. Provide all information, including the dates of follow-up with the individuals listed to the left, and the outcomes of each meeting in the justification explanation or as attachments. This special request can then be used to initiate an appeal hearing.

### *Grievances (Non-Academic)*

To request consideration of a grievance for behavioral sanctions like expulsion, dismissal from the Residence Hall, or to make a complaint.

### *Reinstatement - Academic (Undergraduates only)*

To appeal your academic termination due to unsatisfactory academic progress. Justification should indicate the circumstances that led to low performance, what you have done since you last attended Madonna University to prepare for reinstatement, and what you will do differently.

### *Reinstatement - Financial Aid*

To appeal the termination of your financial aid package and request that it be reinstated according to federal guidelines.

### *Withdrawal/Drop with or without refund consideration*

To request a late withdrawal from a course(s) after the deadline, or if you have already withdrawn and would like consideration of a refund. Must include documentation, including the course number(s) to be considered. A withdrawal/drop and/or any monetary refund may affect your financial aid status or eligibility. Registration fees cannot be refunded.

### *Other Requests (Non-Academic)*

Use for situations not covered above, such as requests for residency requirement, meal waivers, and an appeal of a previous decision.

#### Instructions

- Complete the Special Request form.
- Preferably include a typed letter, giving a brief and clearly stated explanation of your request in detail.
- Be specific about the dates in your appeal, including the semester of the request at the top.
- Justification – clearly state why you feel you are entitled to consideration.
- Gather any information specific to your request, including any action(s) you have already taken and any relevant documentation.
- State your desired outcome.
- Turn in your completed form and any supporting documentation to the Registrar.
- Requests can be mailed to the Registrar at the address listed on the form, scanned and emailed to registrar@madonna.edu, or faxed to 734-432-5405.

#### Documentation

It is the student's responsibility to provide supporting documentation. Once submitted, documentation will be reviewed and shredded and cannot be returned to you. If your justification includes any of the following, the appropriate documentation should be included with your request:

- Medical Reasons – a doctor's note indicating the dates of treatment.
- Death of a family member – a copy of a death announcement.
- Change in work situation (hours, location, etc.) – a confirmation letter from your direct supervisor or company Human Resource representative with your former and new or adjusted hours, location, etc.
- Instructor support – if you have already spoken to the instructor, include a copy of their support.

#### Review

The appropriate University personnel will review all requests. A decision or status report will be communicated to you by Madonna University email within 10 working days of receipt of your request. If you have not received a communication in that time, contact the Registrar (registrar@madonna.edu) for information.

#### Appeals

If you do not agree with the decision, you may be able to appeal it. For more information, contact the Student Affairs Administration Office (vpstudentaffairs@madonna.edu).

## **b. Student Academic Grievance Review Process**

The Student Academic Grievance Procedure provides a method for settling student grievances resulting from misinterpretation of the Madonna University Catalog and/or departmental policies. Students who wish to appeal their grade, academic recess 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.

In some majors, an academic grievance committee structure exists with the Academic College to review academic grievances, such as Nursing. Please consult your Academic College for more information.

The following procedure outlines the steps the student is to observe:

1. The grievant attempts to rectify the problem by seeing the faculty member with whom the grievance exists within 15 work 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 member, the grievant proceeds to the department chairperson, usually the immediate supervisor of the faculty member with whom the grievance exists.
3. If the matter is not settled to the satisfaction of the grievant within 10 days after contacting the department chairperson, the grievant proceeds to the Academic Dean in one of the following Colleges/Schools:
  - College of Arts and Humanities
  - College of Education
  - College of Natural and Social Sciences
  - College of Nursing and Health
  - School of Business
4. If these three courses of action do not 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 academic college or department wherein the grievance exists.
5. If the grievance of the student is not resolved at level 1, 2, or 3 after an added 10 days, the grievant may turn to the Student Appeal Board.

It is understood that the faculty member will be kept apprised 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 occurred. A student who fails to appear for the hearing without grave reason, forfeits his or her right to appeal.

1. The grievant submits the Special Academic and Administrative Requests form to the Office of the Registrar.
2. A hearing date is set with the Student Appeal Board by the Dean of Students or designee upon receipt of the letter.
3. The Student Appeal Board convenes. At that time both the complainant (student) and respondent (faculty member) are allowed to present their views of the grievance.
4. Following the hearing, the grievant and faculty member are dismissed and the Student Appeal Board arrives at a majority decision.
5. After the hearing, the Dean of Students provides written notification of the decision to both parties involved in the grievance.
6. If the grievant is not satisfied with the decision, he/she may appeal to the Vice President for Academic Administration, Graduate School Dean, or designee, whose decision will be final.

## **c. Student Non-Academic Grievance Review Process**

The Student Non-Academic Grievance Procedure provides a method for settling student grievances resulting from misinterpretation of Madonna University policies. The non-academic grievance procedure must be requested within 15 working days after the end of the term in which the non-academic grievance exists.

In some cases, a non-academic grievance committee structure exists with the department or office. Please consult the appropriate department or office for more information.

The following procedure outlines the steps the student is to observe:

1. The grievant attempts to rectify the problem by seeing the staff member with whom the grievance exists within 15 work days following the grievant's knowledge of the complaint. Students appealing a decision have 7 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 staff member, the grievant proceeds to the department or office head, usually the immediate supervisor of the staff member with whom the grievance exists.
3. If the grievance of the student is not resolved at level 1 or 2 after an added 10 days, the grievant may turn to the Dean of Students.
4. The grievant submits the Special Academic and Administrative Requests form, explaining the nature of the grievance, to the Office of the Registrar.
5. A hearing date is set with the Dean of Students upon receipt of the letter.



6. At the hearing, the grievant is allowed to present evidence of the grievance.
7. After the hearing, the Dean of Students provides written notification of the decision to the grievant regarding the non-academic grievance.
8. If the grievant is not satisfied with the decision, he/she may appeal to the Vice President for Student Affairs and Mission Integration, whose decision will be final.

It is understood that the staff member will be kept apprised of the events as they occur. If the grievant seeks a hearing with the Dean of Students, the procedure must be initiated within six weeks after the end of the term in which the non-academic grievance occurred. A student who fails to appear for the hearing without grave reason, forfeits his/her right to appeal.

#### **d. Student Conduct Review Process**

If the University or a complainant elects to pursue student conduct violation action at the University, the Dean of Students or designee, will be appointed to hear the case. The Dean of Students or designee will be someone who was not involved in the initial documentation or investigation of the violation. The Dean of Students or designee will schedule a meeting with the accused students. If a student fails to respond, or appear at the scheduled meeting, the Dean of Students or designee may find against that student in his/her absence and sanction the student accordingly, or place a University hold on the student's record until the meeting with the Dean of Students or designee takes place.

At the student conduct meeting, the student will be notified of the alleged violation(s) of the Code of Conduct and afforded the opportunity to review the factual allegations that gave rise to the alleged violation. The Dean of Students or designee will explain the rights and options available to the student, as well as describe potential sanctions for the alleged violation in question. The accused student has the following procedural rights when charged with a violation of the Student Code of Conduct:

- A right to receive notice that a violation of the Code has allegedly taken place;
- A right to be heard in a just and consistent manner;
- A right to present a defense to the alleged violation; and
- A right of appeal from any decision by the Dean of Students or designee consistent with the provisions of this Code of Conduct.

If the Dean of Students or designee determines that the sanction for an alleged violation may result in suspension or expulsion, the student may admit or deny the violation charge and request an appeal before a Student Appeal Board.

However, the decision to proceed to a Student Appeal Board hearing where the alleged violation may result in a suspension requires the consent of the Dean of Students and the Vice President for Student Affairs and Mission Integration, which consent may be denied in their respective sole discretion.

In cases of observable concern for the safety of University community members, the Director of Public Safety, the Dean of Students, and the Vice President for Student Affairs & Mission Integration may deem a student Persona Non Grata, whereby the student is dismissed from Madonna University and informed that their presence on University property, or at University-sponsored or authorized events, is no longer allowed.

In all other cases where the Dean of Students or designee has informed the student that a potential sanction would NOT result in suspension or expulsion, the accused student may:

- Admit to the violation charge and be sanctioned by the Dean of Students or designee; or
- Deny the violation charge during a meeting with the Dean of Students or designee.

#### **e. Student Conduct Appeal Process**

Most Student Code of Conduct violations will be heard by the Dean of Students or designee. The Dean of Students or designee will follow the general procedures outlined for the Student Appeal Board in conducting an appeal board hearing.

The Dean of Students or designee may determine that due to the nature or complexity of the facts involved in the alleged violation, it would be beneficial to have a hearing before the Student Appeal Board. If this is the case, a Student Appeal Board will convene and the Dean of Students or designee will notify all parties involved of this decision. While the Dean of Students will ordinarily hear cases involving alleged violations of a Code of Conduct, a Student Appeal Board has the authority to hear cases involving alleged violations of the Code of Conduct under the following circumstances:

- Where the Dean of Students or designee has determined that because of the nature of the alleged offense, or because of the pattern of behavior of the student warrants special attention, or because suspension or expulsion may be the proper sanction if the charges are substantiated; and/or
- The accused student requests such a hearing before the Student Appeal Board; or
- The Dean of Students has determined that due to the nature or complexity of the facts involved in the alleged violation, it would be beneficial to have a hearing before the Student Appeal Board.



#### **f. Student Appeal Board Member Selection Process**

The Student Appeal Board is comprised of two students, two faculty, two staff members, and one University administrator (Academic Council or Cabinet member). The Dean of Students or designee will serve as the non-voting Convener of the Student Appeal Board to assure an orderly hearing and that fairness is observed. The Dean of Students will appoint the pool of the Student Appeal Board members.

All Student Appeal Board hearings shall be held in appropriate University facilities designated by the Dean of Students or designee and shall be private (i.e., open only to the members of the Student Appeal Board, complainant or the respondent).

The University does not permit legal counsel for either the complainant or the respondent to be present at, or to participate in, Student Appeal Board hearings.

The Convener of the Student Appeal Board will inform the accused student of the policies and procedures for the hearing. The accused student must cooperate fully with the Student Appeal Board. If the accused student fails to appear at the scheduled hearing and the Convener does not excuse his/her absence, the hearing may proceed without him/her. The complainant and the respondent will present statements concerning the alleged violation(s).

Hearings shall be conducted in such a manner as to permit the Student Appeal Board members to achieve substantial justice. Participants will conduct themselves in accordance with these objectives. Therefore, no Student Appeal Board member shall discuss the case with anyone prior to or after the proceedings, except with the Convener. Formal rules of evidence and its admissibility shall not apply. Questions regarding the admissibility of any evidence shall be within the Student Appeal Board's discretion. After all statements have been presented, the complainant and the respondent may summarize their positions. Subsequently and in private, the Student Appeal Board will determine, using a preponderance of evidence standard with a majority vote, whether the original decision is upheld, amended, or overturned.

The Student Appeal Board will make known its decision and the basis for the decision to the Convener, the Dean of Students or designee. The Dean of Students will inform the complainant and the respondent of the Student Appeal Board's decision and basis for the decision. The Student Appeal Board will then determine appropriate sanctions.

If the grievant is not satisfied with the decision, he/she may appeal to the Vice President for Student Affairs or designee, whose decision will be final.

## **SECTION 4: GOVERNMENT REGULATIONS AND COMPLIANCE**

### **A. American Disabilities Act (ADA)**

The Americans with Disabilities Act (ADA) prohibits discrimination against people with disabilities in employment, transportation, public accommodation, communications, and governmental activities. The ADA also establishes requirements for telecommunications relay services.

The Department of Labor's Office of Disability Employment Policy (ODEP) provides publications and other technical assistance on the basic requirements of the ADA. It does not enforce any part of the law.

In addition to the Department of Labor, four federal agencies enforce the ADA:

- The Equal Employment Opportunity Commission (EEOC) enforces regulations covering employment.
- The Department of Transportation enforces regulations governing transit.
- The Federal Communications Commission (FCC) enforces regulations covering telecommunication services.
- The Department of Justice enforces regulations governing public accommodations and state and local government services.

### **B. Clery Act**

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) is a federal mandate requiring all institutions of higher education (IHEs) that participate in the federal student financial aid program to disclose information about crime on their campuses and in the surrounding communities. The Clery Act affects virtually all public and private IHEs and is enforced by the U.S. Department of Education (ED). Campuses that fail to comply with the act can be penalized with large fines and may be suspended from participating in the federal financial aid program.

ED created The Handbook for Campus Safety and Security Reporting to present step-by-step procedures, examples, and references for higher education institutions to follow in meeting the campus safety and security requirements of the amended Higher Education Act of 1965.

The Clery Act. [www.higheredcenter.org/mandates/clery-act](http://www.higheredcenter.org/mandates/clery-act)

### **C. Family Educational Rights and Privacy Act (FERPA)**

Madonna University respects the privacy of its students. Student information is shared only in strict compliance with FERPA (see below for Madonna University's institutional response to FERPA). Students have the right to either restrict the release of Directory Information or request their information be freely shared with another individual (such as a spouse

or parent) by filing a request at the Registrar's Office.

Madonna University's Response to FERPA

FERPA protects the privacy of student records and student rights pertaining to those records, including the following:

- The student's right to inspect and review educational records
- The student's right to view and request amendment to their records
- The student's right to limit disclosure of information from their records
- The right to file a complaint with regard to these rights

Madonna University has enforced FERPA since its inception in 1974, and will continue to do so. According to federal regulations, all universities are required to notify students on an annual basis of their rights under FERPA. Madonna University complies with this regulation by publishing FERPA notifications in the print and Web forms of the Catalog.

The following items are considered "Directory Information" according to our interpretation of FERPA. Only these items may be released without the student's consent:

- Name
- Dates of Enrollment
- Email address
- Date(s) of Graduation
- Major/Minor Field of Study
- Participation in Officially Recognized Activities/Sports
- Degrees/Certificates Earned
- Awards Received

All other items are considered restricted information and will not be released or discussed without student's written consent.

If a student exercises the right to restrict the release, no Directory Information pertaining to the student will be published or otherwise released to third parties without consent, court order or subpoena. Once a request is filed, it is in effect until one year after the student's last attendance or until the request is revoked in writing.

Students can file a complaint with the U.S. Department of Education if they believe their rights under FERPA have been violated. Complaints should be addressed to:

Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Avenue, SW  
Washington, DC 20202-4605

#### **D. Higher Education Opportunity Act (HEOA)**

Madonna University provides students with financial literacy information (HEOA of 2008) in a number of ways, including

workshops, as well as online resources via the CashCourse website. Students can find information on topics such as: financial basics, paying for college, college life, and world of work. Students can access CashCourse by logging into their Blackboard account, or going directly to [www.cashcourse.org](http://www.cashcourse.org).

#### **E. Title IX**

Title IX of the Education Amendment of 1972 ("Title IX"), 20 U.S.C. § 1681 et seq., is a federal civil rights law that prohibits discrimination on the basis of sex in education programs and activities. All public and private elementary and secondary schools, school districts, colleges, and universities (hereinafter "schools") receiving any federal funds must comply with Title IX. Under Title IX, discrimination on the basis of sex can include sexual harassment or sexual violence, such as rape, sexual assault, sexual battery, and sexual coercion.

Title IX Coordinator: Dr. Chris Benson, Assistant Vice President and Dean of Students, Room 1411, 734-432-5867, [TitleIX@madonna.edu](mailto:TitleIX@madonna.edu). See Appendix F.

### **SECTION 5: OTHER UNIVERSITY POLICY BOOKS FOR STUDENTS**

Consult your academic college or department for additional student policies.

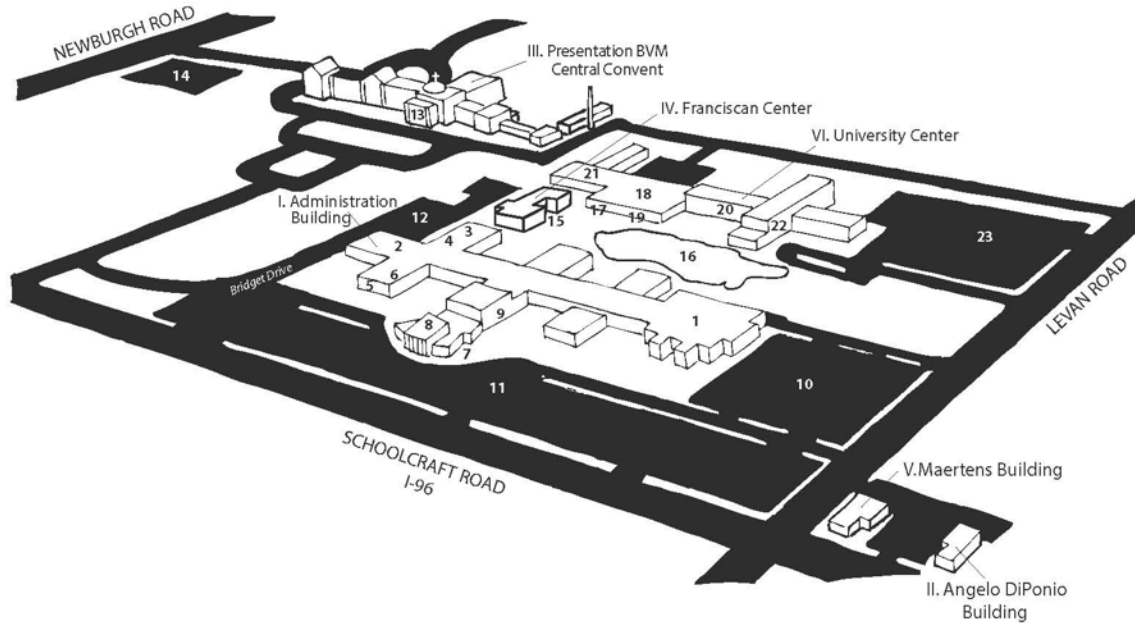
- A. Undergraduate Catalog
- B. Graduate Catalog
- C. Broadcast and Cinema Arts- Integrity, Decorum, Ethics Statement and Release
- D. ESL Advancement Policy
- E. Hospice and Palliative Studies Graduate Handbook
- F. Hospice and Palliative Studies Undergraduate Handbook
- G. MATESOL Handbook
- H. Music Student Policies
- I. Nursing Student Handbook: Graduate
- J. Nursing Student Handbook: Undergraduate
- K. Sign Language Studies Policies
- L. Teacher Education Handbook
- M. Teacher Education Program Policy Manual
- N. Writing Center Tutor Handbook

Please check with your academic college for details regarding additional student policies related to your major(s).

## Section 6 Campus Maps



36600 Schoolcraft Road  
Livonia, MI 48150-1176  
734-432-5300 • madonna.edu



### **I. Administration Building**

1. Activities Center
2. Administration & Admissions Offices
3. Alumni Office
4. Bookstore
5. Ford Motor Co. Technology Wing
6. Graduate School
7. Kresge Hall
8. Library
9. Science Lecture Hall
10. Parking Lot – East
11. Parking Lot – South
12. Parking Lot - West

### **II. Angelo DiPonio Building**

College of Nursing & Health  
Classrooms D100-D175

### **III. Felician Sisters Presentation BVM Central Convent**

13. Presentation BVM Chapel
14. Parking Lot – Central Convent

### **IV. Franciscan Center**

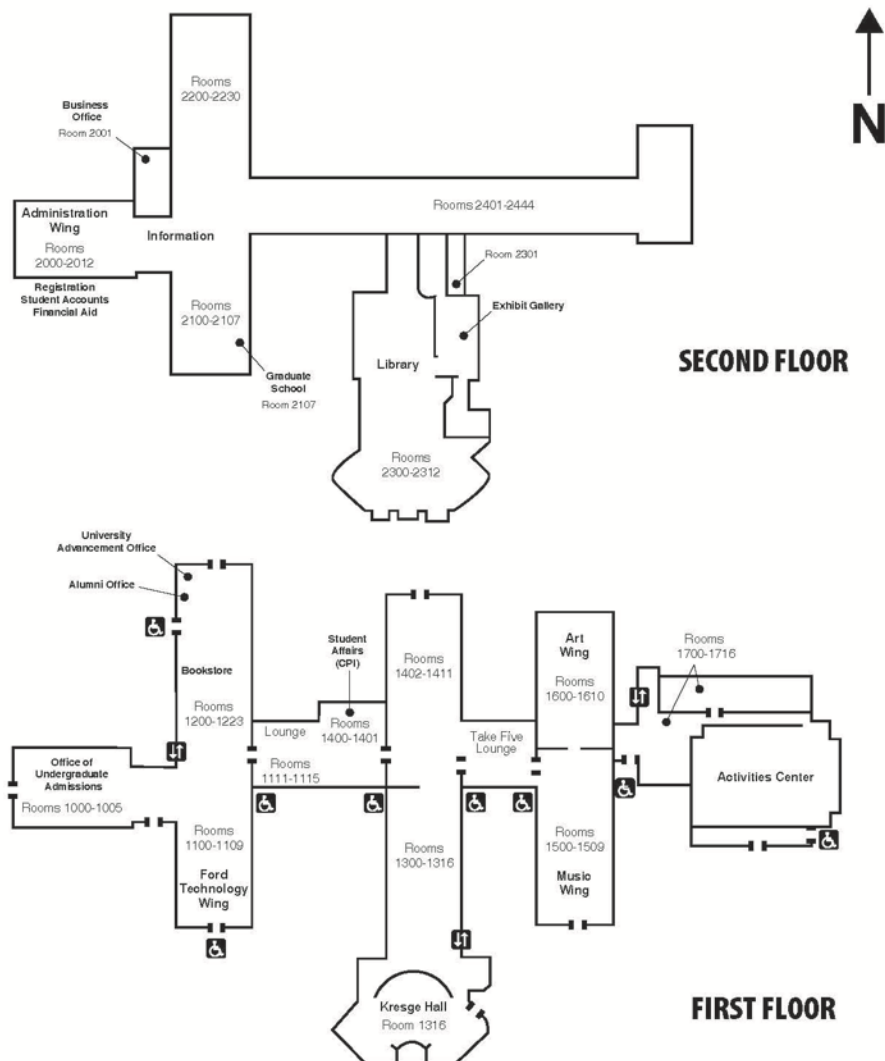
Franciscan Studios  
Science Labs  
Sr. Mary Danatha Gathering Center  
Suchyta Lecture Hall  
15. Cardinals Square  
16. St. Francis Pond

### **V. Maertens Building**

School of Business  
Classrooms M101-M132

### **VI. University Center**

17. Chapel
18. East/West Dining Room
19. Fitness Center
20. Founders Room
21. Private Dining Room
22. Residence Hall
23. Parking Lot - North

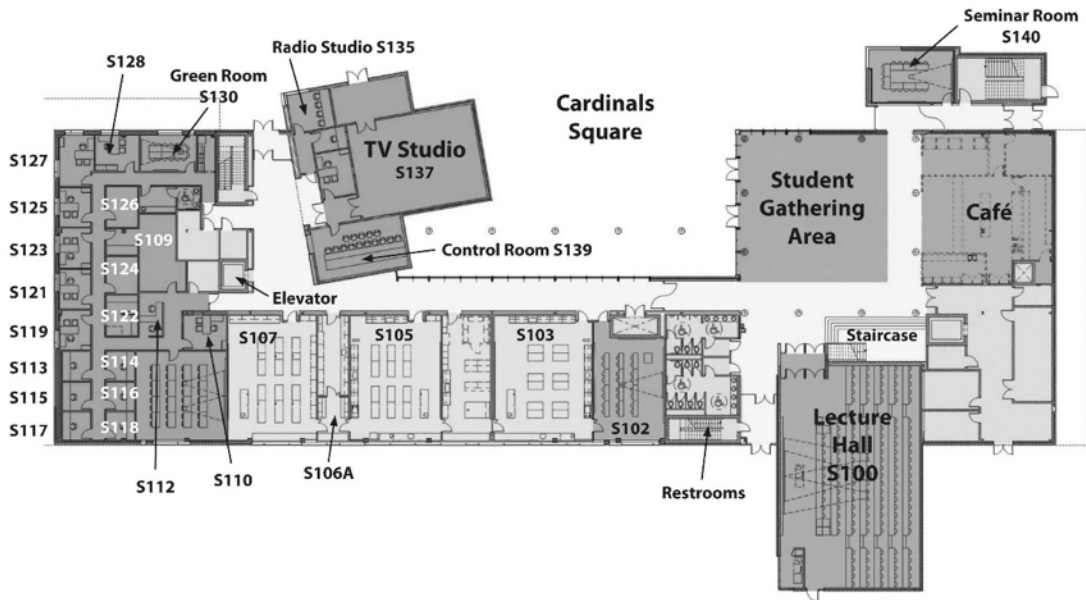


## ADMINISTRATION BUILDING

DEPARTMENT/OFFICE	ROOM	DEPARTMENT/OFFICE	ROOM	DEPARTMENT/OFFICE	ROOM
Academic Advising	1111	Distance Learning Classroom	2100	Student Life	1411
Admissions	1001	Financial Aid	2005	Technology Learning Center	1104
Advancement	1220	First-Year Experience	1111	Transition Center	1404
Alumni Office	1210	International Student Life Office	1411	Web Services	2104
Athletics	1710	IT Help Desk	1103	Writing Center	1403
Bookstore	1206	Kresge Hall	1316		
Campus Ministry	1408	Learning Lab	1401	<b>COLLEGES/SCHOOLS</b>	
Career Services	1411	Library	2300	Arts & Humanities	2432
Center for Catholic Studies & Interfaith Dialogue	1300	Nursing Simulation Lab	1410	Business (Maertens)	M131
Center for Study Abroad	1501	Psychology Clinic	1221	Education	2228
Center for Personalized Instruction (CPI)/TRIO	1401	Public Safety	1704	Graduate School	2107
Counseling & Disability Resource Center (CDR)	1113	Registrar's Office	2003	Nursing & Health (DiPonio)	D101
		Service Learning & Civic Engagement	1400	Natural & Social Sciences	2202
		Sign Language Lab	1405		
		Student Accounts	2005		
		Student Affairs	1400		

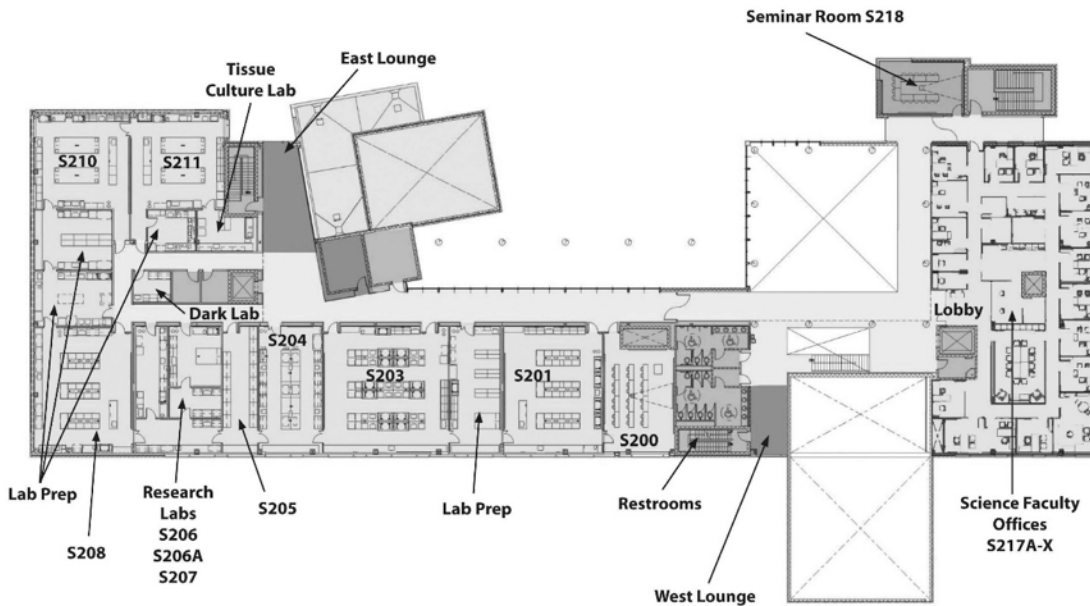
# FRANCISCAN CENTER

## First Floor

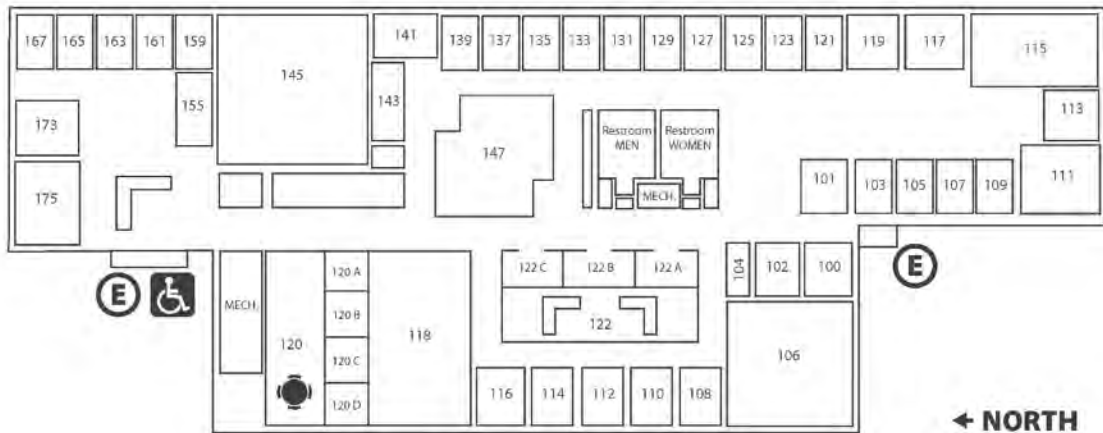


# FRANCISCAN CENTER

## Second Floor

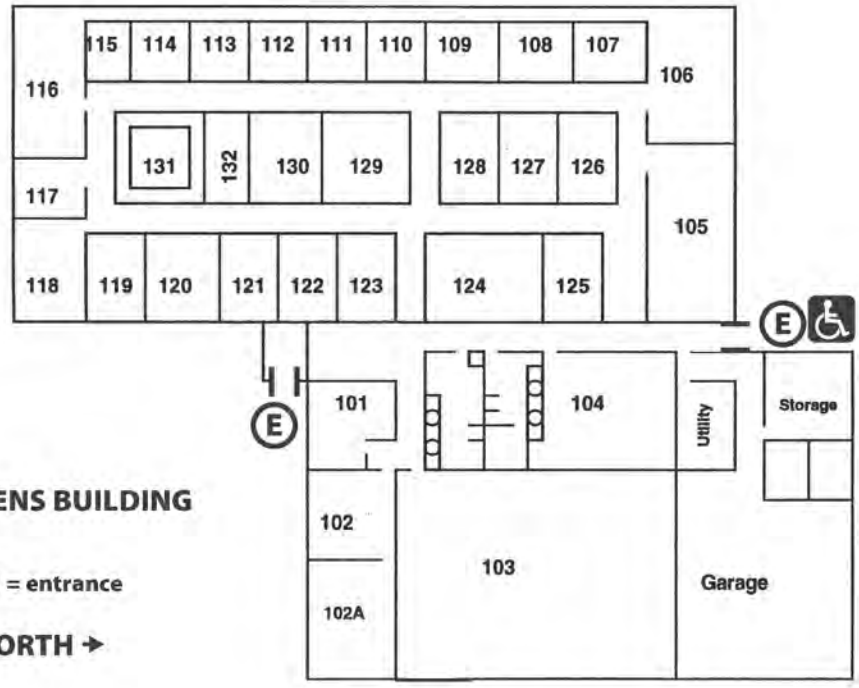






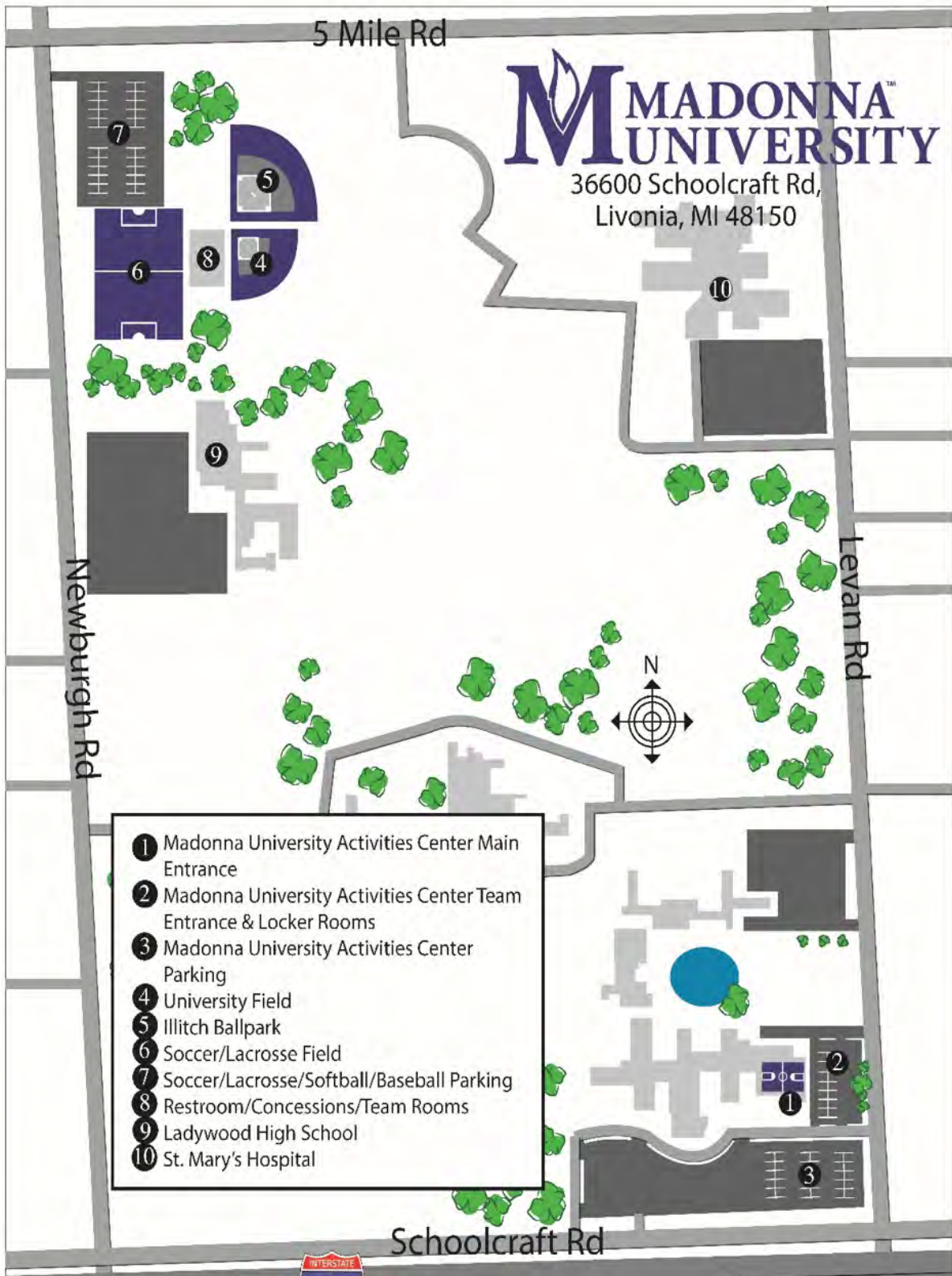
**DiPONIO BUILDING**

← **NORTH**  
**(E)** = entrance

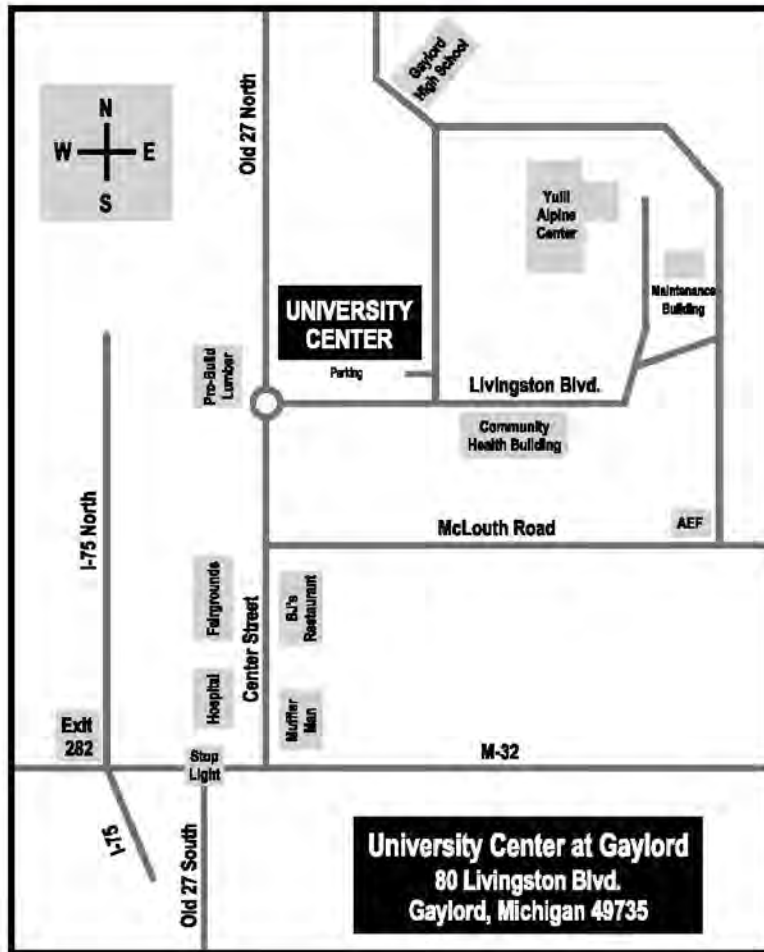


**MAERTENS BUILDING**

**(E)** = entrance  
**NORTH** →



Outreach Center | University Center @ Gaylord



**From the South**

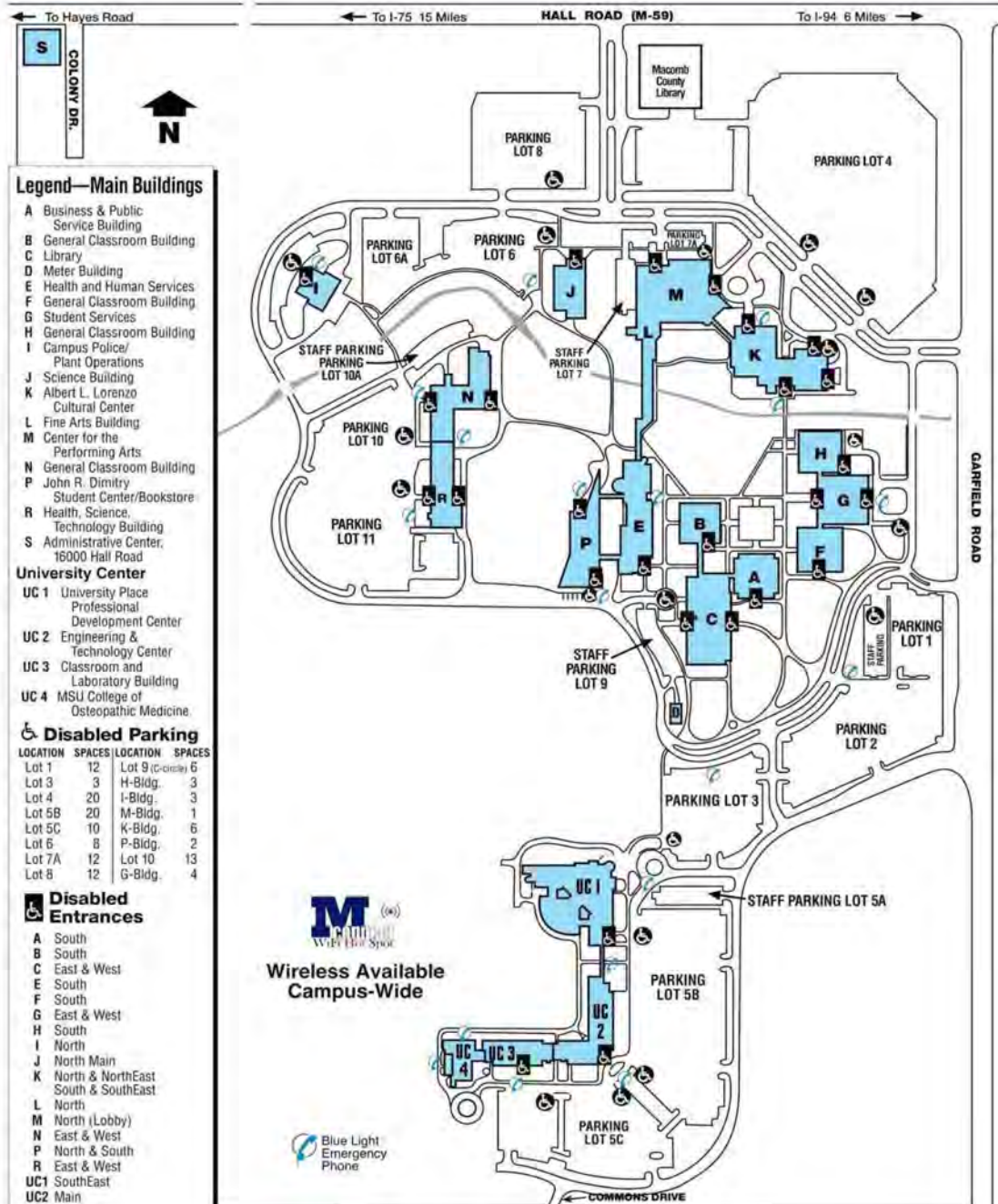
- Exit I-75 via ramp at sign reading "Exit282 M-32 to Gaylord/Alpena"
- Turn right on M-32, W Main Street and drive through town
- Turn left on N Old 27 (last stop light) and go North for 1.3 miles. The street sign will say "North Center"
- Turn right on Livingston Blvd (just past Wickes Lumber)
- Turn in the first driveway on the left

**From the North**

- Exit I-75 via ramp at sign reading "Exit282 M-32 to Downtown Gaylord and I-75-BL"
- Turn right on M-32, W Main Street and drive through town
- Turn left on N Old 27 (last stop light) and go North for 1.3 miles. The street sign will say "North Center"
- Turn right on Livingston Blvd (just past Wickes Lumber)
- Turn in the first driveway on the left



Outreach Center | Macomb University Center



# Madonna University Graduate Assistantship (GA) Student Guidelines

Administrative Graduate Assistantship	All GA students are hired in an administrative capacity versus a teaching capacity. Examples of typical work includes recruitment, advising, assessment efforts, student success support, retention programs, program development, policy development, administrative support for assigned projects and staff training. Duties must be clearly communicated by the supervisor to the student. Supervisors are expected to provide a complete position descriptions for posting of the Assistantship.
Administration of GA	The GA is under the direct supervision of the unit that made their appointment. The unit determines their assignments, supervises their work, evaluates their performance and makes decisions about reappointment. The unit is responsible for determining procedures for review and evaluation of the GA. The results of reviews or evaluations should be discussed with the GA. A Graduate Assistantship may be terminated before the expiration of the appointment for cause, loss of academic good standing, lack of funding or voluntary mutual agreement.
Eligibility Requirements	<ul style="list-style-type: none"> <li>GA must be fully or conditionally admitted into a graduate degree granting program at Madonna University.</li> <li>GA must register for a minimum of 6 credits during each fall and winter term. Students may register for additional credits up to maximum of 24 per year.</li> <li>GA must maintain good standing academically (3.0 GPA) and adhere to the University Code of Conduct to maintain their position.</li> </ul>
Application Process	Applicants may seek their assistantship through their academic department/school or on the <a href="#">MU Job Link</a> . Interested students must register on the MU Job Link system and complete an application available within the job description or on the <a href="#">My Portal/career development tab</a> . Applications, resumes, letters of recommendation and/or other material requested by the hiring department may be uploaded and submitted directly through the system. The hiring department is responsible for selecting and interviewing potential candidates. All hiring decisions are made by the hiring department.
Appointment Contract	GA appointments are made on a yearly basis. New appointments generally begin in the fall term. If a student begins there appointment at the start of another term, their compensation will prorated to the date of hire. Compensation is evaluated at the start of each new academic year in August, based on current tuition and room and board rates. All new and returning graduate assistants are required to submit an "Appointment Form" in August, at least one week prior to the start of the academic year. This form is available in the Career Services Office, Room 1411 or on <a href="#">My Portal/career development tab</a> . To acquire reappointment, the graduate assistant must maintain good standing and have performed satisfactorily in their assistantship roll.
Required Employment Forms	<p>Employment Eligibility Verification — All employees must complete an I-9 form no later than their first work day. They are required to present original documents from the List of Acceptable Documents to prove their identity and authorization to work in the United States. Information from the documents will be submitted to the federal E-Verify system for verification.</p> <p>Tax Information - All employees are required to complete a federal form W-4 and a Michigan MI-W4 form. They will only complete these forms once, unless there is a lapse of more than one year in their employment, they claim a tax exemption or change their deductions.</p> <p>Stipends will be processed once all paperwork is received by the payroll department.</p>



# Madonna University Graduate Assistantship (GA) Student Guidelines

Work Hours	GA is expected to average a minimum of 20 of work per week and to limit total hours to 1500 per year.
Time Cards	GA is responsible for submitting a time card to their supervisor bi-weekly according to the pay schedule, available on the <a href="#">My Portal/career development tab</a> . The supervisor will submit the time card to the payroll department.
Timing of Enrollment	GA must be enrolled in courses at least one week prior to the start of the semester in order to process their tuition compensation in a timely manner.
Enrollment Verification	Enrollment will be verified at the beginning of each term. If actual course registration differs from planned registration, as recorded on the "Graduate Assistantship Appointment" form, compensation will be re-evaluated to reflect the actual number of credits registered for that term.
Compensation	<p>Graduate Assistants will receive employment compensation of \$18,000 per year. Compensation will be dispensed according to the choices made by the graduate assistant:</p> <ul style="list-style-type: none"> <li>• <b>Tuition</b> (<i>Student must be registered for a minimum 6 credits during each fall and winter term. Students may register for additional credits up to a maximum of 24 peryear.</i>)</li> <li>• <b>Room</b> (<i>on-campus living accommodation, \$2,300 persemester</i>)</li> <li>• <b>Board</b> (<i>an on-campus residential meal plan when available, \$2,475 persemester</i>)</li> <li>• <b>Stipend</b> (<i>these funds will be divided into in 26 payments each academic year</i>)</li> </ul> <p>Tuition credit (based on current graduate tuition rate) will be subtracted first from the compensation amount. If requested, then room and board will be subtracted. Any remaining balance will be distributed in equal amounts through a bi-weekly stipend over 26 pays. Stipend may vary between years based on changes to tuition, room rates and board rates.</p>
Tax Implications	<p>The first \$5,250 of tuition compensation is tax free per <u>calendar year</u>, based on IRC Code 127.</p> <p><b>Any tuition compensation over \$5,250 is subject to all payroll taxes. Additionally, compensation in the form of room, board or cash is considered taxable income.</b></p> <p>Taxes on tuition will be deducted bi-weekly from the stipend, once the student's tuition credit exceeds \$5250. All compensation including the stipend, tuition credit and/or room and board credit will be recorded on the yearly state and federal income tax forms (W-2). This may result in a tax liability at year's end. Ex: If a student receives a tuition credit of \$8,940, \$5,250 of the amount will be tax exempt, leaving a tax liability for the remaining \$3,690. GA's are encouraged to consult their tax advisor concerning their possible tax liability.</p>
Resignation or Termination	If the GA resigns during the semester or is terminated after registration is completed, they may be asked to reimburse the University for their prorated tuition. Additionally, they become ineligible for future employment, as a graduate assistant and all other compensation will be suspended, as of the date of their resignation/termination.



# INTERNATIONAL STUDENT HANDBOOK

This guidebook outlines the policies, procedures, and responsibilities of an F-1 International Student

Madonna University  
36600 Schoolcraft Road  
Livonia, MI  
Room 1411  
734-432-5763

Revised 1/23/17

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## **INTRODUCTION**

The International Students Office strives to provide quality services to international students, including information on international admission requirements and F-1 student status, orientation, advising, and coordination of extracurricular and cultural exchange activities, such as American host family visits and English conversation partners. International students are always welcome to contact the ISO to seek assistance.

## **DEFINITION OF AN INTERNATIONAL STUDENT**

International students are those who are in possession of a non-immigrant F-1 (student) visa to study in the U.S. and a current I-20 issued by Madonna University.

## **ARRIVAL**

- New students may not enter the country more than 30 days prior to their program start date, as listed on their I-20.
- New international F-1 students are required to report to the International Student Life Office within 10 days of arrival.
- New international F-1 students are required to attend the International Student Orientation and complete arrival forms prior to registration.

## **RESIDENCE**

- All new F-1 undergraduate students are required to live in the Residence Hall for their first year of study, unless extraordinary circumstances prevent it, in which case a Residence Hall waiver request must be submitted.
  - First year of study is defined as the first consecutive Fall and Winter semesters attended at Madonna University
  - Residence Hall waivers must be approved by the Dean of Students.
- A contract and deposit are required prior to the semester start in order to reserve a room in the Residence Hall. Students who supply proof that a visa has been denied are eligible to receive a refund of the deposit or defer the deposit to the following semester.
- Students who change residence at any time are required to report their change of address to the International Student Life Office with form AR-11 and to the Registrar's Office with the change of address form within 10 days of the move.

## ENROLLMENT AND ATTENDANCE

- F-1 students must only attend the school authorized on their I-20.
- F-1 students must maintain full-time enrollment during the Fall and Winter semesters
  - *Definition of full-time enrollment:*
    - ✓ Undergraduate Programs: 12 credit hours per semester for the Fall and Winter semesters.
    - ✓ Graduate Programs: 9 graduate credit hours per semester for the Fall and Winter semesters.
    - ✓ ESL Programs: 18 contact hours of attendance a week per semester for the Fall and Winter semesters. No web-based ESL courses if enrolled in the intensive ESL program.
    - ✓ Combination of ESL, undergraduate, and/or graduate courses: 12 credit hours per semester for the Fall and Winter semesters.
      - Only 3 credits of web-based online courses can be counted towards a full course of study for graduate and undergraduate programs. No web-based credits in the intensive ESL program can be counted toward full-time.
      - Final single course in the final semester cannot be done as web-based course.
      - Courses taken as 'visit' or 'audit' do not count towards full-time enrollment for immigration purposes.
      - Requests to drop below full time enrollment must be made with and approved by the International Coordinator.
- You must remain in good academic standing and make satisfactory academic progress. Suspension, dismissal, enrollment withheld, expulsion, or any other similar action which prevents enrollment may have effect on legal immigration status. When situations like this happen, please contact the International Student Life Office immediately.

## IMMIGRATION DOCUMENTS

- Visa: A valid, unexpired visa is required to enter the country. A current visa is not required to remain in the U.S. However, travel outside of the U.S. with an expired visa will require you to renew your F-1 visa in your home country before being able to reenter the U.S. A copy of a new or renewed visa must be submitted to the International Student Life Office.
- Passport: Your passport must remain valid at all times, with at least 6 months of validity. A copy of a new or renewed passport must be submitted to the International Student Life Office.
- I-20: Your I-20 must be valid at all times. If you need to extend your I-20, you must do so with the International Student Life Office prior to expiration. A new original bank statement proving financial support will be necessary to extend your I-20. In the event of change of academic program



or level, update the I-20 in a timely fashion. Failure to comply with immigration or school policies could result in the termination of your I-20.

- Any change in immigration status, such as a change in visa or residency, should be reported to the International Student Life Office in a timely fashion.

## **DEPARTURE**

- Students prematurely departing Madonna and the U.S. must complete a Notice of Departure/Transfer form with the International Student Life Office at least 1 week prior to their departure. Students must leave the U.S. immediately.
- Students transferring from Madonna to another school within the U.S. must complete a Notice of Departure/Transfer form and submit a letter of admission from their new school before their SEVIS data can be transferred to the new school.
- Students graduating (graduate or undergraduate level) from Madonna may remain in the U.S. for up to 60 days beyond the program end date on their I-20. Graduating students are eligible to apply for optional Practical Training (OPT) with the International Student Life Office up to 90 days before, and 60 days after their program end date. Travel outside of the United States and back is not allowed during this 60-day grace period, or before receiving an Employment Authorization Document (EAD) card.

## **MEDICAL INSURANCE**

- All F-1 International students are required to show proof of a current domestic medical insurance plan that is accepted in a United States hospital and satisfies student visa conditions.
  - Program participants and their dependents must purchase their own are required to have medical insurance coverage with the following minimum benefits:
    - ✓ Medical benefits of at least \$100,000 per accident or illness
    - ✓ Repatriation of remains in the amount of \$25,000
    - ✓ Expenses associated with the medical evacuation of the exchange visitor to his or her home country in the amount of \$50,000
    - ✓ A deductible not to exceed \$500 per accident or illness
    - ✓ Coverage from the first day of the semester or date of arrival in the U.S. (whichever comes first) until the beginning of the next academic year. Students who are leaving the U.S. prior to the start of the next academic need not be covered while they are no longer in the country, but must provide proof of departure to the International Student Life Office.
- Proof of current insurance must be submitted to the International Student Life Office no later than the second Friday of the academic year.
- Additional provisions may apply to international student athletes. Please see the athletic department for more details.

## EMPLOYMENT

- F-1 students may not work off-campus without authorization. Working off-campus without authorization will result in the immediate termination of your I-20 without eligibility for reinstatement.
  - Students requiring an internship for graduation may apply for off-campus Curricular Practical Training (CPT) with the Student Life Office.
  - Students with economic necessity must complete one year of study before applying for off-campus work authorization based on an economic hardship reason with the U.S. Immigration Office.
- F-1 students may work on-campus for up to 20 hours per week during the Fall and Winter semesters, and up to 40 hours a week (or the maximum allowed by the University) during the Spring/Summer semesters.
- Students who are graduating from Madonna may be eligible to apply for Post-Completion Optional Practical Training (OPT) up to 90 days before or 60 days after their program end date. OPT work must directly relate to your program or major. Students applying for OPT must receive a recommendation from the International Student Life Office. Students will be ineligible to work until receiving their Employment Authorization Document (EAD) card. Once authorization has been received, students have 90 days of total unemployment during the OPT period in which to search for work. Details on employment, such as name, location, and contact information of the employer must be given to the International Student Life Office immediately after beginning work.
- F-1 students who have income from work or non-qualified scholarships are required to file Federal and state income tax returns each year. All F-1 students (with or without income) are required to file a Federal non-resident tax form each year.

# INTERNSHIP GUIDEBOOK

This guidebook outlines the policies, procedures and responsibilities of students participating in a for-credit internship experience.

Madonna University  
36600 Schoolcraft Road  
Livonia, MI  
734-432-5623

Revised 5/9/2016



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## INTRODUCTION

Congratulations on making the decision to participate in an internship experience. Your education combined with real world experience is impressive to employers. Internship programs give students the opportunity to integrate classroom theory with practical work experience, to build their resumes and perhaps get an early start on obtaining a job after graduation.

## CO-OP VS INTERNSHIP

At Madonna University, the terms internship and cooperative education (CO-OP) are often interchangeable. In general, cooperative education is defined as an experience consisting of two or more terms of work whereas, internships usually last one term or less. Throughout this guidebook, the term internship will be used to describe all work experience assignments administered by the Career Services Office.

## COMPENSATION

Internship compensation is determined by the employer. However, the Madonna University Career Services Office adheres to the United States Department of Labor (DOL) Fair Labor Standards Act (FLSA) guidelines concerning unpaid internships. If a student is participating in an internship administered by the Career Services Office, registration for academic credit is required. For more information on the FLSA guidelines, view the Fact Sheet at <http://www.dol.gov/whd/regs/compliance/whdfs71.pdf>, visit the DOL site at <http://www.wagehour.dol.gov> and/or call the toll-free information and helpline, available 8 a.m. to 5 p.m. in your time zone, 1-866-487-9243 or TTY: 1-866-487-9243.

## ELIGIBILITY REQUIREMENTS

Students are eligible for an internship if they:

- ✓ Are admitted and enrolled in an undergraduate program at the university
- ✓ Have required or elective credit available for an internship experience
- ✓ Have a cumulative Madonna University grade point average of 2.5 or better on a 4.0 scale or as defined by the academic department granting approval
- ✓ Have completed 30 or more credit hours at Madonna University, or received academic department approval or
- ✓ Are a transfer student who has completed at least 12 credit hours at Madonna University, or received academic department approval
- ✓ Are available for employment during the semester as defined by the employer's job requirements



## APPLICATION PROCESS

1. Meet with your faculty advisor first to determine the number of required or elective credits available for an internship experience.
2. Complete and submit an ***Application for Internship***.
3. Schedule an initial meeting with the internship coordinator to review your resume, discuss career goals, availability for work, and job qualifications.
4. Submit approved resume to the internship coordinator.
5. Register for the MU Job Link.(MUJL)
6. Begin researching prospective internship opportunities.

After these steps are completed, the internship coordinator will update students (via email) if internship opportunities come into the Career Services Office. All paid and unpaid internships are posted on the MUJL.

## APPLICATION DEADLINES

Students must complete and submit the ***Application & Student Agreement*** to the Career Services Office by the semester deadline date (shown below) to be eligible to participate in an internship opportunity:

- Fall Term: June 1
- Winter Term: October 1
- Spring/Summer Term: February 1

## INTERNSHIP SEARCH

Securing an internship is a joint effort between you and the internship coordinator. Students who utilize multiple job search methods are usually the most successful.

**TAKE THE INITIATIVE...**Follow-up on leads given to you by the internship coordinator; check with the internship coordinator about new positions that have been posted with the office; search and develop job leads on your own; attend job fairs; meet with employers on-campus; network with family, friends and acquaintances.

**KEEP IN CONTACT WITH THE CAREER SERVICES OFFICE...**Let the internship coordinator know if you have an interview or receive a job offer.

**REGISTER AND MONITOR THE MU JOB LINK...**Check job postings often to determine listings that may be of interest to you. Inform the internship coordinator of postings that you are interested in pursuing. If you are not currently registered for the MUJL, follow the steps below:

Go to [www.madonna.edu](http://www.madonna.edu)

Click on:

Resources→ Career Services→ MU Job Link→ Student/Alumni Login→ Register

**INTERVIEW WITH EMPLOYERS**...If an employer wishes to interview you, the internship coordinator or the employer will contact you directly. If for some reason you cannot make an interview, it is your responsibility to contact the employer and the internship coordinator.

**ACCEPT AN OFFER**...If you accept an internship offer, notify the internship coordinator. Once an offer is accepted, it is your responsibility to work the full duration of the internship (15 weeks). If you wish to refuse an offer, speak with the internship coordinator to discuss the best way to inform the employer. Decisions to interview or hire applicants are made by employers, not the internship coordinator. Although the internship coordinator offers assistance in obtaining an internship, internships are not guaranteed.

## INTERNSHIP COLLABORATION

The internship coordinator works with students to develop the professional skills necessary to be successful at securing an internship opportunity. Students who agree to participate in an internship for academic credit will work with the internship coordinator. Internship information given to a student by the internship coordinator is confidential and should not be shared with other students or community members.

Students looking for experiential learning (non-credit) will meet with the director of Career Services for resume review and receive guidance on how to research external job openings.

## CONVERTING CURRENT JOB TO AN INTERNSHIP

If you are working in a job related to your field of study, you may be eligible to use the experience for internship credit. First, speak with your employer to see if the possibility exists and if they would be willing to sign the **Learning Agreement/Job Description**, complete the **Employer Evaluation** and allow an on-site visit or phone interview with your internship faculty advisor. Then, submit a job description to the internship coordinator and your faculty advisor. They will determine if the position qualifies for credit. Traditionally, students are required to seek a new project or expanded duties during the internship work term to qualify for academic credit. Remember, the main goal of the job conversion is to allow the student to gain additional experience in their field.

## HOURS

Hours worked is determined by the employer's job description. Most employers will request a student who is available for part-time (10-25 hours per week) or full-time work. Students should determine their availability of hours prior to referral. Students available less than 10 hours per week may limit their chances of obtaining an internship due to the employer's needs and requests. Although your program may require only 120 contact hours, very few employers will be willing to accept an intern for so few hours.

School of Business students minimum work hours required for internship participation:

- 120-hours minimum: 1 credit hour (must work 8 hours a week for 15 weeks)
- 180-hours minimum: 2 credit hours (must work 12 hours a week for 15 weeks)
- 240-hours minimum: 3 credit hours (must work 16 hours a week for 15 weeks)

Non-School of Business students must check with their faculty advisor to determine minimum work hours required for internship eligibility.

## ACADEMIC CREDIT

All internship placements arranged with the assistance of the internship coordinator require the student to register for academic credit. Students may earn from 1 to 4 credits per term. Factors that determine the amount of credit granted are: departmental guidelines; plan of study; complexity of assignments; length of assignment; additional project requirements; and the discretion of the faculty advisor.

## COURSE NUMBERS

Students participating in a required internship should check the Undergraduate Bulletin or their plan of study for their correct course numbers. Students using elective credit for an internship will follow the Madonna University guidelines for course numbering (e.g. 2000 course numbers are open to all students, sophomore level and above, 3000 course numbers are open to all students, junior level and above, etc.).

Internship courses managed through the Career Services Office end in 910 or 920. So a sophomore level or above student may register for a 2910 or 2920 course number with their academic department 3 letter code (e.g. BCA 2910). The faculty advisor, based on the student's level in school, determines elective course numbers.

If a course ends in 930 or 940 (e.g. SLS 4930), it is traditionally managed through the academic department granting credit. For these courses, students must contact their academic department directly.

## GRADING

The grade for an internship is determined by the faculty advisor. On the Internship Registration form, the faculty advisor will indicate whether the student will receive a pass/fail or a letter grade. Grading is based on the employer evaluation, completion of pre-determined assignments, accomplishment of objectives and the results of the onsite visit.

## REGISTERING FOR INTERNSHIP CREDIT

During the online registration period, sign into MY Portal and do a course search for "Temp for CO-OP (XCOP)". In the add column select the "XCOP" course that matches the number of credits (1-4) your faculty advisor has authorized for the internship experience. Scroll to the bottom and select "add course."

Next, complete the **Internship Registration** form on MY Portal under the "Career Development" tab. Obtain the signatures of your faculty advisor and the internship coordinator. The faculty advisor will determine the course number for the internship, the number of credits to be earned, the method of grading (letter grade or pass/fail), and record this information on the registration form.

Then, submit the signed form to the Career Services Office. Once you have submitted the **Internship Registration** form, the “XCOP” course will change to an internship number in your area of study. Failure to submit this form will result in the class being dropped. Internship credit may be added until the end of the 6th week of a term.

Students securing an internship after the 6th week of the term are required to register for internship credit for the following term. Students are responsible to complete the minimum number of internship hours, all internship forms, **Student Evaluation**, and forward the **Employer Evaluation** link to the work supervisor for completion during the term in which they are registered for credit.

## REQUIRED FORMS

Each term a student is participating in the internship program, they must complete a **Learning Agreement & Job Description**. This form is the "contract" that outlines your learning objectives during the internship term and the method of evaluation for grade eligibility. **The Learning Agreement & Job Description** fillable form may be obtained on MY Portal under the “Career Development” tab or in the Career Services Office.

Before completing the form, obtain input from your work supervisor about your job duties and what they hope you will accomplish during the term. Then, meet with your faculty advisor to determine the goals and objectives they will use for evaluating your learning during the term. Include these goals and methods of evaluation on the agreement.

Sign the form and obtain the signatures of your internship faculty advisor, your work supervisor, and the internship coordinator. Submit the completed form to the Career Services Office.

All fillable forms are available on the MY Portal under the “Career Development” tab or in the Career Service Office. If you download the forms online, remember to print the forms and obtain the necessary signatures before submitting in person, by mail, or email.

## STUDENTS COMPLETING THEIR INTERNSHIP EXPERIENCE ON-CAMPUS

Students completing an internship on-campus MUST COMPLETE STUDENT EMPLOYMENT PAPERWORK IN ADDITION TO THEIR INTERNSHIP PAPERWORK. As the internship employer, Madonna University requires that student employees complete a student authorization, tax forms and an I-9 form. All forms for student employment are available on MY Portal under the “Career Development” tab. Only completed forms will be accepted by the Career Services Office.

## ASSIGNMENTS

Your faculty advisor will require completed assignments during the term. They may request a journal of your experience, a summary paper, a project and/or a written or spoken employer evaluation. If required for the course, these assignments should be noted on the **Learning Agreement & Job Description** form. Copies of all papers and journals should be submitted to your faculty advisor AND the internship coordinator at [internships@madonna.edu](mailto:internships@madonna.edu)

## STUDENT EVALUATION

Each term students are asked to evaluate their internship experience. An electronic student evaluation will be sent to your “studentname@my.madonna.edu” email address. Students must complete and submit their evaluation electronically two weeks before finals. The internship coordinator will provide a due date in the evaluation email. The **Student Evaluation** is confidential and will not be shared with the internship faculty advisor or the employer. Statistics gleaned from the student evaluations help the Career Services Office to evaluate the quality of the program, the employer site, and the performance of the internship faculty advisor.

## EMPLOYER EVALUATION

An electronic **Employer Evaluation** will be sent to your “studentname@my.madonna.edu” email address. It is your responsibility to forward the employer evaluation link to your supervisor for completion. The employer will evaluate your work performance. Most internship faculty advisors include the **Employer Evaluation** as part of the consideration for your grade. A copy of this form will be given to the student for inclusion in their portfolio and a copy will be forwarded to the faculty advisor. Please advise your supervisor that employer evaluations should be completed at least 2 weeks before the end of the term.

## INTERNSHIP REQUIREMENTS FOR INTERNATIONAL STUDENTS WITH F-1 VISA STATUS

International students with F-1 visa status wishing to complete an internship off-campus must obtain Curricular Practical Training (CPT) authorization before beginning work. CPT must be a required part of the curriculum, not elective credit for students to be considered for eligibility. Use of full-time CPT for one year or more eliminates the student’s eligibility for Optional Practical Training (OPT) after graduation. Use of part-time CPT does not affect eligibility for OPT. Interested students should contact the International Student Office for CPT authorization information. Please note, CPT authorization is not required if the student is working on campus.

## INTERNSHIP SPOTLIGHT (OPTIONAL)

Madonna University would like to share your internship experience with other students. Upon completion of your internship, you will receive a brief, fillable form to use to tell us about your internship. The **Internship Spotlight** requires a high resolution photo of you to include in the write-up. Career Services has partnered with the university photographer to provide you with a professional photo, free of charge. It looks great on LinkedIn too!

Your internship spotlight may be featured in an upcoming Career Services newsletter, on the website, or in the Madonna Herald online. Your internship experience, along with written documentation of it, will enhance your portfolio because they showcase your knowledge and capabilities to potential employers.



## PARTNER RESPONSIBILITIES

### **EMPLOYER RESPONSIBILITIES**

1. Provide a detailed job description, including start and end dates, hours per week and pay rate, if applicable.
2. Assure safe and healthful working conditions.
3. Offer wages at a rate comparable to employees who do similar work.
4. Help students to formulate goals for the **Learning Agreement** and facilitate the accomplishment of the learning objectives.
5. Recognize the student as a trainee and provide supervised practical experiences with an increasing level of responsibility and challenge as the student progresses academically.
6. Meet with a university representative for an on-site visit to discuss the student's progress.
7. Complete an employer evaluation of the student's work.
8. Notify the Career Services Coordinator should problems with the student's performance or changes in their employment status arise.

### **STUDENT RESPONSIBILITIES**

1. Initiate the internship process and update the internship coordinator on employment status.
2. Actively participate in the employment process by developing and submitting a perfect resume to the internship coordinator; follow up on job leads; develop job leads; and keep the internship coordinator informed of progress.
3. Register for academic credit and pay for tuition for the internship credit.
4. Complete and return all forms on-time, including: the **Internship Application & Student Agreement, Internship Registration, Learning Agreement & Job Description**, all assignments as outlined by the faculty advisor, and **Student Evaluation**. All forms should be submitted to the Career Services Office at [internships@madonna.edu](mailto:internships@madonna.edu)
5. Adhere to all policies of the employing organization. Students must dress appropriately, report to work as scheduled and notify the employer of any absences. Students may be expected to report to work during school vacations such as spring break.
6. Perform work with professionalism and maintain confidentiality.
7. Demonstrate attainment of the learning objectives as defined by the method of evaluation in the **Learning Agreement & Job Description**.

8. Notify the internship coordinator of any problems that may occur at the work assignment. Failure to notify the coordinator of early termination or problems could result in an "F" grade.

### ***FACULTY ADVISOR RESPONSIBILITIES***

1. Sign the student's internship registration, assign a course number, determine the number of credits to be earned, and indicate whether the student will receive a letter grade or pass/fail.
2. Assist the student with the completion of ***the Learning Agreement & Job Description*** including the formulation of the learning objectives and the method of evaluation.
3. Schedule a visit to the work site to ascertain the student's performance.
4. Evaluate the student's assignments.
5. Assign a course grade for the internship work experience.

### ***CAREER SERVICES INTERNSHIP COORDINATOR RESPONSIBILITIES***

1. Provide advising and counseling to potential internship students to prepare them for a successful job search and internship opportunity.
2. Develop employment leads and coach students to search for openings.
3. Collaborate with the student and employer to obtain interviews.
4. Serve as a liaison between the student, the internship faculty advisor and the employer to facilitate communication, maintain the quality of the learning/working experience and foster good work relationships.
5. Ensure proper registration of internship students with the Registrar's Office.
6. Maintain central records of all internship assignments.

## IMPORTANT NAMES, NUMBERS AND ADDRESS

Career Services Office: 734-432-5623  
36600 Schoolcraft, Room 1411, Livonia, MI 48150  
[internships@madonna.edu](mailto:internships@madonna.edu)

Internship Coordinator: \_\_\_\_\_

Faculty Advisor: \_\_\_\_\_

School Dean: \_\_\_\_\_

Employer: \_\_\_\_\_

Site Supervisor: \_\_\_\_\_

# Madonna University Registered Student Organization Guide Book

Dated October 2016



## Introduction

Mission: The Office of Student Life engages students in learning outside of the classroom.

Student Life will

- Provide students with opportunities to serve with the community,
- Prepare students for active involvement and leadership roles,
- Encourage the work of over 40 registered student organizations,
- Host large campus programs, and
- Educate students on health and wellness topics.

The Office of Student Life oversees all registered student organizations and honor societies. To create a Registered Student Organization (RSO) we offer guidelines to follow. There are many benefits of being involved in a RSO including sharing interests with others, developing leadership, interpersonal, and professional skills, and having fun! Madonna University welcomes you to start or join a registered student organization to not only enrich your own college experience but that of your peers as well. Please feel free to contact the Office of Student Life if you have any questions or concerns.

We look forward to working with you!  
The Office of Student Life

Contact information:

Room 1411

Phone: 734.432.5426

Email: [studentlife@madonna.edu](mailto:studentlife@madonna.edu)



## Guidelines for Founding a Registered Student Organization

### Some questions to ask when creating a new student organization:

#### 1. *What is your purpose?*

- What do you want to accomplish?
- Why do you want to bring students together?
- What will your organization be called? Is the name original? Can it be abbreviated?
- Does the mission of your organization connect to Madonna's mission and values?
- Is there a faculty/staff who is also passionate about this purpose who could be your advisor?
- Do you have any affiliations (Internal-department/major) (External-regional/statewide/national)?
- How will your organization impact the campus?

#### 2. *What can your members expect? How would someone benefit from being a member?*

- Does your organization have unique attributes to recruit members?
- How will you define member roles, commitments, and dues?
- Does your organization have relevance to Madonna's student population?

#### 3. *How will you structure the organization?*

- Is your organization formal or in-formal? Long-term or short-term?
- How and when will you select officers? What will their responsibilities be?
- How often will you hold meetings, where will they be, and when?

### Categories of Organizations\*:

- Faith-based- An organization that emphasizes the spiritual life of students through activities such as service, prayer, worship, devotion, education, and outreach.
- Career-related- An organization that focuses on a common career goal and helps students prepare themselves for their careers through education, networking, and other activities.
- Cultural- An organization that celebrates a particular cultural identity to connect, educate, and promote diversity through various activities.
- Honor Societies- An organization that recognizes student's academic achievements.
- Service-Focused- An organization whose members serve with the Madonna University and surrounding communities.
- Recreational- An organization that provides physical activities or special interest activities for students.
- Social Justice/Advocacy- An organization that raises awareness for and supports a particular group, topic, interest, or cause.

\* New organizations are not limited to these categories\*

## Registration Procedures:

1. Each registered student organization must have a UNIQUE mission and purpose that is clearly defined in a single statement.
2. The organization must have four students committed to the mission.
3. The organization must have a faculty or staff advisor that supports the organization.
4. The student leaders must create a Constitution and/or By-Laws that specify how the organization will work.
5. Upon completion of the first four steps, the organization must be approved by the Office of the Vice President for Student Affairs and Mission Integration.

## Required Paperwork:

- Registered Student Organization Application
- Constitution and/or By-Laws
- Registered Student Organization Advisor Agreement
- Email Address Request Form
- Registered Student Organization Account Signature Form

## Student Senate Requirements for Registered Student Organizations:

- A representative to serve in the House of Representatives. The House of Representatives shall be comprised of a student leader from each RSO. These student leaders will be responsible for representing their organization at House of Representative meetings, which will be called to order by the Student Senate Vice President should the need arise and the Senate requests their input.

This representative is required to attend a minimum of 2 Senate General Assembly meetings per semester in order to stay informed with the efforts of the Senate, as well as represent their RSO, promote their organization's events, and interact with other student leaders to better serve students. **Any student within the Senate cannot also represent RSOs they are a part of.**

- Attend annual trainings/workshops. At least one person from each RSO is required to attend each of the three workshops held by the Student Life office, which will cover the following topics: managing finances, event planning, and marketing & recruiting members.

## RSOs in good standing will have the following privileges:

- Apply to receive funding from Student Senate
- Host on-campus events
- Reserve rooms
- Have a table at the RSO Fair
- Be listed on the Madonna website/in promotional materials

Failing to meet any of the expectations above, or any violation of the RSO handbook, will result in the organization being placed on probation, and loss of all the privileges of RSOs. Probation shall last one semester, during which time the RSO's leaders must meet with the Secretary of Clubs and Organizations and the Student Senate Vice President and discuss further actions. At the end of the probationary period, the RSO must fill out the Reinstatement Request Form and submit it to the Student Senate Vice President to be voted on by the Senate. Failure to do so may result in further disciplinary action or dismissal of the RSO, at the discretion of the Student Life Coordinator.

## Operation of Registered Student Organizations

### University Policies

#### **STUDENT CODE OF CONDUCT**

Student leaders are responsible for knowing and abiding by the Student Code of Conduct found in the Madonna University Student Handbook.

#### **EXECUTIVE BOARD ELIGIBILITY**

Each registered student organization must have an executive board as defined in their Constitution and/or By-Laws. All students holding an elected or appointment position of leadership must maintain at least a 2.0 overall grade point average (good academic standing). Any student failing to meet this minimum standard will not be eligible to hold an executive position or run for such a position the following semester until the minimum standard is met.

#### **EXECUTIVE BOARD TERM OF OFFICE**

The Constitution and/or By-Laws for each registered student organization must include specific dates for a one-year term of office for executive board members. The term of office should be a 12-month time period that follows the annual election of executive board members. The specific dates are at the discretion of each registered student organization. For example, an RSO holding elections in September might select October – September as their term of office or a term of office could be January – December, with elections held in November or December.

#### **FINANCIALS**

The Constitution and/or By-Laws for each registered student organization must include provisions for managing the organization's financial account. Two signatures are required for withdrawing funds. If the person receiving the funds (as a cash advance or a reimbursement) is an authorized signer, then the two remaining authorized signers must sign that requisition for funds.

#### **MEMBERSHIP**

As stated in the Student Handbook, Madonna University guarantees the right to equal educational opportunity without discrimination because of race, ethnicity, gender, sexual identity, socioeconomic status, age, physical abilities, cognitive abilities, family status, religious beliefs, political beliefs, or religious tradition. Membership in registered student organizations are limited to enrolled Madonna students; however alumni and friends may attend events, meetings, fundraisers, etc. as guests of a registered Madonna student understanding that the Madonna student is responsible for the behavior of their guest.

## Advertising Policies

Registered Student Organizations may post flyers on campus (see flyer policy below). Prior to being displayed on campus, all flyers/banners/chalking must be approved by the Office of Student Life.

What should be included in a great flyer?

- Name of event
- Time of event
- Location of event
- Contact RSO
- Contact phone and/or e-mail address
- Rain location (if outdoors)
- Cost
- Sponsor(s) of event
- Flyers should be concise and image rich

Posting of notices, signs, announcements, flyers, etc., in areas throughout the buildings are to be confined to bulletin boards or other surfaces designated for posting. Items should not be posted on painted surfaces, doors, windows, etc. All postings must receive authorization by the Office of Student Life.

### POSTER AND FLYER POLICIES

The Office of Student Life wants to ensure all groups have space to promote their events and as such requires the following guidelines be met for all flyers:

- All single event flyers should be 8.5" x 11" (full page) or 5.5" x 8.5" (half page).
- All flyers must be approved by the Office of Student Life staff.
- Flyers will be hung for a maximum of 14 days prior to the event.
- Student Life will post your flyers throughout campus.
- Non-university flyers can be posted on the two community boards located in the Administration Building.
- The Office of Student Life reserves the right to deny approval of any flyers.

### **Printing Limits**

The Office of Student Life will print up to 50 pages, color or black & white, per academic year, at no cost to your organization. Any copies above this limit will be charged to your organization's account. Copies are made in the MU Copy Center. The cost of one color copy is 20¢. The cost of one black & white copy is 8¢.

### **Chalking Policy**

Any chalking must be approved by Office of Student Life. Chalking may only be done where rain water can wash the sidewalk. To gain approval for chalking, email the Office of Student Life with the dates, location, and potential messages. You will be contacted when you are approved. Please allow 7-10 business days for approval.

### **Bulletin Board Policy**

Bulletin Board space can be requested through the Office of Student Life. Your organization may reserve the bulletin board for up to two weeks. Bulletin Boards for reservation by RSOs are located in the Take 5 Lounge and outside the Ford Technology Wing.

## Banner Policy

The Office of Student Life can provide paint and paper for Registered Student Organizations to create banners to promote their club or event at no cost. To use these supplies, please contact the Office of Student Life to schedule a time to create the banners. These banners can only be hung in the Take 5 Lounge and the Franciscan Center Gathering Space for up to two weeks prior to your event.

## Digital Signs

Events and Registered Student Organizations may be promoted in digital format (PDF or .jpeg) via the screens in the Franciscan Center and Administrative Building. Event flyers will be removed the day following the event. Registered Student Organizations promotional flyers will be posted for up to two weeks. The Office of Student Life reserves the right to deny or otherwise restrict a flyer for the digital signs.

### Guidelines for Digital Signage

- Graphics can be displayed for up to two weeks prior to the event.
- Graphics will be posted for the duration of the event.
- Graphics need to be correctly sized for the respective regions.
  - PowerPoint slides can fit the Center/Top Main regions.
- Graphics go only on one region per board.

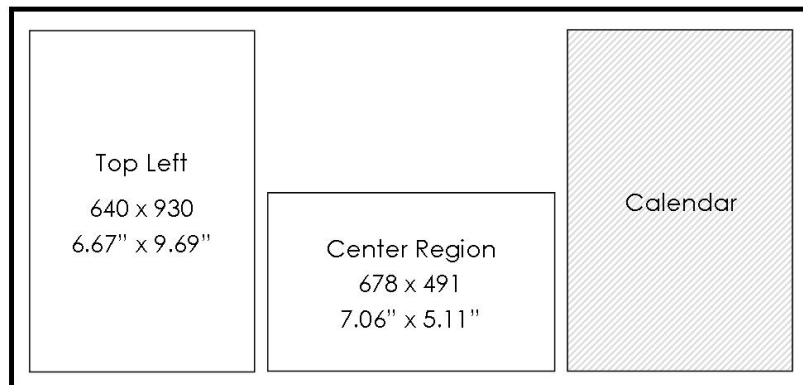
### Helpful Tips for Advertising

- Graphics should be image rich and have large text.
- Light backgrounds work better than dark ones.

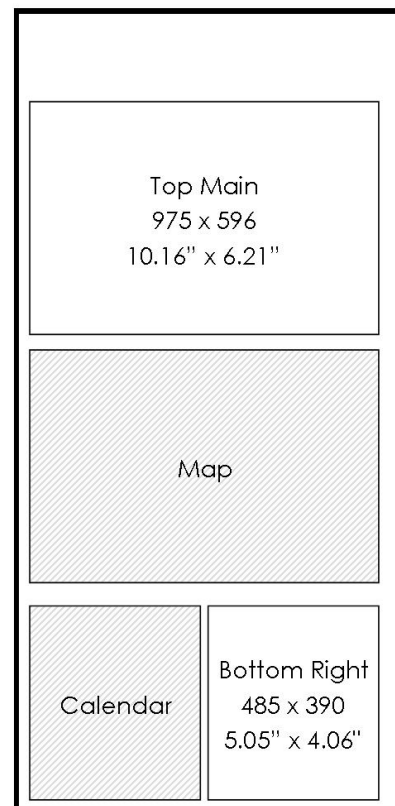
# Digital Signage Cheat Sheet

Note: All images should be 96 dpi.

### HORIZONTAL



### VERTICAL



Updated 12.12.2013



## University Symbol Use

When identifying with the University through graphics (Madonna's logo, name, seal or likeness), the Office of Student Life will consult with the University's Marketing Department for proper format. Use of the University's logo, name, and likeness on t-shirts and other fundraising articles must be approved by Madonna University's Marketing Department, the Office of the Vice President for Student Affairs and Mission Integration and the Office of Student Life.

## Guiding Principles for Use

*Cited from Institutional Policy Handbook*

Before using the Madonna University logo and wordmark, you should consider whether the use supports the University's mission and reputation, and reflects the University's values.

As you consider specific situations, ask yourself if using the Madonna brand would:

- Be consistent with and supportive of the University's mission of providing a liberal arts education integrated with career preparation and service.
- Reflect the University's commitment to rigorous intellectual inquiry and discourse, and to the Franciscan values.
- Preserve the University's reputation as a recognized international leader in academic pursuits and service to society.
- Be in compliance with University policies and codes of conduct.
- Include truthful and open disclosure of sources of financial support for externally sponsored or funded University activities.
- Attain a fair financial return to the University for any commercial use of its name or marks.

The use of the Madonna University name and logo must not:

- Be associated with activities or entities that bring its integrity or credibility into question. Careful consideration must be taken to protect the University's reputation and standing.
- Be used for personal gain.
- Be used in print or electronic form if it implies commercial or political endorsement of a product, service, project, or individual without prior written authorization of the Marketing Department.

## Logo and Symbol Guidelines

*Cited from Institutional Policy Book*

The logo/wordmark should be used on all stationery, print materials, Web sites, apparel, signage, etc. While it is preferred that the entire logo be used, it is acceptable to use just the M w/ flame or the shield with the M in certain situations where the whole logo would not fit.

Do not:

- Alter the logo in any way.
- Use any part of the logo, including the M w/flame, as part of another word.
- Redesign, redraw, animate, modify, distort, or alter the proportions of the logo.
- Surround the logo with—or place in the foreground over—a pattern or design.
- Rotate or render the logo three-dimensionally.
- Add words, images, or any other new elements to the logo.
- Replace the approved typeface with any other typeface.
- Enclose the logo in a shape or combine it with other design elements or effects.
- Modify the size or position relationship of any element within the logo.
- Add additional copy to the logo, i.e., college, department or club name. (A template has been created for departments or clubs. Please contact marketing for use of the template.)

If you have any questions about appropriate usage, please contact the marketing department at 734-432-5843 or [marketing@madonna.edu](mailto:marketing@madonna.edu).

## **Business Office Policies**

*Cited from the Institutional Policy Handbook*

**Creating an Account:** To create an account, the Registered Student Organization must fill out the RSO Account Signature Form and it must contain all necessary signatures.

**Changing Signers on an Account:** To change signers the Registered Student Organization must fill out the Account Signature Form and return it to the Office of Student Life, who will keep a copy and send the original to the Business Office. This form must be filled out every time the Change of Officer Form is filled out.

**Withdraw Funds From Account:** To withdraw funds from the account, the Registered Student Organization must fill out a Requisition form, which is available in the Office of Student Life.

a. *For reimbursements:* You must submit all receipts and documentation (i.e. conference brochure, event flyer, list of attendees, etc.). Additionally, "Requests for Reimbursement" must be approved by the Business Office in advance. The University will not guarantee reimbursement for expenses made without prior approval. Requests for Reimbursement are made in advance by submitting a completed Requisition to the Business Office. Requests for Reimbursement that are submitted without prior approval of the Business Office will be denied. Estimated total costs are acceptable.

b. *For Cash Advances:* You must turn in the original receipts immediately following your event/trip. Failure to do so will result in future payments being held. In circumstances where an individual wishes to personally purchase goods or services at a local retailer or specialty store, a "Cash Advance" may be requested. A "Cash Advance" may also be requested to support approved anticipated travel expenses. Requests must be made prior to the expenditure of funds. Approval is not guaranteed.

c. *For Payment to Vendors:* The original invoice must be attached. If this is a new vendor, a W-9 form (available in the Office of Student Life) must be completed prior to the check being printed. A W-9 form must be signed and completed by the vendor, so plan accordingly.

**Depositing Funds into the Account:** Money must be deposited into the account immediately following the event. To deposit funds, use the RSO Deposit Form which can be found in the Office of Student Life. Upon deposit, please retain the form for your records.

**Student Organization Budget:** The Office of Student Life may audit the organization's account so we encourage your Registered Student Organization to keep track of its own finances.

Please note: The University is tax exempt. If you make a purchase using your organization's funds, please see the Office of Student Life for a tax exempt certificate. Madonna University does NOT reimburse sales tax on purchases made.

## Communication Policies

*Electronic Communications Policy is cited from the Madonna University Student Handbook.*

Effective Fall 2011, all Registered Student Organizations will be issued a Madonna email address. The purpose of these accounts will be to provide a safe way for organizations to communicate, as well as encourage sustainability for the organization's leadership. These email addresses will be used when directing students to contact organizations of interest. Network Services will create the new accounts in cooperation with the Office of Student Life.

The email policy is as follows. All Registered Student Organization Presidents must agree to the policy before receiving a Registered Student Organization email address.

### **EMAIL ADDRESS GUIDELINES**

Every Registered Student Organization at Madonna University receives a free email ID and mailbox. Email is a privilege the University extends to its students, faculty, staff, and Registered Student Organizations. The University reserves the right to extend or revoke this privilege at any time and for any reason. Support for email is provided by the Help Desk.

1. All email accounts are to be used for organization business only. Solicitation of off-campus activities unrelated to the organization is prohibited.
2. Use of the email account should be limited to the President, members that are appointed by the President, and the Advisor.
3. Proper e-mail etiquette should be used when sending e-mails from the registered student organization.
  - a. Keep messages simple and direct.
  - b. Messages must contain a 'From' or 'Reply to'.
  - c. Send messages only to the specific organization members to whom it pertains.
4. All questions and concerns should be directed to the Help Desk.  
(Office 1103; [helpdesk@madonna.edu](mailto:helpdesk@madonna.edu); 734-432-5800)
5. Abuse of the e-mail policy will result in a restriction or possible loss of the e-mail account. Loss or restriction of the email account can be appealed to the Vice President for Student Affairs and Mission Integration.

Student organizations that wish to obtain a new email address for their Registered Student Organization must fill out the form completely and return it to the Office of Student Life.

### **MY PORTAL GROUPS POLICY**

*This policy is cited from the Campus Groups tab on My Portal.*

Madonna University provides the best possible atmosphere for learning while fostering a spirit of belonging, interdependence, and solidarity based on principles of mutual trust, respect for each individual and social justice. Students are expected to maintain a high standard of conduct. Individuals who violate its rules or regulations are subject to discipline.

To the extent described below, the President of the University delegates authority over student discipline to the Vice President for Student Affairs & Mission Integration. The Student Code of Conduct applies to all undergraduate, graduate, and professional students of the University and to all persons who are registered or enrolled in any credit or non-credit course or program offered by the University.

The following acts are considered computer misconduct if they involve the use of University-owned computer equipment, facilities, hardware or software, including the University computer network or the use of private computer equipment on campus or during University-sponsored activities including registered student organizations.

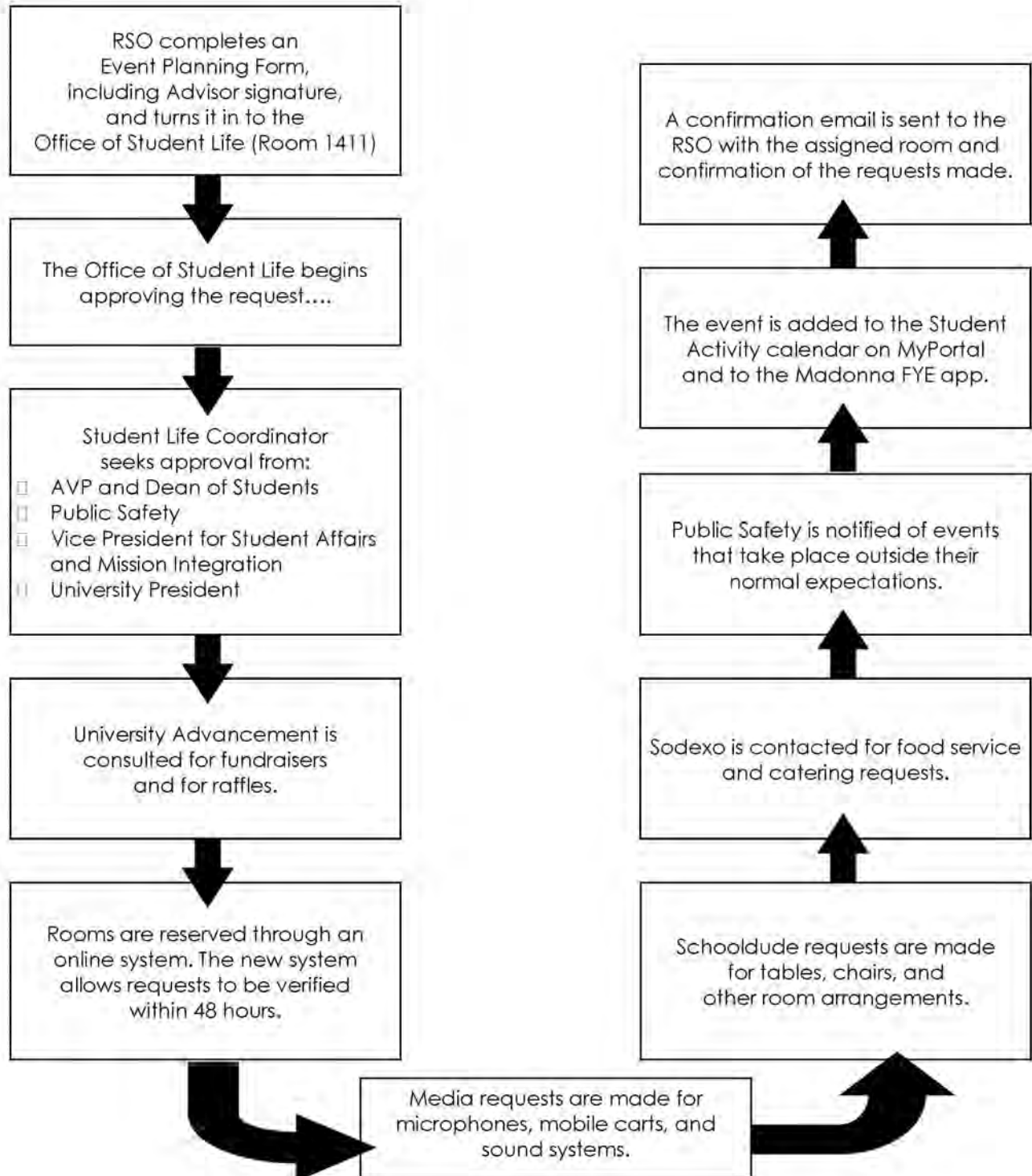
1. Vandalism, including physical abuse of hardware and knowingly compromising software or data.
2. Unauthorized use or possession of hardware, software, or data that belongs to the University or other students is considered theft. This includes sharing files that are not student's originals.
3. Students will lose the privilege of using this group service if they log in to accounts other than their own or share their login information. Posting or sharing content that is or shows signs of hatefulness, threats, harassment, bullying or content such as nudity or graphic violence will result in immediate action against the student and may lead to termination.
4. Use of a computer for other forms of abuse, including but not limited to consumer fraud, computer dating services, spam, dissemination of spam or viruses, use of University email to threaten or intimidate any person or organization, unauthorized accessing of or hacking into other systems, or doing anything that is unlawful, misleading, malicious or discriminatory.
5. Unauthorized alterations to software, programs or data, including but not limited to using a computer to create false records, alter authentic records, or reproduce confidential data.
6. Intentional corruption, misuse, or stealing of software or data, including but not limited to unauthorized copying of copyrighted programs or any other computing resource.
7. Using the University's network, Madonna email, or other technology associated with the University to send or post unauthorized commercial communication, or knowingly executing a program that may hamper normal computing activities at the University or elsewhere.
8. Retrieving or downloading images or information promoting conduct otherwise prohibited by any section of the Student Handbook is considered a violation. MY Portal group names may not begin with "MU" or "Madonna University" or any other derivation associated with the University. A group must have a minimum of five members in order to be recognized as an approved "active group."

## Event Policies

### ON-CAMPUS EVENTS

Events may be scheduled by filling out an Event Planning Form a minimum of two weeks prior to the event. Approval by the Student Life Coordinator must be granted. Office of Student Life will reserve any space or media equipment necessary and seek approval by other departments as needed. Please note: You are responsible for the room during use. Rooms must be returned to the order in which they are found.

This figure shows the process that occurs when Event Planning Forms are turned in:



## **Campus Speakers/Entertainers Policy**

Madonna University affirms its belief in and commitment to freedom of expression, discussion, and inquiry in the following statement of policy.

A recognized Madonna University campus group may invite a speaker and may use the facilities of the University provided that:

- a. The recognized group is an approved faculty or student group taking responsibility for the content and the speaker.
- b. The speaker for an organized Madonna University student group is scheduled through the Office of Student Life. The activity should not conflict with previously scheduled events on the Madonna University calendar.
- c. The speaker for an organized faculty group or class must be scheduled through the Office of the Vice President for Academic Affairs.
- d. The sponsoring recognized student organization, with its Advisor, must provide assurance to the Office of Student Life that it can defray the expenses of the speaker.
- e. If a speaker or the subject matter is of a controversial nature, the speaker will agree to a question-and-answer period following the address.
- f. If the views of the speaker are contrary to the views of the assembly, courtesy and respect are to be extended to the speaker by the University community.

**Prior to extending invitations to paid and unpaid speakers to address classes at the University, the faculty member should obtain approval from the appropriate department chairperson and the college/school dean.**

An Event Planning Form must be filled out and approved in order for the speaker to give his/her presentation on campus.

## **Contracts**

RSOs, advisors, and individuals are NOT permitted to sign contracts on behalf of the University. Any contracts for RSO events or services should be submitted 7 days prior to their due date for review by the Office of Student Life, the Office of the Vice President for Student Affairs, and the Business Office as applicable.

## **OFF-CAMPUS EVENTS**

### **Driving Policy**

In the interest of health, safety, and welfare for our students, employees, and others who may ride in vehicles on University business, Madonna University has prepared this Employee Business Driving Policy. The following provides details about what vehicles may be operated on University business; which employees are authorized to operate a vehicle on University business and the conditions and restrictions under which an employee may be authorized to operate a vehicle on University business; required procedures for operating a vehicle on University business; and finally, required protocol in the event of a vehicular accident occurring while operating a vehicle on University business.

Full-Time Employees - may have driving privileges to regularly operate a vehicle for University business under the following conditions:

- The position job description requires regular or occasional driving operation of a vehicle for University business
- The individual is at least 21 years of age while operating a vehicle without passengers
- The individual is at least 25 years of age while operating a vehicle with passengers
- The employee has undergone an evaluation of their Motor Vehicle Records (MVR) and the record indicates that the driver meets the minimum acceptable requirements for safe driving.

Part-Time Employees/Student Employees – may have driving privileges to occasionally operate a vehicle for University business under the following conditions:



- The position job description requires regular or occasional driving operation of a vehicle for University business
- The individual is at least 21 years of age while operating a vehicle **without** passengers
- The individual is at least 25 years of age while operating a vehicle with passengers
- A student employee is an individual directly employed by Madonna University with a regular job description on file and all necessary Human Resources paperwork on file – I9, W4, employment contract, etc.
- The employee has undergone an evaluation of their Motor Vehicle Records (MVR) and the record indicates that the driver meets the minimum acceptable requirements for safe driving. (See MVR requirements)

#### Individuals Prohibited from Operating Vehicles for University Business

Driving privileges do not extend to students who are not directly employed by the University, employee spouses, children, or other household members of an employee. In the event of an accident or any other damage to the vehicle during operation by or in the possession of an unauthorized driver, the assigned/custodial driver will incur the full cost of repairs. *Accident and incident statistics provided from the National Institute of Highway Safety as well as our insurance carrier were reviewed to establish minimum age, driving experience, and driving record criteria.*

#### **Contracted Transportation**

The Office of Student Life will assist RSOs in obtaining in contracted transportation (school bus, motor coach, etc.) for approved events and outings. The Office of Student Life works with many vendors to secure safe and reliable transportation for large and small groups of students. To make arrangements for contracted transportation, please work with the Student Life Coordinator.

#### **Event Waivers**

For events held off-campus there is a waiver titled Liability Waiver and Release Agreement For Activities Not Related to Course Credit. This waiver can be obtained from the Office of Student Life.

## Food Policy

*This policy is cited from the Institutional Policy Book.*

The University does not provide meals for routine meetings, which should be scheduled at convenient times outside of meal periods. However, the University does recognize the need to provide refreshments and snack foods. The University's agreement with its food service provider grants the right to be the sole provider of food service on campus. This applies to circumstances where the University is being asked to pay for the refreshments. The Food Service provider will waive this right as a courtesy in situations where the total costs of the food for an event is \$35.00 or less. Registered Student Organization meetings and student events, and any other meeting groups are limited to refreshments (snack foods) only.

### **Food at Student Events**

The University will allow nominally priced snacks or light meals for student events that are approved by the respective Vice President, under the following conditions:

1. The event is held on campus.
2. The meeting/event has a formal agenda or written statement of purpose consistent with the goals and objectives of the organization or program.
3. A report of the event must be submitted to the respective Vice President.
4. The requisition for cash advance or reimbursement must be signed by the respective Vice President.
5. Funds are available in the budget.

Student events include, but are not limited to honor society recognition events, fundraising dinners, and cultural festivals.

### **Circumstances Where Meals are Allowed:**

- Consultants Speakers or Guests

The University will allow for reasonable expenses for up to two faculty or staff members, when entertaining external consultants, speakers or guests on or off campus. The date of the function, purpose and individuals in attendance must be indicated on the requisition form that is submitted to the Business Office.

- Federally Sponsored Programs

Meals within federally sponsored programs must be in compliance with federal regulations. All expenditures must be approved in advance by the respective Vice President.

- Special Events Open to General Public

On occasion, the University hosts noted speakers or visiting scholars. The University will provide a meal on the day of the event for the speaker or visiting scholar and up to five faculty and/or staff involved in the planning of the event. The University will also provide a meal for the President, Vice Presidents and Deans invited to the event. At the invitation of the Planning Committee, other University members may attend the meal, but will be required to pay for it. The date of the function, purpose and individuals in attendance must be indicated on the requisition form that is submitted to the Business Office, and a copy of the planning minutes/notes must be submitted with the requisition for payment.

- Special University-Wide Events

Lunch or dinner may be provided on occasions of a University-wide nature, such as the annual Community Gathering, Founders' Day and Interfaith Celebration, Christmas Strolling Supper, Employee Appreciation event, and Graduation Reception.

## Fundraising Policies

*Cited from the Madonna University Institutional Policy and Student Handbooks.*

All proposed fundraising projects, both on and off campus, must be approved by the Office of Student Life in cooperation with the Advancement Office. The Fundraising Approval Request Form must be completed, at least two weeks prior to the event, and then forwarded to the Office of Student Life so that the request can be facilitated in conjunction with the Advancement Office. Two or more of the same type of fundraising event cannot be held on the same day.

### **The Student “We Can Win” Campaign:**

Students are encouraged to participate in the “We Can Win” Campaign as proceeds benefit Madonna University athletics and other student groups. This campaign will be conducted by the Advancement Office each fall semester from September through mid-December. **No other internal student-initiated fundraising may take place during the “We Can Win” Campaign. This includes online giving.**

### **Student Fundraising/Donations**

Note: If planning to solicit area businesses, individuals, alumni or friends for in-kind (goods and services) or monetary donations, the respective planning group must secure approval of those to be solicited from the Advancement Office. The approval will be based on targeted audiences that will not overlap with other University fundraising efforts.

### **Guidelines to Assist with the Request Form Process:**

Use the Fundraising Approval Request Form as your guide in developing your fundraising plan. This form is available on MY Portal under the “Make a Gift” tab.

- The Fundraising Form must be submitted at least ten (10) calendar days prior to the requested date. You may need additional lead time if materials need to be printed or other special arrangements need to be made. Please allow five (5) working days from the receipt of your application for written response.
- Student clubs and organizations are asked to conduct fundraising events between January and July only. During this period a maximum of three (3) initiatives can be held per group. This includes collaborations among student groups.
- Student organizations may accept cash donations to be forwarded by the Office of Student Life to the Advancement Office.
- Donations from University departments to student organizations should be spent out of the respective departmental account. Therefore, money should not be transferred from a University department into the student organization fundraising account. Funds maintained in the student organization fundraising account cannot be used to pay students for services.
- Student Organizations are not permitted to conduct fundraising activities or produce events designed to raise funds for the personal charitable endeavors of faculty, staff, or students.

### **General Guidelines**

Before you plan your event, please review the following Fundraising Guidelines and submit the Fundraising Request Form as described.

- All activity/event information must be completed on the application. It is especially important to include the names of organizations/businesses/various groups that are being considered for solicitation as other University representatives may be soliciting these same establishments/individuals. Student organization solicitation of off-campus businesses is permitted on a limited basis subject to the approval of the appropriate University personnel. A list of businesses to be solicited is required in advance.

- The fundraising application requires approvals from the following: (1) the sponsoring organization's advisor, the Director of Athletics (if fundraising for athletics) or the Department Chair; (2) the Student Life Coordinator; and (3) the Vice President for Advancement.
- By submitting this form, you agree that you have secured the appropriate approvals. Without these approvals, the fundraising project will be denied.

### Recording Gifts

All gifts need to be receipted in the Advancement Office to ensure proper documentation of the gift. Also, it is important that Advancement records are accurate so that our donors will be recognized appropriately in publications, and at recognition events. We do not want to send a letter, saying our records indicate that a donor has not made a gift, when they have, through a department initiative. Some gifts may be deductible as a "gift in kind" with proper documentation.

### Follow-up Report

Within ten (10) days of the conclusion of the event, the sponsoring organization is required to complete and submit a follow-up report with a profit and loss margin stated. In addition to the total amount raised, the summary must also include the final list of those approached for donations.

### Raffles

Any organization wanting to hold a raffle should schedule an appointment with the Student Life Coordinator to gain a clear understanding of what this might entail. One Day Raffles may be held if it is restricted to a 24 hour time period. Approval must be granted by the Vice President of Institutional Advancement and the Student Life Coordinator. Proper documentation must be made with the Office of Student Life by filing an EPP but the student organization DOES NOT need a license from the state to hold a one-day raffle. Extended raffles may be held if the organization contacts the Office of Student Life prior to the event to discuss regulations and fees. A license from the state is required and will take six to eight weeks or more to be processed. Prior planning is essential. The license must be processed prior to printing tickets, advertising, etc.

### Fundraising at Restaurants

The Office of Advancement will be happy to guide you in assisting with local "restaurant fundraising" for your club. A group representative should notify the Advancement Office which restaurants are going to be approached. **This should be done before a restaurant is contacted or an agreement is solidified.** This will prohibit clubs from fundraising at the same time and at the same restaurant. Once an agreement is made with the restaurant and the fundraising activity takes place, a club representative should then provide a document which shows proof of what was raised.

**FAILURE TO COMPLY WITH THESE RULES WILL RESULT IN THE SUSPENSION OF FUNDING, PRIVILEGES, AND RECOGNITION. INDIVIDUAL STUDENTS WILL BE SUBJECT TO THE APPROPRIATE DISCIPLINARY ACTION AS OUTLINED IN THE STUDENT CODE OF CONDUCT (FOUND IN THE STUDENT HANDBOOK).**



**Sex/Gender-Based Harassment, Discrimination,  
and  
Sexual Misconduct Policy**

**Winter 2017**

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## 1. INTRODUCTION

As a Catholic/Felician institution of higher education, Madonna University abides by values that proclaim the dignity and rights of all people. Sexual misconduct of any type is morally offensive to our students, faculty, administrators, staff members, employees and guests of the University. It is also a form of unlawful sexual discrimination prohibited by Title IX of the Education Amendments of 1972, and the Title VII of the 1964 Civil Rights Act.

Madonna University is committed to fostering an environment that protects all members of the University community from all forms of harassment, discrimination, and sexual misconduct. Madonna University requests and expects the cooperation of every member of its community in demonstrating a respect for others, as well as in upholding Federal laws and the laws of the State of Michigan. All members of the University community have a responsibility to be aware of what is sexual misconduct, how to report sexual misconduct, the consequences of it, and the options available to those who are victims of such misconduct.

Madonna University is an equal opportunity/equal access/affirmative action employer fully committed to achieving a diverse environment and workforce and complies with all Federal and Michigan State laws, regulations, and executive orders regarding non-discrimination and affirmative action.

In compliance with Title IX of the Education Amendments of 1972 and other federal, state, and local civil rights laws that prohibit discrimination based on sex in educational programs and activities that receive federal financial assistance, Madonna University has developed the following policies on sexual misconduct which prohibit discrimination, sexual harassment, violence, and retaliation.

These guidelines are intended to define expectations and to establish an instrument for determining when policies have been violated.

### a. Applicability

This Policy regarding sex/gender harassment, discrimination, and sexual misconduct applies to all Madonna University students, faculty, administrators, staff members and employees, as well as vendors and guests of the University, on and off campus. The following examples provide further explanation of the scope and applicability of this Policy:

- Members of the University community who are involved in the College's extension programs, such as internships, clinical practical, student teaching, etc.
- Conduct that occurs on campus or off-campus in the context of University employment, education, or programs or activities, including but not limited to Madonna-sponsored study abroad, internships, graduate/professional programs, intercollegiate athletics, or other University affiliated programs.
- Third party individuals who are visitors or guests, contractors, alums, or students from another institution.
- Conduct that occurs off-campus outside the context of a University program or activity but has continuing adverse effects on campus or in any University program or activity.

This Policy does not replace, supersede or limit an individual's rights and remedies as determined under applicable state or federal law.

## **b. Terminology**

The person alleging any violations of this Policy is referred to as "**Complainant.**" The person accused of the violation is referred to as "**Respondent.**" Persons not directly involved who are reporting the incident(s) are referred to as "**Third-Party Reporters.**"

## **c. Standard of Proof**

When an incident related to Title IX is reported, the University will conduct a prompt, thorough, and impartial investigation under the oversight of the University's Title IX Coordinator and the Director of Public Safety.

The University uses **the preponderance of the evidence** (also known as "more likely than not") as a standard for proof of whether a violation occurred. In campus resolution proceedings, legal terms like "guilt," "innocence" and "burdens of proof" are not applicable. The University never assumes that a Respondent is in violation of University policy. Campus resolution proceedings are conducted to take into account the totality of all evidence available, from all relevant sources.

## **d. Madonna University's Vision of Diversity and Inclusion Statement**

Madonna University's "Vision of Diversity and Inclusion" states that the institution aspires to live out its mission and values by creating and maintaining an environment where all persons are treated with understanding and respect regardless of their individual differences. The University regards diversity and inclusion as guiding principles. Diversity calls upon individuals to know how to relate to qualities, conditions, and identities that are different from their own and from the groups to which they belong. Members of the University community are expected to respect others regardless of race, ethnicity, gender, sexual identity, socioeconomic status, age, physical abilities, cognitive abilities, family status, religious beliefs, political beliefs, or religious tradition. The University community guarantees the freedom of individuals to explore their evolving self-identity in a safe, positive, and nurturing environment.

To advance the concept of inclusion, the University strives to ensure that all persons can participate in and have access to the everyday life of the University. This deepens the understanding and appreciation of the individuality and circumstances of everyone. Inclusion is essential for the creation of an environment of respect, hospitality, understanding, and welcome.

At Madonna University, the commitment to diversity and inclusion emanates from the core Franciscan values of respect for the dignity of each person, concern for the disadvantaged and oppressed, and reverence for life, rather than as a response to external regulations.

## **e. Title IX Coordinator and Deputy Coordinators**

The University's Title IX Coordinator oversees the University's gender equity work to ensure compliance with Title IX, including its grievance procedure, education/prevention efforts, and training. The Title IX Coordinator reviews information about relationship violence and sexual misconduct complaints to identify and address any patterns or systemic problems that arise from the review of such complaints. The Title IX Coordinator is available to meet with any member of the University community or campus organization that would like to discuss the University's Title IX compliance efforts or work involving matters of sex discrimination, including sexual and gender-based harassment, assault, or violence.

Deputy Title IX Coordinators are designees who assist the Title IX Coordinator with various implementation activities that involve faculty, staff, and students. Deputy Title IX Coordinators may receive reports in place of the Title IX Coordinator.

**Title IX Coordinator:**

Chris Benson, Ph.D.

Assistant Vice President and Dean of Students Room 1411 – Office of Student Life

734-432-5867

[TitleIX@madonna.edu](mailto:TitleIX@madonna.edu)

**Deputy Title IX Coordinators:**

For Students:

Connie Tingson-Gatuz, Ph.D.

Vice President for Student Affairs and Mission Integration

Room 1400

734-432-5881

[TitleIX@madonna.edu](mailto:TitleIX@madonna.edu)

For Staff/Faculty:

Tracey Durden, M.S.

Assistant Vice President and Chief Human Resources Officer

Room 2001E

734-432-5673

[TitleIX@madonna.edu](mailto:TitleIX@madonna.edu)

## 2. SEXUAL MISCONDUCT OFFENSES

In this section, definitions will be provided to identify various sexual misconduct offenses at Madonna University. “Sexual misconduct” will be used in this document as an umbrella term encompassing any non-consensual behavior of a sexual nature that is committed by force or intimidation, or that is otherwise unwelcome. Sexual misconduct offenses include but are not limited to sexual harassment, sexual intimidation, sexual exploitation, and sexual assault. These behaviors are described in the following section alphabetically.

### a. Non-Consensual Sexual Contact

Non-consensual sexual contact is:

- any intentional sexual touching, however slight,
- with any body part or any object,
- by any individual upon another,
- that is without consent and/or by force or coercion

Sexual contact includes:

- intentional contact with the breasts, buttock, groin, or genitals; or
- touching another with any of these body parts; or
- making another touch you or themselves with or on any of these body parts; or
- any other intentional bodily contact of a sexual manner.

## **b. Non-Consensual Sexual Intercourse**

Non-consensual sexual intercourse is:

- any sexual penetration,
- however slight,
- with any object or body part,
- by any individual upon another,
- that is without consent and/or by force or coercion.

Intercourse includes:

- any vaginal or anal penetration by a penis, object, tongue, or finger; and/or
- oral copulation (mouth-to-genital contact),
- no matter how slight the penetration or contact.

All such acts of non-consensual sexual intercourse are forms of sexual assault, and therefore sexual misconduct under this policy.

## **c. Sexual Exploitation**

Sexual exploitation occurs when an individual takes non-consensual or abusive sexual advantage of another for that individual's own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of the other sexual misconduct offenses. Examples of sexual exploitation include but are not limited to:

- Surreptitiously observing another individual's nudity or sexual activity or allowing another to observe consensual sexual activity without the knowledge and consent of all parties involved, or in which the person observed or induced to perform such act has not attained 18 years of age.
- Non-consensual sharing or streaming of images, photography, video, or audio recording of sexual activity or nudity, or distribution of such without the knowledge and consent of all parties involved, or in which the person recorded or viewed or induced to perform such act has not attained 18 years of age.
- Exposing one's genitals or inducing another to expose their own genitals in nonconsensual circumstances, or in which the person induced to perform such act has not attained 18 years of age.
- Prostituting another person.
- Invasion of sexual privacy.
- Engaging in voyeurism.
- Going beyond the boundaries of consent.
- Knowingly exposing someone to or transmitting a sexually transmitted disease (STD) or human immunodeficiency virus (HIV) to another person.
- Intentionally or recklessly exposing one's genitals in non-consensual circumstances and/or inducing another to expose their genitals.
- Sexually-based stalking and/or bullying.

All such acts of sexual exploitation are forms of sexual violence, and therefore sexual misconduct, under this policy.

## **d. Sexual Harassment**

Sexual harassment is:

- Any unwelcome,
- Sexual, sex-based, and/or gender-based,
- Verbal, written, online and/or physical conduct

Anyone experiencing sexual harassment in any University program or facility is encouraged to report it immediately to the Title IX Coordinator or Deputy Coordinators.



Prompt and remedial measures will be taken as deemed necessary.

Sexual harassment is sexual misconduct under this policy.

*Quid pro quo* harassment is:

- Unwelcome sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature.
- When submission to such sexual conduct is made either explicitly or implicitly as a term or condition of an individual's education/academic status or employment progress, development, or performance.
- Submission to or rejection of such conduct by an individual is used as the basis for employment or education/academic decisions adversely affecting such individual.

A hostile environment is created when sexual harassment is:

- sufficiently severe, or
- persistent or pervasive, and
- objectively offensive that it:
  - unreasonably interferes with, denies or limits someone's ability to participate in or benefit from the University's educational and/or employment, social, and/or residential program.

### 3. ADDITIONAL APPLICABLE DEFINITIONS AND INFORMATION

The terms "consent" and "force" are included in this section to provide additional supporting information and context to the sexual misconduct offenses described above.

#### a. Consent

Consent is:

- clear, and
- knowing, and
- voluntary (or affirmative, conscious, and voluntary),
- words or actions,
- that give permission for specific sexual activity.

In addition:

- Consent must be active, not passive.
- Silence, in and of itself, cannot be interpreted as consent.
- Consent can be given by words or actions, as long as those words or actions create mutually understandable permission regarding willingness to engage in (and the conditions of) sexual activity.
- Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity.
- Previous relationships or prior consent cannot imply consent to future sexual acts.
- Consent can be withdrawn at any time once given.
- In order to give consent, one must be of legal age.
- Sexual activity with a person who is known to be or should have been known to be substantially impaired constitutes sexual misconduct.
  - Incapacitation can occur mentally or physically, from developmental disability, by alcohol or other drug use, unconsciousness or by blackout.

- What the Respondent should have known is objectively based on what a reasonable person in the place of the Respondent, sober and exercising good judgment, would have known about the condition of the Complainant.
- Incapacitation is a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the “who, what, when, where, why or how” of their sexual interaction).
- Sexual misconduct also covers a person whose incapacity results from mental disability, sleep, unconsciousness, involuntary physical restraint, or from the taking of rape drugs.
  - Possession, use and/or distribution of any of these substances, including Rohypnol, Ketamine, GHB, Burundanga, etc. is prohibited, and administering any of these substances to another person is sexual misconduct.
- Michigan Law provides additional information about consent, including that sexual intercourse with a minor is never consensual when the victim is under 16 years old, because the victim is considered incapable of giving legal consent due to age.
  - In the State of Michigan, a person is guilty of criminal sexual conduct in the third degree if the person engages in sexual penetration with another person and if any of the following circumstances exist:
    - That other person is at least 16 years of age but less than 18 years of age and a student at a public school or nonpublic school, and
      - The actor is a teacher, substitute teacher, or administrator of that public school, nonpublic school, school district, or intermediate school district.
    - That other person is at least 16 years old but less than 26 years of age and is receiving special education services and:
      - The actor is a teacher, substitute teacher, administrator, employee, or contractual service provider of the public school, nonpublic school, school district, or intermediate school district from which that other person receives the special education services. (See MCL 750.520d).

#### **b. Force**

Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats) and coercion that overcomes free-will or resistance or that produces consent.

Force also includes:

- Coercion is unreasonable pressure for sexual activity. When a person makes clear that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.
- There is no requirement for a party to resist the sexual advance or request, but resistance is a clear demonstration of non-consent. The presence of force is not demonstrated by the absence of resistance. Sexual activity that is forced is by definition non-consensual, but non-consensual sexual activity is not by definition forced.

## **4. DEFINITIONS OF OTHER SEXUAL MISCONDUCT OFFENSES**

This section describes behaviors that may be considered misconduct offenses under Title IX and this policy when the behaviors are sex or gender-based.

### **a. Bullying**

Bullying is behavior, that is, likely to intimidate, intentionally hurt, control or diminish another person, physically or mentally, that is not speech or conduct otherwise protected by the First Amendment.

### **b. Dating Violence (or Intimate Partner Violence)**

Dating violence is defined as an act of violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim that does not fall within the definition of “domestic violence.” For the purposes of this definition, whether the relationship is of a romantic or intimate nature is determined by a variety of factors, including the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

A relationship of a romantic or intimate nature means a relationship that is characterized by the expectation of affection or sexual involvement between the parties.

An incident of dating violence can be a single act of violence or a pattern of violent acts that includes, but is not limited to, sexual or physical abuse, or the threat to engage in such abuse.

Dating violence often includes ongoing emotional, psychological, and fiscal abuse. While this Policy addresses physical acts of dating violence, individuals experiencing other facets of relationship violence should seek help from campus resources, regardless of whether the abuse is occurring on campus.

Dating violence is a form of domestic violence under Michigan law. Specific information about the criminal offense can be found in the Michigan penal code at MCLA .750.81 and MCLA .750.81 a.

### **c. Discrimination**

Discrimination under this policy is any action that deprives other members of the community of educational or employment access, benefits, or opportunities on the basis of sex or gender.

### **d. Domestic Violence**

Domestic violence is defined as an act of violence committed by any of the following individuals:

- A current or former spouse or intimate partner of the victim
- A person with whom the victim shares a child in common
- A person who is living with or has lived with the victim as a spouse or intimate partner
- A resident or former resident of the victim’s household
- Anyone else protected under the domestic or family violence law of the jurisdiction in which the offense occurred.

To assess for the presence of "abuse" in the domestic violence context, the following factors are considered:

- Power differential between the parties;
- Existence of fear by either party, tied to specific behaviors that constitute abuse; and
- Context of behavior (e.g., a history of coercive controlling tactics by one party over the other; one party acting in self-defense or in response to recent violations, abuse, threats or coercive tactics).

Domestic violence is a crime under Michigan law. Specific information about the criminal offense can be found in the Michigan penal code at MCLA. 750.81 and MCLA.750.81 a.

#### **e. Hazing**

“Hazing” is acts likely to cause physical or psychological harm or social ostracism to any person within the University community, when related to admission into, initiation into, pledging of, affiliating with, or joining any group, club or activity.

#### **f. Intimidation**

“Intimidation” is implied threats or acts that cause another to reasonably fear harm.

#### **g. Retaliation**

“Retaliation” is defined as any adverse action taken against a person for reporting conduct or participating in any way in an investigation under this policy. Retaliation against an individual for an allegation, for supporting a Complainant or for assisting in providing information relevant to an allegation is a violation of University policy, including this policy.

#### **h. Stalking**

“Stalking” mean a course of conduct composed of a series of two or more separate, non-continuous acts directed at a specific person that would cause a reasonable person to fear for his or her safety, or the safety of others, or feel terrorized, intimidated, threatened, harassed, or molested or to suffer substantial emotional distress.

#### **i. Additional Definitions**

“Unconsented contact” means any contact with another person that is initiated or continued without that person’s consent or in disregard of that person’s expressed desire.

A “course of conduct” means two or more acts, including, but not limited to, acts in which a stalker or other person directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person’s property.

“Substantial emotional distress” means significant mental suffering or anguish that may, but does not necessarily, require medical treatment or professional counseling.

A “reasonable person” means a person who exercises average care, skill, and judgment in conduct and who serves as a comparative standard for determining liability..

Stalking includes the concept of cyber-stalking, a particular form of stalking in which electronic media such as the internet, social networks, blogs, texts, cell phones, or other similar devices or forms of contact are used. This policy prohibits all stalking, not just stalking that occurs within the context of a relationship.

Stalking is a crime under Michigan law. Specific information about the criminal offense can be found in the Michigan penal code at MCLA. 750.411h and MCLA .750.411i.

#### **j. Threatening Conduct**

“Threatening conduct” is any action threatening or causing physical harm, or extreme verbal abuse, or any other conduct that threatens or endangers the health or safety of any person.

## 5. CONFIDENTIALITY, PRIVACY, AND REPORTING POLICY

In this section, confidentiality is defined with regard to information about individuals at the University who provide University services that are of a confidential nature. Guidelines for confidentiality are provided by the University. Confidentiality extends to the privacy of student records and information. Lastly, this section includes a definition and the obligations of reporting parties, an overview of reporting options, and the requirements for timely warnings.

### a. Confidentiality

The obligation of “confidentiality” means that information shared by an individual with designated University or community professionals cannot be revealed to any other person without the express permission of the individual, or as otherwise permitted or required by applicable law. Those University and community professionals who have the ability to maintain confidential relationships include:

- mental health professionals
- ordained clergy

The obligation of confidentiality of the named above professional is recognized by Michigan state law. These individuals are prohibited from breaching that obligation of confidentiality unless:

- They are given permission to do so by the person who disclosed the information to them.
- There is an imminent threat of harm to themselves or others.
- The information involves information of suspected abuse of a minor under the age of 18; or
- Disclosure is otherwise required or permitted by applicable law or court order.

If a victim does not wish for their name to be shared, does not wish for an investigation to take place, or does not want a formal resolution to be pursued, the victim may make such a request to the Title IX Coordinator or Deputy Coordinators, who will evaluate that request in light of the duty to ensure the safety of the University community and to comply with applicable federal law. In cases indicating pattern, predation, threat, weapons and/or violence, the University will likely be unable to honor a request for confidentiality from the victim.

In cases where the victim requests confidentiality and the circumstances allow the University to honor that request, the University will offer interim support and remedies to the victim and the University community, but will not otherwise pursue formal action. A Complainant has the right, and can expect, to have reports of incidents taken seriously by the University when formally reported, and to have those incidents investigated and properly resolved through these procedures.

### b. Privacy

“Privacy” means that information related to a report of prohibited conduct will be shared with a limited circle of individuals who “need to know” in order to assist in the active review, investigation, resolution of the report, and related issues. All University employees who are involved in the University’s Title IX response receive specific training and guidance about safeguarding private information in accordance with applicable laws. The privacy of student education records will be protected in accordance with the University’s policy for compliance with the Family Educational Rights and Privacy Act (FERPA) and applicable state law protections. The privacy of an individual’s medical and related records, other than for health records protected by FERPA, are protected in the United States by the Health Insurance Portability and Accountability Act (HIPAA). Access to personnel records is restricted in accordance with University policy and applicable state law.

### **c. Reporting**

Those who have information about crimes or conduct prohibited by this Policy are encouraged to report that information to the Title IX Coordinator using the information below. This section outlines the obligations of members of the University community to report such crimes and conduct, as well additional means available for reporting anonymously.

#### **i. MANDATORY REPORTERS**

All University employees have a duty to report all relevant information, unless the information falls under the “Confidentiality” exception set forth above. Reporting parties may want to consider carefully whether to share personally identifiable details with University employees who are not under a duty of confidentiality, as those details must be shared by the employee with the Title IX Coordinator and/or Deputy Coordinators. University employees must share all details of the reports they receive.

Generally, climate surveys, human subjects research, or events such as Take Back the Night marches or speak-outs do not generate information that must be reported to the Title IX Coordinator by employees.

#### **ii. CAMPUS SECURITY AUTHORITIES**

Certain campus officials – those deemed Campus Security Authorities (CSAs)— are responsible for reporting sexual assault, domestic violence, dating violence and stalking for federal statistical reporting purposes under the Clery Act. All personally identifiable information is kept confidential, but statistical information must be passed along to campus law enforcement regarding the type of incident and its general location (on or off-campus, in the surrounding area, no addresses given) for publication in the Annual Security Report. This report helps to provide the University community with a clear picture of the extent and nature of campus crime, to ensure greater University community safety.

Mandated federal reporters under the Clery Act include:

- student/conduct affairs
- campus public safety
- coaches and athletic directors
- residence life staff
- student activities staff
- human resources staff
- advisors to student organizations
- victim advocates
- sexual assault advocates
- Title IX Coordinator/Deputy Title IX Coordinators
- faculty advisors
- peer counselors
- any other official with significant responsibility for student and campus activities

The information to be shared includes the date, the location of the incident (using Clery location categories) and the Clery crime category. This reporting protects the identity of the victim and may be done anonymously.



### **iii. THIRD PARTY REPORTERS**

Students or third parties who witness acts of relationship violence or sexual misconduct perpetrated by a member of the University community (faculty, staff, employee, or student) or occurring at a University sponsored or authorized event or on University property are strongly encouraged to report the acts and/or misconduct to the Title IX Coordinator, Deputy Coordinators, and/or Public Safety.

University employees (including student employees) and University volunteers who witness acts of relationship violence or sexual misconduct perpetrated by a member of the University community (faculty, staff, employee, or student) or occurring at a University sponsored or authorized event or on University property are strongly encouraged to report the acts and/or misconduct to the Office of Students Affairs, Human Resources, and/or Public Safety.

### **iv. CONFIDENTIAL REPORTING OPTIONS**

Several confidential reporting options are available for the Madonna University community.

1. Silent Witness form
  - a. The Madonna University Department of Public Safety hosts a Silent Witness form on its website at [www.madonna.edu](http://www.madonna.edu).
  - b. Any information about incidents can be reported anonymously using the Silent Witness form.
  - c. Anonymous reports may prompt a need for the institution to investigate.
2. A confidential advisor is available through the Counseling and Disability Resource Center within the Office of the Vice President for Student Affairs and Mission Integration (OVPSAMI).
  - a. Contact phone number - (734) 432-5641
3. Ulliance Student Assistance Program
  - a. Contact phone number – 1-888-774-4700
  - b. Provides 24/7/365 phone and in-person support.
4. Madonna University Psychological Services Clinic
  - a. Contact phone number - 734 432-5493
  - b. Services are provided by the staff and students of Madonna University's graduate program in clinical psychology, under the supervision of a licensed psychologist.
  - c. For additional information or to schedule an appointment, contact 734 432-5493. A member of the clinical services staff will respond to your call within 24 hours and confidentially.

### **v. TIMELY WARNING REPORTING OBLIGATIONS**

Victims of sexual misconduct should also be aware that University administrators must issue immediate timely warnings for incidents reported to them that are confirmed to pose a substantial threat of bodily harm or danger to members of the University community. The University will make every effort to ensure that a victim's name and other identifying information is not disclosed, while still providing enough information for members of the University community to make safety decisions in light of the danger.

## **6. INVESTIGATION AND RESOLUTION PROCESS**

Reports of harassment and discrimination governed by Title IX will be investigated and resolved using the process outlined below. Sexual violence, sexual harassment, intimate partner or dating violence, stalking, and/or gender-based bullying or hazing are considered Title IX violations. This section provides an overview of the investigation process, standard of proof used, investigation timeline, a description of interim remedies/actions/measures, and descriptions of formal and informal resolution procedures. Also included are

guidelines for the participation of advisors and advocates in the process, and procedures for requesting an appeal. A listing of sanctions, special resolution process provisions, statements for the rights of the complainant and respondent, and additional policy provisions are included. Resources are provided for survivors and those affected by domestic and/or sexual violence.

#### a. Overview of Investigations

The investigation is the process of actively gathering information to determine if the University's policies have been violated. The investigation is the active accumulation of information by neutral investigators who may make a determination as to whether the Respondent violated this Policy and may also recommend sanctions. Investigators accumulate all information into a report. Investigators analyze the information received and make assessments of credibility, corroboration, and consistency. Investigators may also take the next step of making a determination by weighing the evidence and deciding if the Policy has been violated and recommending appropriate sanctions.

The University also has an obligation to assess whether it will investigate the matter regardless of whether the alleged victim chooses to cooperate or proceed with a formal complaint. In fulfilling these obligations, the University will:

- respond to complaints, reports, or information about incidents of sexual misconduct and relationship violence,
- stop the prohibited conduct,
- eliminate any hostile environment,
- take steps to prevent the recurrence of the prohibited conduct, and
- address any effects on campus or at University programs and activities off-campus

Throughout the investigation, the parties will have an equal opportunity to present relevant witnesses and other evidence.

The University will use a preponderance of the evidence (i.e., more likely than not) standard in any Title IX proceedings, including any fact-finding and hearings. See the "Standard of Proof" section below for more information.

Investigations conducted by the University will have the following characteristics:

**THOROUGH:** A thorough investigation pursues viable leads; patiently and determinedly pursues unresponsive witnesses; takes the time to verify the facts and allegations of every interview; and examines every piece of information, even if it is unlikely to lead to reliable or admissible evidence. Thorough investigators do not take shortcuts, and do not assume they know things until they have evidence to substantiate it.

**RELIABLE:** Investigations are reliable because determinations rest on a preponderance of relevant, credible evidence. This means that no matter how many times an investigation is conducted, or no matter which of the trained investigators performs the investigation, the information and evidence gathered are basically the same and reliably reflects the available evidence. A sufficiency of facts, opinions, and evidence will support the conclusion.

**PROMPT:** The Office of Civil Rights (OCR) and the courts have an expectation that investigations will result in resolutions without undue delay. OCR has stated that the goal is to investigate and provide resolution within +/- 60 calendar days of notice to the institution. This is a goal, not a hard-and-fast deadline, with the expectation that the University move as expeditiously as possible. Some resolutions will require 90 days or more, just because of their breadth, or the fact that they take place between semesters or during the summer. Delays caused by

law enforcement investigations and/or at the request of the Complainant represent good cause to extend the investigation beyond 60 days.

**IMPARTIAL:** The resolution of an allegation will be impartial, meaning that it will be objective and unbiased. To render an objective decision, investigators will be sufficiently removed from the parties, witnesses, and subject matter so that their relationships or experiences do not impact the investigation and decision-making. Investigators will remove themselves when they are too close to the participants or the subject matter to render an objective determination.

**FAIR:** The investigation will be both impartial and reliable. Procedural fairness comes from establishing fair procedures and following them. For the respondent, fairness emanates from due-process protections, such as knowing the allegations made, and having a full opportunity to respond to them. For the Complainant, procedural fairness is a result of Title IX's equity mandate, where a preponderance of evidence establishes a violation of a policy framed under federal guidance. Substantive fairness requires a decision that is neither arbitrary nor capricious, but grounded in evidence.

### **b. Training of Investigators**

Investigation will be conducted by individuals who have training or experience in handling allegations of gender-based violence (including sexual violence, domestic violence, dating violence, and stalking) and in the University's resolution policies and procedures. In addition, the investigation will strive to afford equity to all the parties.

### **c. Standard of Proof**

The evidentiary standard for the investigation as well as any hearings and appeals is the preponderance of the evidence standard, also known as "more likely than not." University procedures shall reflect a notice-based standard, rather than an allegation-based standard, where an investigation is instituted by notice in any form. For instance:

- The University can receive actual or constructive notice of alleged violations in a myriad of ways and from a myriad of sources (e.g., student, faculty, staff, employees, third-parties, parents, guests, visitors, etc.); all are valid, and notice from any source will be investigated.
- Once the University receives notice, it has an obligation to investigate. This obligation exists regardless of whether a source observes misconduct directly, or someone gives informal notice or files a formal allegation orally or in writing.
- Once notice is received, a preliminary inquiry is a necessary first step, and may be the only step unless further investigation and exploration is indicated by the findings of that inquiry.

### **d. Preservation of Evidence**

Complainants involved in an allegation of relationship violence or sexual misconduct should preserve evidence to the extent possible that may assist investigators in determining whether the alleged violence or misconduct occurred or might be relevant to the issuance of a Personal Protection Order. In cases involving relationship violence, victims may contact wish to contact First Step at 734-722-6800 or toll free at 1-888-453-5900 to speak with an advocate. The University encourages individuals to go to Public Safety or other University resource to assist in the preservation of evidence.

### e. The Investigation Timeline

The University aims to bring all investigations to a resolution within a sixty (60) business day time period, which can be extended as necessary for appropriate cause by the Title IX Coordinator with notice to the parties. The following is an overview of this timeline:

- The timeline for resolution begins with notice to a mandated reporter of the University who will notify the Title IX Coordinator or a Deputy Coordinator immediately.
- The Title IX Coordinator then engages in a preliminary inquiry that is typically 1-3 business days in duration.
- The allegation or notice can lead to a formal investigation, which usually starts within days of the preliminary inquiry's conclusion.
- Investigations range from days to weeks, depending on the nature and complexity of allegations, with the university commonly aiming for a 10-14 business day window to completion. The parties are regularly apprised of the status of the investigation as it unfolds.
- The process may then end or continue.
  - If it continues, barring necessary extensions, the investigation leads to formal and informal resolution options, which the University aims to complete in 10-14 business days after the end of the investigation.
  - A failed informal resolution that triggers a formal resolution may require the University to extend this timeline accordingly.
  - At the end of the formal resolution, an appeal may be requested. Within three business days after a formal determination is reached, an appeal request must be filed, and, within three business days of filing of the request for appeal, a decision will be made to grant or deny the appeal request. After an appeal request is granted, a final resolution will be reached within 7-10 business days.
  - In rare cases where a remand decision results in a new hearing, the results of that new hearing can be appealed once, which would typically add another 10-14 business days to reach final results.

The 60-calendar day time frame referenced by the Office for Civil Rights (OCR) refers to the entire investigation process, which includes conducting the fact-finding investigation; holding a hearing or engaging in another decision-making process to determine whether the conduct occurred; and determining what actions the University will take in response, including imposing sanctions/ responsive actions and providing remedies for the Complainant and University community, as appropriate. OCR does not require the University to complete investigations within 60 days; rather OCR evaluates on a case-by-case basis whether the resolution of sexual violence allegations was prompt and equitable. OCR has also provided latitude with respect to appeals, which may fall outside the 60-calendar day goal, but which must still be completed within a reasonable time.

### f. Interim Remedies/Actions/Measures

The Title IX Coordinator (or designee) may provide interim remedies intended to address the short-term effects of harassment, discrimination retaliation, and/or sexual misconduct to redress harm to the alleged victim and the University community and to prevent further violations. The University will keep interim remedies and actions as private as possible. These remedies may include, but are not limited to:

- Referral to counseling and health services
- Implementing contact limitations between the parties
- Offering adjustments to academic deadlines, course schedules, etc.

- Altering the housing situation of the Respondent [resident student or resident University employee (or the alleged victim, if desired)]
- Referral to the Employee Assistance Program
- Education to the University community
- Altering work arrangements for employees
- Providing campus escorts

The University may suspend, in the interim, a student, employee or organization pending the completion of investigation and resolution, particularly when in the judgment of the Title IX Coordinator, the safety or well-being of any member(s) of the University community may be jeopardized by the presence on-campus of the Respondent or the ongoing activity of a student organization whose behavior is in question. In all cases in which an interim suspension is imposed, the student, employee or student organization will be given the opportunity to meet with the Title IX Coordinator and/or designees prior to such suspension being imposed, or, as soon thereafter as reasonably possible, to show cause why the suspension should not be implemented. The Title IX Coordinator and designees have sole discretion to implement or stay an interim suspension under the policy on Equal Opportunity, Harassment and Nondiscrimination, and to determine its conditions and duration. Violation of an interim suspension under this policy is grounds for expulsion or termination.

During an interim suspension (or administrative leave if an employee or staff), a student or employee may be denied access to University housing and/or the University campus/facilities/events. As determined by the Title IX Coordinator or designee, this restriction can include classes and/or all other University activities or privileges for which the student or employee might otherwise be eligible. At the discretion of the Title IX Coordinator or designee, alternative coursework options may be pursued to ensure as minimal an impact as possible on the Respondent. The institution will maintain as confidential any accommodations or protective measures, provided confidentiality does not impair the University's ability to provide the accommodations or protective measures.

## 7. INFORMAL AND FORMAL RESOLUTION PROCEDURE FOR REPORTS OF MISCONDUCT

This procedure applies to any member of the University community (faculty, student, staff, employee, and administration) who engages in discrimination, harassment, or misconduct. Any person can report alleged harassment or discrimination, including faculty, students, staff, employees, administration, guests, visitors, etc. All allegations of misconduct not involving sex/gender-based harassment or discrimination will be addressed through the procedures included in the respective student, faculty and employee handbooks.

### a. Informal Resolution

Before pursuing the formal resolution process, every reasonable effort should be made to constructively resolve conflict with students, faculty, staff, employees, or administrators. The following are suggested measures for informal resolution.:

- The person impacted (i.e., the Complainant) should keep a written log that can aid in later investigation and resolution.
- Whenever possible and safe, the problematic behavior, conflict or misconduct should first be discussed by the impacted person (i.e., the Complainant) and the person engaged in the problematic behavior, conflict or misconduct (i.e., the Respondent). The Title IX Coordinator or designee will facilitate such conversations, upon request, and monitor them for safety.
- Various conflict resolution mechanisms are available, including mediation. Mediation is not used when violent behavior is involved, when the Title IX Coordinator or designee determines a situation is not eligible, or the parties are reluctant to participate in good faith.

- The University does not require an impacted party (the Complainant) to contact the person involved (the Respondent) or that person's supervisor if doing so is impracticable, or if the impacted party (the Complainant) believes that the conduct cannot be effectively addressed through informal means.

If informal efforts are unsuccessful, the formal resolution process may be initiated. Either party has the right to end the informal process and begin the formal process at any time prior to resolution.

### **b. Formal Resolution Process for Reports of Misconduct by University Employees**

The Assistant Vice President and Chief Human Resources Officer is designated to formally investigate reports or notice of discrimination and/or harassment by University employees, to address inquiries and coordinate the University's compliance efforts regarding employee-related reports. Any member of the University community can give notice of discrimination and/or harassment in person, by phone, via email or in writing to Human Resources. The University strongly encourages submission of written reports to Human Resources.

The following are recommended elements of a report:

- Clear and concise description of the alleged incident(s) (e.g.: when and where it occurred).
- Any supporting documentation and evidence.
- Clear demonstration of all informal efforts, if any, to resolve the issue(s) with the person involved (i.e., the Respondent) and the person's supervisor:
  - Includes names, dates and times of attempted or actual contact along with a description of the discussion and the manner of communication made in the course of each effort.
  - If contacting the Respondent and/or the Respondent's supervisor is impracticable, the Complainant should state the reasons why.
- The desired remedy sought.
- Name and all contact information for the Complainant.
- Signed by the Complainant.

If the Complainant wishes to pursue a formal resolution or if the University, based on the alleged policy violation, wishes to pursue a formal resolution, then the Title IX Coordinator appoints trained investigators (typically using a team of two investigators), to conduct the investigation, usually within two business days of determining that a resolution should proceed. Investigations are completed expeditiously, normally within 10-14 business days of the completion of the preliminary inquiry by the Title IX Coordinator. Investigations may take longer when, for example, initial reports fail to provide direct first-hand information or in complex situations.

The University's resolution will not typically be altered or precluded on the grounds that civil or criminal charges involving the same incident have been filed or that charges have been dismissed or reduced. However, the University may undertake a short delay (several days to weeks) in its investigation or resolution process, to comply with a law enforcement request for cooperation (e.g.: to allow for criminal evidence collection) when criminal charges on the basis of the same behaviors that invoke this process are being investigated. The University will promptly resume its investigation and processes once notified by law enforcement that the initial evidence collection process is complete.

All investigations will be thorough, reliable, and impartial, and will entail interviews with all relevant parties and witnesses, obtaining available evidence and identifying sources of expert information, if necessary.

The investigator(s) will take the following steps (not necessarily in order):

- In coordination with the University (e.g.: the campus Title IX Coordinator), initiate any:
  - Necessary remedial actions.
- Determine the identity and contact information of the Complainant.



- Identify the exact policies allegedly violated.
- Determine the identity and contact information of the Respondent.
- Conduct an immediate initial inquiry to determine if there is reasonable cause to charge the Respondent, and what policy violations should be alleged as part of the charge
- If there is insufficient evidence to support reasonable cause, the report should be closed with no further action.
- Meet with the Complainant to finalize their statement.
- Prepare the notice of charges on the basis of the initial inquiry.
- Commence a thorough, reliable and impartial investigation by developing a strategic investigation plan, including a witness list, evidence list, intended timeframe, and order of interviews for all witnesses and the Respondent, all of whom may be given notice prior to or at the time of the interview.
- Complete the investigation promptly, and without unreasonable deviation from the intended timeline of 10-14 business days.
- Provide regular updates to both the reporting and responding parties, as appropriate, throughout the investigation.
- Share a draft report with the parties and allow each of them a period to provide comments before a report is finalized.
- Share the findings and sanctions with the Complainant and Respondent.
- Make a finding, based on a preponderance of the evidence (whether a policy violation is more likely than not).

At any point during the investigation, if it is determined there is no reasonable cause to believe that a University policy has been violated, the Title IX Coordinator has authority to terminate the investigation and end resolution proceedings.

Where the Respondent is found not responsible for the alleged violation(s), the investigation will be closed. Where a violation is found, the University will act to end the discrimination, prevent its recurrence, and remedy its effects on the Complainant and the University community. All parties will receive written notification of the outcome, to the extent permitted by or mandated by law.

In cases involving sexual misconduct, sexual harassment, stalking and/or intimate partner violence, the written notification includes the finding, any resulting responsive actions, and the rationale for the decision. This written notification of final decision is delivered to the parties without undue delay between the notifications and explains appeals options (if any), procedures for appeal (if there is an appeal option), any changes to the results that could occur before the decision is finalized, and when it is finalized (and, if it is not finalized, such as when and if it is subject to a grievance procedure).

### **c. Formal Resolution Process for Reports of Misconduct by Students**

The Dean of Students Office is designated to formally investigate reports of discrimination and/or harassment by students, to address inquiries and to coordinate the University's compliance efforts regarding reports of misconduct by students, regardless of the University role of the Complainant, who may be another student, faculty, staff, employee, guest or visitor.

Notice of a formal report can be made in person, by phone, via email or in writing to the Dean of Students-Title IX Coordinator or OVPSAMI directly as follows:

Title IX Coordinator  
Phone: (734) 432-5867

Email: [titleix@madonna.edu](mailto:titleix@madonna.edu)

In writing/person: Room 1411

Office of the Vice President for Student Affairs and Mission Integration (OVPSAMI)

Phone: (734) 432-5881

Email: [vpstudentaffairs@madonna.edu](mailto:vpstudentaffairs@madonna.edu)

In writing/person: Room 1400

Upon receipt of a report, the OVPSAMI will confer with the Title IX Coordinator on interim action, accommodations for the Complainant (at no cost to the Complainant where possible), or other necessary remedial short-term actions.

If the Complainant wishes to pursue a formal resolution or if the University, based on the alleged policy violation, wishes to pursue a formal resolution, then the Title IX Coordinator appoints trained investigators (typically using a team of two investigators), to conduct the investigation, usually within two business days of determining that a resolution should proceed. Investigations are completed expeditiously, normally within 10-14 business days of notice to the Title IX Coordinator. Investigations may take longer depending on their nature or complexity.

The University's resolution will not typically be altered or precluded on the grounds that civil or criminal charges involving the same incident have been filed or that charges have been dismissed or reduced. However, the University may undertake a short delay (several days to weeks) in its investigation or resolution process, to comply with a law enforcement request for cooperation (e.g.: to allow for criminal evidence collection) when criminal charges on the basis of the same behaviors that invoke this process are being investigated. The University will promptly resume its investigation and processes once notified by law enforcement that the initial evidence collection process is complete.

All investigations will be thorough, reliable and impartial, and will entail interviews with all relevant parties and witnesses, obtaining available evidence and identifying sources of expert information, if necessary.

The investigator(s) will take the following steps (not necessarily in order):

- In coordination with the University (e.g.: the campus Title IX Coordinator), initiate any necessary remedial actions.
- Determine the identity and contact information of the Complainant.
- Identify the exact policies allegedly violated.
- Determine the identity and contact information of the Respondent.
- Conduct an immediate initial inquiry to determine if there is reasonable cause to charge the Respondent, and what policy violations should be alleged as part of the report.
- If there is insufficient evidence to support reasonable cause, the inquiry should be closed with no further action.
- Meet with the Complainant to finalize their statement.
- Prepare the notice of charges on the basis of the initial inquiry.
- Commence a thorough, reliable and impartial investigation by developing a strategic investigation plan, including a witness list, evidence list, intended timeframe, and order of interviews for all witnesses and the Respondent, all of whom may be given notice prior to or at the time of the interview.
- Complete the investigation promptly, and without unreasonable deviation from the intended timeline of ten (10) business days.
- Provide regular updates to both the Complainant and Respondent, as appropriate, throughout the investigation

- Share a draft report with the parties and allowing each of them a period to provide comments before a report is finalized.
- Make a finding, based on a preponderance of the evidence (whether a policy violation is more likely than not)
- Present the findings to the Respondent, who may accept the findings, accept the findings in part and reject them in part, or may reject all findings
- Share the findings and update the Complainant on the status of the investigation and the outcome.

At any point during the investigation, if it is determined there is no reasonable cause to believe that University policy has been violated, the Title IX Coordinator has authority to terminate the investigation and end resolution proceedings.

Where the Respondent is found not responsible for the alleged violation(s), the investigation will be closed.

Where the Respondent accepts the finding of the investigation, the Dean of Students will impose appropriate sanctions for the violation. The University will act to end the discrimination, prevent its recurrence, and remedy its effects on the victim and the University community.

The parties will receive written notification of the outcome, to the extent permitted or mandated by law. In cases involving sexual misconduct, sexual harassment, stalking and/or dating/intimate partner violence, the written notification includes the finding, any resulting sanctions, and the rationale for the decision. This written notification of final decision is delivered to the parties without undue delay, explains appeals options and procedures, and any changes to the results that could occur before the decision is finalized.

In the event that the Respondent rejects the findings in part or entirely, the Dean of Students will convene a hearing under its respective procedures to determine whether the Respondent is in violation of the contested aspects of the report. At the hearing, the findings of the investigation will be admitted, but are not binding on the decider(s) of fact. The investigator(s) may give evidence. The hearing will determine whether it is more likely than not that the Respondent violated the policies forming the basis of the charge. The goal of the hearing is to provide an equitable resolution via an equitable process, respecting the civil and legal rights of all participants.

The Dean of Students has final decision-making authority with regard to formal reports, subject to appeal. Where the Respondent is found in violation as the result of a hearing, the Dean of Students will impose appropriate sanctions for the violation. The University will act to end the discrimination, prevent its recurrence, and remedy its effects on the victim and the university community. Appeal proceedings as described below apply to all parties to the report. The parties will receive written notification of the outcome of the hearing, to the extent permitted or mandated by law. In cases involving sexual misconduct, sexual harassment, stalking and/or intimate partner violence, the written notification includes the finding, any resulting sanctions, and the rationale for the decision. This written notification of final decision is delivered to the parties without undue delay, explains appeals options and procedures, and any changes to the results that could occur before the decision is finalized.

#### **d. Participation of an Advisor or Advocate in the Resolution Process**

All parties are entitled to an advisor or advocate of their choosing to guide and accompany them throughout the University resolution process. The advisor or advocate may be a friend, mentor, family member, attorney or any other supporter a party chooses to advise them who is both eligible and available. People who will be called as witnesses may not serve as advisors or advocates. The University maintains a pool of trained (non-attorney) advisors or advocates who are available to the parties. The parties may choose advisors or advocates from outside the pool, or outside the University community, but those advisors may not have the same level of

insight and training on the University process as do those trained by the University. Outside advisors or advocates are not eligible to be trained by the University.

The parties are entitled to be accompanied by their advisor or advocate in all meetings and interviews at which the party is entitled to be present, including intake, interviews, hearings and appeals. Advisors or advocates should help their advisees prepare for each meeting, and are expected to advise ethically, with integrity and in good faith. The University cannot guarantee equal advisory rights, meaning that if one party selects an advisor or advocate who is an attorney, but the other party does not, or cannot afford an attorney, the University is not obligated to provide one.

Additionally, responding parties may wish to contact organizations such as:

- Families Advocating for Campus Equality (FACE) <http://www.facecampusequality.org>
- Stop Abuse and Violent Environments (SAVE) <http://www.saveservices.org>
- The Victim Rights Law Center <http://www.victimrights.org>
- The National Center for Victims of Crime <http://www.victimsofcrime.org>, which maintains the Crime Victim's Bar Association.

All advisors or advocates are subject to the same University rules, whether they are attorneys or not. Advisors or advocates may not present on behalf of their advisee in a meeting, interview or hearing and should request or wait for a break in the proceeding if they wish to interact with University officials. Advisors or advocates may confer quietly with their advisees as necessary, as long as they do not disrupt the process. For longer or more involved discussions, the parties and their advisors should ask for breaks or step out of meetings to allow for private conversation. Advisors or advocates will typically be given a timely opportunity to meet in advance of any interview or hearing with the administrative officials conducting that interview or meeting. This pre-meeting will allow advisors or advocates to clarify any questions they may have, and allows the University an opportunity to clarify the role the advisor or advocate is expected to take.

Advisors or advocates are expected to refrain from interference with the University investigation and resolution. Any advisor or advocate who steps out of their role in any meeting under the campus resolution process will be warned once and only once. If the advisor or advocate continues to disrupt or otherwise fails to respect the limits of the advisor role, the advisor or advocate will be asked to leave the meeting. When an advisor or advocate is removed from a meeting, that meeting will continue without the advisor present. Subsequently, the Title IX Coordinator or a designee will determine whether the advisor or advocate may be reinstated, may be replaced by a different advisor or advocate, or whether the party will forfeit the right to an advisor or advocate for the remainder of the process.

The University expects that the parties will wish the University to share documentation related to the allegations with their advisors or advocates. The University provides a consent form that authorizes such sharing. The parties must complete this form before the University is able to share records with an advisor or advocate. The parties are not otherwise restricted from discussing and sharing information relating to allegations with others who may support them or assist them in preparing and presenting. Advisors or advocates are expected to maintain the privacy of the records shared with them by the University. These records may not be shared with third parties, disclosed publicly, or used for purposes not explicitly authorized by the University. The University may seek to restrict the role of any advisor or advocate who does not respect the sensitive nature of the process or who fails to abide by the University's privacy expectations.

The University expects an advisor or advocate to adjust their schedule to allow them to attend University meetings when scheduled. The University does not typically change scheduled meetings to accommodate an advisor's or advocate's inability to attend. The University will, however make provisions to allow an advisor or advocate who cannot attend in person to attend a meeting by telephone, video and/or virtual meeting technologies as may be convenient and available.

A party may elect to change advisors during the process, and is not locked into using the same advisor or advocate throughout.

The parties must advise the investigator(s) of the identity of their advisor or advocate at least two (2) business days before the date of their first meeting with investigator(s). The parties must provide subsequent timely notice to the investigator(s) if they change advisors or advocates at any time.

No audio or video recording of any kind other than as required by University procedures is permitted during meetings with University officials.

#### e. Requesting an Appeal

In the event that the Respondent accepts the findings of the investigation, those findings cannot be appealed. Sanctions imposed by the Dean of Students post-investigation can be appealed by any party according to the grounds, below. Post-hearing, any party may appeal the findings and/or sanctions only under the grounds described, below.

**All sanctions imposed by the original hearing body will be in effect during the appeal.** A request may be made to the Dean of Students to delay implementation of the sanctions until the appeal is decided, but the presumptive stance of the University is that the sanctions will go into effect immediately. Graduation, study abroad, internships/ externships, etc. do NOT in and of themselves constitute exigent circumstances, and students may not be able to participate in those activities during their appeal. In cases where the appeal results in reinstatement to the University or resumption of privileges, all reasonable attempts will be made to restore the student to their prior status, recognizing that some opportunities lost may be irreparable in the short term.

The decision of the Dean of Students may be appealed. Any party who files an appeal request must do so in writing to the Office of the Vice President for Student Affairs and Mission integration, within [3-5] business days of receiving the written decision, for a review of the decision or the sanctions imposed. The written decision will be provided in person and/or mailed to the local mailing address of the respective party as indicated in University records and emailed to the parties' University-issued email accounts. If there is no local address on file, mail will be sent to the parties' permanent address. Once received in person, mailed or emailed, the notice of decision will be deemed presumptively delivered.

The Vice President for Student Affairs and Mission Integration will share the appeal request with the other party (e.g., if the Respondent files an appeal, the appeal is shared with the Complainant, who may also wish to file a response and/or bring their own appeal on separate grounds; this response or appeal will be shared with the initial appealing party). Based on the written requests/responses or on interviews as necessary, the appeals panel will send a letter of outcome for the appeal to all parties. The appeals panel can take one of three possible actions outlined below. The appeal may:

- Dismiss an appeal request as untimely or ineligible.
- Grant an appeal and remand the finding and/or sanction for further investigation or reconsideration at the hearing level.
- Modify any sanction(s).

“Business day” is defined to mean normal operating hours, Monday through Friday, excluding recognized national holidays. In cases where additional time is needed in the investigation of a report, students will be notified accordingly. The University reserves the right to make changes and amendments to this policy and procedure as needed, with appropriate notice to the University community.

The original finding(s) and sanction(s) will stand if the appeal request is not timely or substantively eligible, and that decision is final. The party requesting appeal must show clear error as the original finding and/or a

compelling justification to modify any sanction(s), as both finding(s) and sanction(s) are presumed to have been decided reasonably and appropriately during the original hearing. The ONLY grounds for appeal are as follows:

1. A procedural error occurred that significantly impacted the outcome of the hearing (e.g. substantiated bias, material deviation from established procedures, etc.).
2. To consider new evidence, unavailable during the original hearing or investigation, that could substantially impact any original finding(s) or sanction(s). A summary of this new evidence and its potential impact must be included.
3. The sanction(s) imposed falls outside the range of sanctions designated for this offense and the cumulative conduct history of the Respondent.

If remanded to re-open the investigation, the results of a revised investigation can be subsequently forwarded for reconsideration at the hearing level, at the discretion of the Vice President for Student Affairs and Mission Integration. If the decision of appeal remands the matter to the hearing body for review, the reconsideration of the hearing body is not appealable. In rare cases where a procedural error cannot be cured by the original hearing officer(s) (as in cases of bias), the appeals panel may order a new hearing with a new body of hearing officers. The results of a reconvened hearing cannot be appealed. The results of a new hearing can be appealed, once, on any of the three applicable grounds for appeals.

The procedures governing the hearing of appeals include the following:

- All parties should be timely informed of the status of requests for appeal, the status of the appeal consideration, and the results of the appeal decision.
- Every opportunity to return the appeal to the original hearing body for reconsideration (remand) should be pursued
- Appeals are not intended to be full re-hearings of the allegation (*de novo*). In most cases, appeals are confined to a review of the written documentation or record of the original hearing, and pertinent documentation regarding the grounds for appeal.
- Appeals decisions are to be deferential to the findings and sanctions of the original hearing body, making changes to the finding(s) only where there is clear error and to the sanction(s) only if there is a compelling justification to do so.
- An appeal is not an opportunity for appeals officers to substitute their judgment for that of the original hearing body merely because they disagree with its finding(s) and/or sanction(s).
- Sanctions imposed are implemented immediately unless the Vice President for Student Affairs and Mission Integration stays their implementation in extraordinary circumstances, pending the outcome of the appeal.
- The appeals panel will typically render a written decision on the appeal to all parties within five (5) business days from hearing of the appeal. The appeals panel's decision to deny an appeal request is final and not appealable.

#### **f. Additional Notes**

University students are responsible for knowing the information, policies and procedures outlined in this document. The University reserves the right to make changes to this document as necessary and once those changes are posted online, they are in effect. Students are encouraged to check the Madonna University Portal – “Students” tab for the updated versions of all policies and procedures. If government regulations change in a way that impacts this document, this document will be construed to comply with government regulations in their most recent form. Reports of misconduct made after the fact may raise issues of policy and procedure application, if policies and procedures have changed. Unless the parties accept current policies, all reports are governed by the policies



that were in place at the time the alleged misconduct occurred. Procedures applicable are those that are in place at the time of resolution.

This document does not create legally enforceable protections beyond the protection of the background state and federal laws which frame such codes generally.

## **8. SPECIAL RESOLUTION PROCESS PROVISIONS**

### **a. University-Initiated Proceedings**

As necessary, the University reserves the right to initiate a report and to initiate resolution proceedings without a formal report or participation by the victim of misconduct.

### **b. Notification of Outcomes**

The outcome of a campus hearing is part of the education record of the Respondent, and is protected from release under a federal law, FERPA. However, the University observes the legal exceptions as follows:

- Parties to non-consensual sexual contact/intercourse, sexual exploitation, sexual harassment, stalking, and dating/intimate partner violence incidents have an absolute right to be informed of the outcome, essential findings/rationale, and any sanctions that may result, in writing, without condition or limitation, and without substantial delay to each party.
- The University may release publicly the name, nature of the violation and the sanction(s) for any student, staff or employee who is found in violation of a University policy that is a “crime of violence,” including: arson, burglary, robbery, criminal homicide, sex offenses, assault, destruction/damage/vandalism of property, intimate partner violence, stalking and kidnapping/abduction. In doing so, the University will not release any information that could lead to the identification of the Complainant.

### **c. Alternative Testimony Options**

For sexual misconduct reports, and other reports of a sensitive nature, whether the alleged victim is serving as the Complainant or as a witness, alternative testimony options will be given, such as placing a privacy screen in the hearing room, or allowing the alleged victim to testify outside the physical presence of the Respondent, such as by phone or Skype. While these options are intended to help make the Complainant more comfortable, they are not intended to work to the disadvantage of the Respondent.

### **d. Past Sexual History/Character**

The past sexual history or sexual character of a party will not be admissible by the other party in the investigation or hearing unless such information is determined to be highly relevant by the Chair [pertaining only to past or subsequent interactions between the parties that offer context]. All such information sought to be admitted will be presumed irrelevant, and any request to overcome this presumption by the parties must be reviewed in advance of the hearing by the Dean of Students. While previous conduct violations by the Respondent are not generally admissible as information about the present allegation, the Dean of Students may supply previous reports of good faith allegations and/or findings to the investigators, the hearing officers, and appeals panel to consider as evidence of pattern and/or predatory conduct.

### **e. Witness Participation in an Investigation**

Witnesses are expected to cooperate with and participate in the University's investigation. Any witness who declines to participate in or cooperate with an investigation will not be permitted to offer evidence or testimony

later in a hearing or appeal. Witnesses may provide written statements in lieu of interviews during the investigation and may be interviewed remotely by phone, Skype (or similar technology), if they cannot be interviewed in person. Parties who elect not to participate in the investigation will have the opportunity to offer evidence during the hearing and/or appeal stages of the process, though failure to offer evidence prior to an appeal does not constitute grounds for appeal on the basis of new evidence. Any witness scheduled to participate in a hearing must have been interviewed first by investigators (or have proffered a written statement), unless all parties consent to the participation of that witness in the hearing.

#### **f. Training for Personnel Implementing these Procedures**

Personnel tasked with implementing these procedures, (e.g., Title IX Coordinator, investigators, hearing officers, appellate officers, etc.) will be trained individuals.

#### **g. Conflicts of Interest and Bias**

The University is committed to ensuring that its resolution processes (e.g.: investigation, hearing, appeal, etc.) are free from actual or perceived bias or conflicts of interest that would materially impact the outcome. Any party who feels that there is actual or perceived bias or conflict of interest that would materially impact the outcome may submit a written petition for the person's removal from the process. The petition should include specifics as to the actual or perceived bias or conflict of interest, as why the petitioner believes the bias or conflict could materially impact the outcome. When the allegation involves a Respondent who is an employee, petitions should be submitted promptly to the Assistant Vice President and Chief Human Resources Officer. When the allegation involves a Respondent who is a student, petitions should be submitted promptly to the Dean of Students. Such petitions may also be made to the Vice President for Student Affairs & Mission Integration or the Corporate Compliance Officer in the event that the potential conflict or bias involves the Title IX Coordinator.

#### **h. Recordkeeping**

In implementing these procedures, records of all allegations, investigations, and resolutions will be kept by the Title IX Coordinator.

### **9. STATEMENT OF THE RIGHTS OF THE COMPLAINANT**

The Complainant in cases related to sex/gender-based harassment, discrimination, and/or sexual misconduct have the following rights:

- The right to investigation and appropriate resolution of all credible reports or notice of sexual misconduct or discrimination made in good faith to University officials.
- The right to be informed in advance of any public release of information regarding the alleged incident.
- The right of the Complainant not to have any personally identifiable information released to the public, without his or her consent.
- The right to be treated with respect by University officials.
- The right to have University policies and procedures followed without material deviation.
- The right not to be pressured to mediate or otherwise informally resolve any reported misconduct involving any violence, including sexual violence.
- The right not to be discouraged by University officials from reporting sexual misconduct or discrimination to both on-campus and off-campus authorities.
- The right to be informed by University officials of options to notify proper law enforcement authorities, including on-campus and local police, and the option to be assisted by University authorities in notifying such authorities, if the student so chooses. This also includes the right not to report, if this is the victim's desire.

- The right to have reports of sexual misconduct responded to promptly and with sensitivity by University law enforcement and other University officials.
- The right to be notified of available counseling, mental health, victim advocacy, health, legal assistance, student financial aid, visa and immigration assistance, or other student services for victims of sexual assault, both on campus and in the University community
- The right to a campus no contact order (or a trespass order against a non-affiliated third-party) when someone has engaged in or threatens to engage in stalking, threatening, harassing or other improper behavior that presents a danger to the welfare of the Complainant or others.
- The right to notification of and options for, and available assistance in, changing academic and living situations after an alleged sexual misconduct incident, if so requested by the victim and if such changes are reasonably available (no formal report, or investigation, campus or criminal, need occur before this option is available). Accommodations may include:
  - Change of an on-campus student's housing to a different on-campus location.
  - Assistance from University support staff in completing the relocation.
  - Arranging to dissolve a housing contract and pro-rating a refund.
  - Exam (paper, assignment) rescheduling.
  - Taking an incomplete in a class.
  - Transferring class sections.
  - Temporary withdrawal.
  - Alternative course completion options.
- The right to have the University maintain such accommodations for as long as is necessary, and for protective measures to remain confidential, provided confidentiality does not impair the University's ability to provide the accommodations or protective measures.
- The right to be fully informed of University policies and procedures as well as the nature and extent of all alleged violations contained within the report.
- The right to ask the investigator(s) to identify and question relevant witnesses, including expert witnesses.
- The right to review all documentary evidence available regarding the allegation, including the investigative report, subject to the privacy limitations imposed by state and federal law, at least two business days prior to any hearing.
- The right to be informed of the names of all witnesses who will be called to give testimony, at least two business day prior to any hearing, except in cases where a witness' identity will not be revealed to the Respondent for compelling safety reasons (this does not include the name of the alleged victim/ Complainant, which will always be revealed).
- The right not to have irrelevant prior sexual history admitted as evidence in a campus hearing.
- The right to regular updates on the status of the investigation and/or resolution.
- The right to have reports heard by hearing and appeals officers who have received annual sexual misconduct training.
- The right to a panel comprised of representatives of both genders, if a panel is to be used.
- The right to preservation of privacy, to the extent possible and permitted by applicable law.
- The right to meetings, interviews and/or hearings that are closed to the public.
- The right to petition that any member of the hearing body be recused on the basis of demonstrated bias.
- The right to bring a victim advocate or advisor of the Complainant's choosing to all phases of the investigation and resolution proceeding.
- The right to provide evidence by means other than being in the same room with the Respondent.

- The right to have the University compel the presence of student, faculty, employee and staff witnesses, and the opportunity (if desired) to ask questions of all present witnesses and the right to challenge documentary evidence.
- The right to be present for all testimony given and evidence presented during any resolution-related hearing.
- The right to make or provide an impact statement in person or in writing to the hearing officers following determination of responsibility, but prior to sanctioning.
- The right to be informed of the outcome and sanction of the resolution process in writing, without undue delay, and usually within 1 business day of the end of the process
- The right to be informed in writing of when a decision of the University is considered final, any changes to the sanction(s) that are to occur before the decision is finalized, to be informed of the right to appeal the finding(s) and sanction(s) of the resolution process, and the procedures for doing so in accordance with the standards for appeal established by the University.

## 10. STATEMENT OF THE RIGHTS OF THE RESPONDENT

The Respondent in cases related to sex/gender-based harassment, discrimination, and/or sexual misconduct have the following rights:

- The right to investigation and appropriate resolution of all reports of sexual misconduct made to University administrators
- The right to be informed in advance, when possible, of any public release of information regarding the report.
- The right to be treated with respect by University officials.
- The right to have University policies and procedures followed without material deviation.
- The right to be informed of and have access to campus resources for medical, health, counseling, and advisory services.
- The right to be fully informed of the nature, policies and procedures of the University resolution process and to timely provide written notice of all alleged violations within the report, including the nature of the violation and possible sanctions.
- The right to a hearing on the report, including timely notice of the hearing date, and adequate time for preparation of a response.
- The right to review all documentary evidence available regarding the allegation, including the investigative report, subject to the privacy limitations imposed by state and federal law, at least 2 business days prior to the hearing.
- The right to be informed of the names of all witnesses who will be called to give testimony, at least 2 business days prior to the hearing, except in cases where a witness' identity will not be revealed to the Respondent for compelling safety reasons (this does not include the name of the Complainant, which will always be revealed).
- The right not to have irrelevant prior sexual history admitted as evidence in a University resolution process.
- The right to have reports heard by hearing and appeals officers who have received annual training.
- The right to petition that any member of the hearing body be recused on the basis of demonstrated bias.
- The right to a panel comprised of representatives of both genders if a panel is to be used.
- The right to meetings, interviews and hearings that are closed to the public.

- The right to have the University compel the presence of student, faculty, employee and staff witnesses, and the opportunity to ask questions of all present witnesses, and the right to challenge documentary evidence.
- The right to have an advisor of their choice to accompany and assist in the University resolution process.
- The right to a fundamentally fair resolution, as defined in these procedures.
- The right to make or provide an impact statement in person or in writing to the hearing officers board following any determination of responsibility, but prior to sanctioning.
- The right to a decision based solely on evidence presented during the resolution process. Such evidence shall be credible, relevant, based in fact, and without prejudice.
- The right to be informed of the outcome and sanction of the resolution process in writing, without undue delay to the parties, and usually within 1 business day of the end of the process.
- The right to be informed in writing of when a decision of the University is considered final, any changes to any sanction(s) that are to occur before the decision is finalized, to be informed of the right to appeal the finding(s) and sanction(s) of the resolution process, and the procedures for doing so in accordance with the standards for appeal established by the University.

#### **a. Law Enforcement Investigations**

Complainants may pursue a complaint with the University and police simultaneously. The Livonia Police Department and Title IX Coordinator independently investigate complaints of relationship violence and sexual misconduct. The Police investigate to determine whether there has been a violation of criminal laws. The Title IX Coordinator investigates to determine whether there has been a violation of University policy. The investigations proceed concurrently, and the outcome of one investigation does not determine the outcome of the other investigation.

## **11. SANCTIONS**

The following sanctions may be imposed upon any member of the University community found to have violated the Sex/Gender Harassment, Discrimination, and Sexual Misconduct Policy. Factors considered in sanctioning are defined in the Faculty and Staff Handbooks . The lists in the following two sections contain typical sanctions that may be imposed upon students or employees singly or in combination:

#### **a. Student Sanctions**

These sanctions are further defined in the Student Handbook, which can be found on the University Portal:

- Reprimand/warning.
- Restitution.
- Educational project/treatment program.
- Disciplinary probation.
- Suspension.
- Expulsion.
- Other actions.

#### **b. Employee (Staff and Faculty) Sanctions**

These sanctions are further defined in the handbooks for full-time faculty, adjunct faculty, employees and staff:

- Reprimand/warning: Written or verbal.

- Performance improvement plan.
- Required educational project/training and/or treatment program.
- Disciplinary probation.
- Suspension with or without pay.
- Expulsion.
- Other actions.

## 12. ADDITIONAL POLICY PROVISIONS

### a. Attempted Violations

In most circumstances, the University will treat attempts to commit any of the violations listed in the Sex/Gender-Based Harassment, Discrimination, and Sexual Misconduct Policy as if those attempts had been completed.

### b. Amnesty for Victims and Witnesses

The University community encourages the reporting of misconduct and crimes by victims and witnesses. Sometimes, victims or witnesses are hesitant to report to University officials or participate in resolution processes because they fear that they themselves may be accused of policy violations that occurred at the time of the incident, such as underage drinking. The University pursues a policy of amnesty for students who offer help to others in need. While policy violations cannot be overlooked, the University will provide educational options, rather than punishment, to those who offer their assistance to others in need. It is in the best interests of the community that as many victims as possible choose to report to University officials, and that witnesses come forward to share what they know.

### c. False Reports

The University will not tolerate intentional false reporting of incidents. It is a violation of the policies outlined in the Student Handbook (e.g., “Falsification of Information”) to make an intentionally false report of any policy violation, and it may also violate state criminal statutes and civil defamation laws.

### a. Gender Identity and Transgender Status

For the purposes of this Policy, references to sexual misconduct include all forms of sex discrimination, including sexual and gender-based harassment, assault, and violence. The University has a responsibility to provide a safe and nondiscriminatory environment for all students, including transgender students. Harassment that targets a student based on gender identity, transgender status, or gender transition is harassment based on sex. The failure to treat students consistent with their gender identity may create or contribute to a hostile environment in violation of Title IX. This policy is applicable regardless of the sexual orientation and/or gender identity of individuals engaging in sexual activity.

### b. Parental Notification

The University reserves the right to notify parents/guardians of dependent students regarding any health or safety risk, change in student status, or conduct situation, particularly alcohol and other drug violations. The University may also notify parents/guardians of non-dependent students who are under the age of 21 of alcohol and/or drug policy violations. Where a student is non-dependent, the University will contact parents/guardians to inform them of situations in which there is a significant and articulable health and/or safety risk. The University also reserves the right to designate which University officials have a need to know about individual conduct reports pursuant to the Family Educational Rights and Privacy Act (FERPA).



### c. Sexual Misconduct by Third Parties

The University prohibits relationship violence and sexual misconduct by third parties toward members of the University community. Non-members of the University community who engage in discriminatory actions within University programs or on University property are not under the jurisdiction of this policy, but can be subject to actions that limit their access to and/or involvement with University programs as the result of their misconduct. All vendors serving the University through third-party contracts are subject to these policies and procedures, to which their employer has agreed to be bound. The University will take prompt, corrective action to eliminate relationship violence and sexual misconduct and prevent its recurrence in those circumstances.

### d. Use of Alcohol

Use of alcohol or other drugs will never function to excuse any behavior that violates this Policy.

## 13. ADDITIONAL INFORMATION AND RESOURCES

### a. Sexual Violence – Risk Reduction Tips

*From the Association of Title IX Administrators (ATIXA)*

Risk reduction tips can often take a victim-blaming tone, even unintentionally. With no intention to victim-blame, and with recognition that only those who commit sexual violence are responsible for those actions, these suggestions may nevertheless help you to reduce your risk experiencing a non-consensual sexual act.

- If you have limits, make them known as early as possible.
- Tell a sexual aggressor “NO” clearly and firmly.
- Try to remove yourself from the physical presence of a sexual aggressor.
- Find someone nearby and ask for help.
- Take affirmative responsibility for your alcohol intake/drug use and acknowledge that alcohol/drugs lower your sexual inhibitions and may make you vulnerable to someone who views a drunk or high person as a sexual opportunity.
- Take care of your friends and ask that they take care of you. A real friend will challenge you if you are about to make a mistake. Respect them when they do.

If you find yourself in the position of being the initiator of sexual behavior, you owe sexual respect to your potential partner. These suggestions may help you to reduce your risk for being accused of sexual misconduct:

- Clearly communicate your intentions to your sexual partner and give them a chance to clearly relate their intentions to you.
- Understand and respect personal boundaries.
- Don’t make assumptions about consent; about someone’s sexual availability; about whether they are attracted to you; about how far you can go or about whether they are physically and/or mentally able to consent. If there are any questions or ambiguity, then you DO NOT have consent.
- Mixed messages from your partner are a clear indication that you should stop, defuse any sexual tension and communicate better. You may be misreading them. They may not have figured out how far they want to go with you yet. You must respect the timeline for sexual behaviors with which they are comfortable.
- Don’t take advantage of someone’s drunkenness or drugged state, even if they did it to themselves.
- Realize that your potential partner could be intimidated by you, or fearful. You may have a power advantage simply because of your gender or size. Don’t abuse that power.

- Understand that consent to some form of sexual behavior does not automatically imply consent to any other forms of sexual behavior.

## **b. Resources for Survivors and Those Affected by Domestic and/or Sexual Violence**

### **First Step (Wayne County)**

[www.firststep-mi.org](http://www.firststep-mi.org)

24 hour help line: 1-888-453-5900

The mission of First Step is to eliminate both domestic and sexual violence and to provide comprehensive services to individuals and families impacted by these crimes. First Step is the only non-profit agency in out-Wayne County providing comprehensive services for victims of domestic and sexual violence.

First Step provides free and confidential programs designed to help survivors of violence overcome the lack of intervention and support, the feelings of powerlessness, isolation, physical danger and fear, and the financial, emotional and cultural barriers that victims of violence often face when seeking help.

Services provided include: 24 hour help line, survivors advocates, information and referrals, transitional housing, temporary emergency housing (shelter), assault response, and children's advocates.

### **Haven (Oakland County)**

<https://www.haven-oakland.org/>

24-HR Crisis & Support: 248-334-1274

Toll-Free Crisis Line: 877-922-1274

TTY Line: 248-334-1290

The mission of Haven is to eliminate sexual assault and domestic violence and to empower survivors through advocacy and social change in and around Oakland County. HAVEN is a nationally recognized nonprofit leader that provides programs to promote violence-free homes and communities and helps victims of domestic violence and sexual assault.

Services provided include: Assault response team, advocates, shelter, counseling, support groups, and more.

### **Livonia Police Department**

15050 Farmington Road, Livonia, MI 48154

Phone: 911 (in Livonia) or (734) 466-2470

<http://livoniapd.com/>

### **Wayne County Sexual Assault Forensic Examiner's (WC SAFE) Program (All of Michigan)**

<http://wcsafe.org/>

Phone: 313-964-9701

WC SAFE is a non-profit, 501(c)3, comprehensive organization that provides compassionate and trauma-informed care to survivors of sexual assault throughout Wayne County. WC SAFE provides a safe, quiet, confidential environment with specially trained Forensic Examiner's in order to provide medical examinations and forensic evidence collection for rape victims.

Staffed 24 hours a day, 7 days a week, WC SAFE offers services free of charge. Services are available to ALL ages – men, women and children. Medical-forensic exams are provided up to 120 hours post assault. Counseling and advocacy services are available to anyone who identifies as a survivor of sexual assault, sexual abuse or

incest ~ no matter when it occurred. Our services are available to anyone, despite where they live or where they were assaulted.

### **Ulliance Student Assistance Program**

The Ulliance Student Assistance Program is a university-sponsored benefit providing confidential assistance. The program can help resolve student concerns that are affecting personal or college life. Ulliance offers assessment, personal coaching, and short-term counseling as well as crisis intervention and referrals. This confidential resource provides 24 hour/365 days per year service. The phone number is (855) 774-4700

For questions and more information: Anne Lies, Director of Counseling and Disability Resources, at (734) 432-5641 or [alies@madonna.edu](mailto:alies@madonna.edu)

**Madonna University**

**2016-17**

**Student-Athlete Guide &  
Code of Conduct**

**Appendix F of Madonna University Student Handbook**



**MADONNA<sup>TM</sup>  
CRUSADERS**

## **Mission of Madonna University**

The mission of Madonna University, a Catholic and Franciscan institution, 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, based on the truths and principles recognized within a Catholic tradition.

## **Expectations**

Participation in athletics at Madonna University is a privilege. As such, a certain set of expectations, often above and beyond those of the general student population, come with this privilege. Below is a snapshot of some of those expectations.

### Classroom Expectations

1. Student-athletes are expected to attend class.
2. Student-athletes are expected to be respectful of all faculty and other students. This includes how you dress, sit and act (verbally and nonverbally) in the classroom.
3. Student-athletes are expected to communicate all athletic related schedule needs well in advance to the instructor for each class impacted.

### Athletic Expectations

1. Student-athletes are expected to be respectful to all coaches, teammates and opponents in every contact with them.
2. Student-athletes are expected to adhere to conditioning, training and team rules as defined by their respective coach.
3. Student-athletes are expected to represent Madonna University in a positive manner at ALL times.

### Community Expectations

Student-athletes are to remember at all times that they are representing Madonna University and as such must not do anything that would bring embarrassment to the university.

## **Student-Athlete**

### A. Defined

A student-athlete shall be defined as any individual who is a Madonna University student and is also participating as a member of any one of the intercollegiate or club athletic teams sponsored by the University. Those individuals will be required to adhere to all rules and expectations of a student-athlete as defined herein.

### B. Responsibilities

#### 1. Team

Each student-athlete will be responsible to abide by all rules unique to a particular team. Each coach will have specific rules governing their team and those must be followed implicitly as long as they are not in conflict with any rules stated herein. Any student-athlete not abiding by these rules will be considered in violation of the *Student-Athlete Code of Conduct* and will be disciplined by his/her coach.

#### 2. Department

In addition to being responsible for following all team rules, each student-athlete must also abide by all departmental rules. These include the *Student-Athlete Code of Conduct*, as well as any other rules or requirements stipulated by the athletic administration. All of these rules are in effect any time a student-athlete is representing the university (i.e., games, practices, road trips, travel, classes, etc.) Failure to comply with these responsibilities will result in one or more of the following:

- a. Suspension from the team;
- b. Partial or full revocation of any athletic related financial aid when applicable;
- c. Developmental exercises designed to help the individual learn from the experience;
- d. Dismissal from the team; or
- e. A punishment the athletic administration deems suitable for the violation.

#### 3. School

Student-athletes are expected to live up to the responsibility of being a Madonna University student. This includes abiding by the Student Code of Conduct and all other University policies. This is especially important for student-athletes as they are members of the community constantly in contact with other schools and communities. This added responsibility is part of the Madonna University Athletic philosophy as the athlete's conduct will, in many cases, be deemed as representative of the entire institution. Failure to abide by these rules will result in punishment deemed suitable by not only the athletic administration, but the university administration.

### C. Fundraising

Fundraising is an essential ingredient in sustaining athletics at Madonna University. The ability to travel, improve facilities and equipment, and many other necessities, are all contingent on funds raised by student-athlete projects. All student-athletes are expected to participate in whatever fundraising options are being used by his/her coach. Failure to comply with this rule will result in



either suspension from the team until the fundraising duties have been satisfactorily completed or other suitable punishment up to dismissal from the team.

#### D. Student Grievance Procedure

Student-athletes who have a grievance resulting from interpretation of the Student-Athlete Handbook should follow the student grievance procedure set forth in the Madonna University Handbook.

### I. **Policies**

#### A. Drug related infractions

Policies regarding the possession, distribution, or usage of a narcotic or any illegal drug or controlled substance are outlined in the Madonna University Student Handbook.

In addition to any penalties levied by the Administration of the University, athletic department sanctions may also be applicable for students in violation of this policy.

Penalties could include counseling, suspension from athletic participation, and revocation of athletic related financial aid or termination from athletics. These are examples of potential punishments but not an exhaustive list.

A second violation will result in dismissal from the team, and complete revocation of any athletic grant a student may be receiving.

#### B. Alcohol

##### 1. University Policies

Policies regarding alcohol use, abuse, possession, public drunkenness, and related incidents are defined in the Madonna University Student Handbook. Madonna University Athletics reports all student-athlete alcohol violations to the vice president of student affairs for administration of those policies and then enacts athletic sanctions as outlined below.

##### 2. Athletic Department Policy

Due to medical documentation that alcohol impairs a person's ability to perform at peak capacity and in keeping with the spirit of the Bylaws of the Official NAIA Handbook, Madonna University Athletics expects its student-athletes to abstain from alcohol during their respective sport seasons.

In the event of an alcohol related infraction, university and athletic department sanctions will be enforced as stated in the Student Handbook and as defined below for student-athletes.

Examples of infractions could include, but ***are not limited to:***

- Possession or consumption on campus or while representing Madonna University
- Collection of alcohol containers (full or empty)
- Distributing alcohol to a minor

- Illegal sale of alcohol to anyone, regardless of age
- Underage drinking
- Possession of excessive amounts of alcohol (i.e., kegs, party balls)
- Drinking on a road trip
- Illness resulting from alcohol consumption
- Drinking in the Residence Hall
- Causing a disturbance (on or off campus)
- Drunk in Public, disorderly conduct
- Hospitalization or police involvement

A level 1 (see student handbook for specific violations and related consequences), first offense for an alcohol violation will be treated as defined by the Madonna University Student Handbook with no further athletic sanctions. This will be noted as a first offense.

Multiple alcohol policy violations or any violation that is rated as a level 2 violation (as defined by university alcohol policy) or higher will carry an automatic athletic suspension. Suspension or revocation of the violator’s athletic grant could also be considered.

<b>Offense / Level</b>	<b>Athletic Punishment</b>
Level 1 second offense Level 2 first offense	Suspension for 10% of athletic season (or next season if offseason or not enough competition left to fulfill 10%)
Level 1 third offense Level 2 second offense Level 3 first offense	Suspension for 25% of athletic season (or next season if offseason or not enough competition left to fulfill 25%)
Level 1 fourth offense Level 2 third offense Level 3 second offense	Termination from the athletic department and immediate revocation of remaining athletic grant monies.

### C. Tobacco

#### 1. Smokeless

All smokeless (chewing, dip, etc.) tobacco is strictly prohibited for use by any Madonna student-athlete during any Madonna University event (i.e., practices, games, bus/plane trips, preseason practice, class, etc.), while on Madonna University property, while representing Madonna University in any manner or at any Madonna University facility.

Any student-athlete in violation of this policy will be automatically suspended for the next three games his/her team plays. A second violation will result in dismissal from the team and complete revocation of any athletic grant.

#### D. Gambling

In accordance with the Madonna University Student Handbook illegal gambling is not permitted on campus or at any university function.

Any student-athlete in violation of this policy will receive punitive action as deemed appropriate by the athletic administration. Penalties will be determined on a case-by-case basis and may include counseling, suspension, and termination from the program and/or revocation of athletic grant dollars.

#### E. Classes

##### 1. Attending

All student-athletes are expected to attend all classes. Please refer to the Madonna University undergraduate Bulletin for the college policy on class attendance. While you are a **student-athlete**, it should be noted that “student” comes first. That is because you are a student first. It is the main goal of the athletic department to graduate students therefore, class attendance is imperative.

##### 2. Scheduling

Student-athletes should make every effort to schedule classes so that they do not interfere with practice or game schedules as determined by the head coach. Likewise, coaches will be as flexible as possible to help accommodate academic needs.

Additionally, when scheduling classes, students should meet with an academic advisor. This will aid not only in scheduling for athletic reasons, but maintaining proper progress towards graduation.

If a scheduled game conflicts with a class time, the student-athlete is responsible for using the Student-Athlete Agreement. This form, signed by the instructor, student-athlete and head coach, informs the instructor of a game-class conflict. If the instructor agrees to sign the form, the student-athlete will not be graded down for missing class but will be responsible for all work covered during the missed class.

#### F. Practices

**Student-athletes should never miss a class to attend practice. Occasionally classes must be scheduled during a team’s practice time. In this case, class is always the priority.**

#### G. Referees/Umpires/Officials

All game officials are to be treated with the respect their position is due. Athletes are not to be abusive or argumentative with any game official.

#### H. Ejections

Any coach or student-athlete ejected on one or more occasions while representing an NAIA member institution in competition shall be subject automatically to the following penalties:

- a. Suspension for the next contest after the coach or student-athlete is ejected for the first time (in one sport) in a single season.

b. Suspension for the next two contests if a coach or student-athlete accumulates two ejections (in one sport) in a single season. This includes post-season play and may carry over to the following year depending on when the ejection occurs.

c. Ineligibility for the remainder of all regular-season and post-season participation if a coach or student-athlete accumulates three ejections (in one sport) in a single season. Should the third ejection occur in either of the last two contests of the year, the coach or returning student-athlete will be suspended for the first two contests of the following year.

A transfer student who was suspended or declared otherwise ineligible due to misconduct while representing an institution in competition, must serve the period of suspension at the institution to which the student transfers before intercollegiate participation shall be permitted.

## I. Hazing

Hazing of any type is strictly prohibited. Violations of this policy may result in suspension, partial or full revocation of athletic grant dollars or other appropriate punishment up to and including dismissal from the program.

It is understood that teams will engage in activities designed to build unity and spirit. To make sure this is not in any way hazing, the following guidelines have been established:

- a. The head coach must approve of the activity in advance.
- b. No physical, mental, emotional or spiritual harm should be caused.
- c. If a student-athlete involved wishes to stop, he or she is immediately allowed to cease participation in the activity.

## II. **Personal Conduct**

### A. Scholastic Integrity

The Madonna University Student Handbook, Bulletin and academic department policies define the expectations of students regarding scholastic integrity. In addition to any penalties issued by the academic community any student-athlete breaking this rule of integrity as defined by the university will also be disciplined by the athletic administration. Each situation will be dealt with on a case-by-case basis and appropriate punitive action will be implemented. Confirmed instances of cheating will result in automatic suspension. If the student-athlete involved is receiving an athletic grant, the grant may be suspended at minimum for the length of the athletic suspension.

### B. Plagiarism

Plagiarism can take two basic forms, but in general it revolves around presenting as one's own work, the work of someone else.

The first general example is improperly citing sources, or taking ideas from sources without properly crediting that source.

The second form of plagiarism is taking someone else's work and turning it in as your own.

Student-athletes guilty of this form of plagiarism will face athletic sanctions on a case-by-case basis. Sanctions could include suspension from athletic participation, revocation of athletic related financial aid or termination from the program as well as other forms of punishments deemed appropriate.

A second offense will result in immediate dismissal from Madonna University Athletics and revocation of all athletic grants.

Also, knowingly providing work that another student turns in as their own will fall under the category of plagiarism and the same penalties will result.

C. Theft

Theft of any object belonging to the University or another person will result in an automatic suspension from the team for a time to be determined by the head coach and athletic administration. If serious enough, the penalty could include dismissal from the team and revocation of any athletic grant the student may be receiving.

D. Social Networking/Online Media

The athletic department is aware of the multitude of social networking and online website opportunities. Further it is our practice to caution you about the permanent nature of such sites, pictures, stories, information and media. Please be aware that once something is posted it is potentially there forever. Many cases of stalking and other potentially serious behaviors have resulted from posting too much information online. The athletic department strongly encourages you to use prudent judgment when posting online.

The athletic department does not wish to inhibit your freedom of speech however, being an athlete at Madonna University is a privilege. One of the responsibilities that accompany that privilege is to represent the university in a positive matter. Therefore the athletic department has developed a separate social media policy that you will acknowledge receipt of prior to each year.

Further, anything posted online can be used as evidence in disciplinary situations. Such things have been sent to athletic departments unsolicited. Posting inappropriate statements, pictures, thoughts, etc. online could result in suspension, revocation of athletic related financial aid or termination from the athletic department.

### **III. Athletic Related Financial Aid**

A. Defined

Athletic related financial aid is a financial award given to a student-athlete for participation in athletics. Current forms of this are athletic grants, residence hall (dorm) room waivers, St. Sebastian Awards and Crusader Athletic Awards.

B. Awarded

A certain amount of money is allotted per team to be used for athletic grants. The recommended dispersing of those funds is the sole responsibility of the head coach for each sport. Each coach has

the right to determine who gets a grant and the amount and type of award given to any individual student-athlete. The head coach then submits his/her recommendations to the Athletic Director who has final decision making power on all awards. Each student-athlete will get and sign an Athletic Award Letter to acknowledge and accept the award for that academic year.

C. Rescinded

The Athletic Administration reserves the right to rescind (partial or in full) a student-athlete's athletic grant for any breach of the grant contract, the student and/or student-athlete code of conduct, team rules or if the student is no longer a team member. A coach may recommend the revocation of the athletic grant to the athletic administration which will have ultimate decision-making power.

If a student-athlete becomes physically unable to perform in his/her sport the athletic department reserves the right to rescind any athletic grant that a student-athlete may be receiving. The only exception is in the case where the athlete is accidentally injured while practicing or playing a contest for Madonna University.

If all or part of a student-athlete's athletic grant has been revoked for any disciplinary reason during a school year, no additional athletic grant money can be awarded to that student during that academic year.

The general formula used to compute revocation of athletic grant dollars is based on the 30 week university calendar (15 weeks per semester). If a student-athlete quits a team, is dismissed from a team or is in some other way separated from the team their athletic award would be reduced based on this 30 week calendar. So, if a student-athlete leaves the team 10 weeks into the academic year they would keep 1/3 of their grant (10 weeks of 30) and the remaining 20 weeks would be revoked.

Resident Hall (dorm) Room waivers, St. Sebastian Awards and Crusader Athletic Awards will be revoked on a semester basis. Students will be allowed to keep these waivers for the remainder of the semester they cease team membership but they rest of the award will be revoked for the next semester.

D. Term

Each athletic grant is for one year only. There is no guarantee that a grant will be awarded from year-to-year to the same students or for the same amount. This is determined each year by the head coach for each sport. The intent of each grant is that it would remain intact for the duration of the student-athlete's career. However, if the student-athlete does not live up to the expectations defined by the team, department or university adjustments can be made. Additionally, failure to maintain satisfactory academic progress can result in revocation of an athletic grant.

E. Responsibility

An athletic grant is not a right, it is a privilege. Each student-athlete receiving a grant must understand that specific expectations are included with a grant. These are clearly defined on the grant contract itself.

F. Academic Revocation

**Any student-athlete who does not maintain a 2.00 semester grade point average each term will automatically have their next semester's athletic related financial aid revoked.** This applies to all student-athletes and both fall and winter semesters and can extend from one academic year to the next (i.e., winter term to fall term). A student-athlete who fails to maintain a 2.00 semester grade point average may appeal to an academic grievance committee for reinstatement of their grant. However, decisions of that committee are final.

**IV. Eligibility**

A. Defined

All student-athletes must meet minimum academic, athletic and conduct standards in order to be eligible to participate on any intercollegiate team at Madonna University. Each form of eligibility is described below.

B. Responsibility

**Each student-athlete is ultimately responsible for knowing and adhering to NAIA and Madonna University eligibility rules/policies. The Athletic Department and Faculty Athletic Representative will assist all student-athletes in becoming eligible for athletic participation. However, the student-athlete will take the initiative to be sure of their personal eligibility.**

C. Academic

Students must meet minimum entrance requirements in their first year of competition at the University. These minimums are defined by the NAIA and strictly adhered to by Madonna University.

Additionally, the following **general** rules should be used as a **guideline** for basic eligibility.

**Remember this is by no means an all-inclusive list.** You must:

- 1) Be enrolled in at least 12 credit hours throughout the entire season of competition.
- 2) Maintain a 2.0 **term and cumulative** grade point average.
- 3) Earn 24 credit hours the two (2) terms previous to participation.
- 4) Be within your first 10 semesters of attendance as a regularly enrolled student. A term of attendance is any semester in which you **enrolled** for twelve (12) or more credit hours and attended any class.
- 5) Have accumulated at least 24 credits to participate in a second season.
- 6) Have accumulated 48 credits to participate in a third season.
- 7) Have accumulated 72 credits to participate in fourth season of competition.

Remember, if in doubt, check with the Faculty Athletic Representative.

While a student may qualify under NAIA standards, if the Faculty Athletic Representative (FAR), athletic administration, or head coach feels that it would be in the best interest of the student not to participate, Madonna University reserves the right to deny participation to that



student. This can be appealed by following the Student Grievance Procedure as set forth in the Student Handbook. However, this is an institution where education is the priority.

**The information stated above will be determined based on the eligibility standards and guidelines set forth by the NAIA.**

D. Athletic

The NAIA allows a specific number of seasons of participation in intercollegiate athletics. This includes a definition of what a season is as well as what transfer students have played. Madonna University defers to the NAIA regulations for all determinations of athletic eligibility. The head coach or FAR should be contacted for further explanations of these rules.

E. Transfer Students

Transfer student eligibility entails many more complicated rules regarding credits transferred and accepted. It is imperative that all transfer students contact the Faculty Athletic Representative each term to determine if they are eligible and if they are on track to remain eligible in coming semesters or years.

F. Disciplinary

The head coach, athletic administration or University administration can, at any time, revoke the eligibility of any student-athlete for disciplinary reasons. This includes suspension for a specific period of time or complete termination from a team. Students under disciplinary action/investigation by the University Administration or Public Safety Unit will face additional punitive action from the athletic administration. While the University may reprimand or punish a behavior in one way the athletic administration may choose a different approach.

G. Athletics Is A Privilege

Madonna University views participation in its athletics programs as a privilege, not a right. Because athletics is an extra-curricular activity which casts its players as representatives of the University, the athletic administration expects its student-athletes to be above reproach. If it is the judgment of the athletic administration that the actions of a student-athlete will damage, in any way, the image of Madonna Athletics, that student will be subject to the consequences defined in this document. This stance is regardless of what the University considers to be acceptable behavior for maintaining admission to the academic part of the institution.

**V. Athletic Facilities**

A. Calendar

The athletic facilities calendar is maintained electronically by the athletic administration. Each head coach has access to the calendar and will inform you of your assigned practice times.

B. Supervision

Any organized team practice or game must be supervised by a member of that team's coaching staff or athletic administration.

Student-athletes wishing to use the gymnasium for individual practice must get permission and supervision by a member of the athletic department staff.

Use of the outdoor athletic facilities (i.e., soccer/lacrosse field, baseball field, softball field, batting cages, etc.) is strictly prohibited unless a member of the university coaching staff is on site. Student-athletes and their families, friends, teammates are not allowed to use these facilities unsupervised.

### C. Behavior

When using the gym for either team or individual practice, student-athletes must maintain appropriate behavior as defined within this handbook. Also, common sense should be used at all times in terms of throwing or kicking objects that could damage the scoreboards, backboards, lights, etc.

We have only one gym and it is the responsibility of all student-athletes to respect the gym. The following minimum guidelines should be met by each team:

1. The gym should be swept after each practice.
2. Wet shoes (snow, rain, etc.) should NEVER be worn into the gym.
3. Only gym shoes should be worn when walking on the main gym floor.
4. Respect the privacy of the team using the gym. When it's not your time stay out!

Likewise, the rules posted at each of the outdoor facilities should be followed at all times.

### D. Games

On game days the gym will be freed 1 hour and thirty minutes prior to a contest for game preparation and warm-ups. If a team is practicing, please do not enter the gym until one hour and thirty minutes before game time.

## **VI. Travel Policies**

### A. General

At all times, student-athletes must remember that they are representatives of Madonna University. This is especially important when traveling as a Madonna team. All student-athletes are expected to act in an appropriate manner and to live up to all of the rules and regulations of Madonna University, this handbook, and those set forth by each coaching staff during all trips. Student-athletes in violation of school, department or team rules will be disciplined and, if the offense warrants, will be sent home at their own expense/mode of transportation. All rules must be observed for the entire duration of any trip.

# STUDENT EMPLOYEE GUIDE



This guide is designed to answer questions regarding Madonna University Student Employment policies and procedures.

**Madonna University**  
**Career Services**

**Suite 14117**

**34-432-5623**

**5/10/2016**

# STUDENT EMPLOYEE GUIDE

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\*Excerpt from Madonna University Staff Handbook

## INTRODUCTION

Students are a vital part of the Madonna University work force. Students work in a variety of positions and offices: administration, food service, information technology, labs, library, maintenance, athletics, student activities and services. Positions range from trainee level to highly technical levels. We strive to give high quality service in a friendly and professional manner. This requires that each of us cooperate with fellow employees and perform our duties cheerfully, faithfully and diligently. We want to make your job as pleasant and efficient as possible, so your ideas and suggestions are always welcome.

## BEST TIME TO SEEK EMPLOYMENT

While jobs become available throughout the year, the best time to secure a job is just before the start of the fall term. Most supervisors hire at that time for the entire school year.

## ADVERTISING AVAILABLE POSITIONS

Available positions are advertised on the MU Job Link. Students seeking on-campus employment should login and register at <https://madonna-csm.symphlicity.com/students>.

## ELIGIBILITY REQUIREMENTS

To be eligible for on-campus student employment **all** of the following conditions must be met:

1. Admitted student.
2. Currently enrolled in a minimum of 6 credits in an undergraduate program or 4 credits in a graduate program.
  - a. Students not registered for spring/summer classes may work during the spring/summer term if they are registered for fall classes.
  - b. Student employment is automatically terminated upon graduation. Exception to this requirement may be made for graduating students that have less than 6 hours required for graduation, in their last term.
3. Pursuing a degree or certificate.
4. Possess a valid social security number.
5. Student employees must maintain a minimum term and cumulative GPA of 2.0 and achieve satisfactory academic progress. Students not maintaining the GPA or satisfactory academic progress risk termination from their student employment position.
6. Some positions may require a background check or Motor Vehicle Report before approval is given to work.

Student employees are considered temporary, hourly workers. Their employment is contingent upon satisfactory performance in the pursuit of their academic degree and availability of funding for the position. Student employment terminates upon withdrawal or graduation from Madonna University.

## APPLICATION PROCESS

1. Register on the MU Job Link, <https://madonna-csm.symphlicity.com/students>.

2. Review available student employment openings, posted on the site.
3. Follow application instructions in the job posting.
  - a. Complete, save and download the application to the MU Job Link system.
  - b. Once the application is approved, it may be sent to the hiring department by clicking the “apply” button in the MU Job Link system.

## INTERVIEWING PROCESS

1. Department supervisors receive and review applications.
2. Supervisors schedule interviews.
3. Supervisor interviews students for position.
4. Supervisor chooses the candidate for hire and notifies students not chosen that the position has closed.

## HIRING PROCESS

1. Student obtains a “Student Employment Packet” from the Career Services Office.
2. Student completes the “Student Authorization Form” and obtains the work supervisor’s signature.
3. Student completes federal and state tax forms. Students needing assistance completing their federal tax forms should view the federal website at [www.IRS.gov](http://www.IRS.gov) or call 1-800-829-1040. Madonna University staff are not qualified or permitted to give advice on tax issues.
4. Student completes the “Employment Eligibility Verification” (I-9), and “Personal Information Form”.
5. Student returns all forms to the Career Services Office with proof of work eligibility, as stated on the back of the I-9.

Delays in submitting I-9 forms, tax forms or other pre-employment paperwork could result in a “hold” on a student’s payroll authorization delaying payment for time worked.

## STUDENT EMPLOYMENT AUTHORIZATION REQUIREMENT

A new “Student Employment Authorization Form” is required each term that a student works. A student employed by more than one department, must complete a “Student Employment Authorization Form” for each position. This form authorizes payroll to pay the student, for the dates recorded. Delays in submitting a new “Student Employment authorization” each term could result in a “hold” on a student’s payroll authorization delaying payment for time worked.

## INTERNATIONAL STUDENTS HIRING PROCESS

International students may work at any qualifying on-campus job that does not displace a U.S. citizen. If enrolled in classes, international students may begin working as much as 30 days before the start of a program of study. If an international student finishes a program (such as a bachelor’s degree) and starts another program of study at the same campus, the student may continue on-campus employment as long as the student plans to enroll in the new program of study for the next term.

International students must maintain F-1 Status, in order to work on campus. To maintain F-1 status,



international undergraduate students must be registered for at least 12 credits and graduate students must be registered for 9 credits. Questions concerning F-1 status should be directed to the International Students Office.

International students attending classes with an “F-1” visa are limited to 20 hours of work per week. However, during break periods, they may work up to 24 hours per week, if their supervisor has submitted a “Request to Exceed Student Employment Limit” and been approved for the additional hours.

Once an international student is hired by a department, they should report their work to the Career Services staff. Career Services will give the student a letter for Social Security purposes certifying that the job qualifies as on-campus employment and that the student is maintaining F-1 status. When the student’s Social Security card is received they should return to Career Services with their completed student employment paperwork, their social security card, their I-20 and passport. Career Services will forward their paperwork to payroll and the student will begin receiving a pay check and will be compensated for all time worked.

## **TAX AND EMPLOYMENT ELIGIBILITY VERIFICATION FORMS**

All students must complete state and federal tax withholding forms. Taxes are withheld from each check, and a withholding statement is sent to each student at the end of the year.

Tax forms and the “Employment Eligibility Verification, I-9” are not required again, after the initial hire, unless there is a lapse of employment greater than one year and/or there are changes in the student’s identifying information, tax deductions, or employment eligibility. Students claiming exempt tax status must complete new tax forms each academic year.

The federal and state tax forms explain the criteria for filing as "exempt." If a student meets the criteria, he/she must file for exempt status each year he/she is a student employee. All exempt tax forms are forwarded to the federal and state government.

If a student does not meet the "exempt" status requirements, he/she must indicate the number of exemptions to be claimed. Filing for "0" exemptions means that the maximum allowable tax will be withheld.

## **FICA**

FICA (Social Security tax) is not deducted when students are enrolled at least 6 credits per term. However, FICA is deducted anytime a student works and is registered for less than 6 credits.

## **WORK SCHEDULES**

Students are limited to 20 hours of on-campus employment per week. Student employment earnings should be considered supplemental income, allowing a student to earn some income while attending classes. Supervisors wishing to increase a student’s work hours to 24 must complete a “Request to Exceed Student Employment Limit” available on the Portal, under the Employee, Department Resources

tab. The supervisor must include the reasons for the increase in the request. If approved, the Career Services staff will notify the supervisor and student. Departmental student employment allocations assigned by the Business Office, determine the number of hours per week available for student employees.

There is no limit on the number of semesters a student may work, as long as they are enrolled in classes, at least half time. A student may work throughout the semester or as long as there are budgeted funds available. Once funding has been exhausted, a student must be terminated immediately. It is strongly suggested that students and supervisors keep an up-to-date record of the student's hours and earnings.

## **PAY RATES AND LEVELS**

Within the student employment pay scale there are three pay levels: Level A, Level B and Level C. Pay levels for individual positions are determined by the Student Employment Committee consisting of the Director of Career Services, a representative from Financial Aid, the Director of Human Resources and the Human Resources Benefits Specialist. Pay levels are determined based on the duties included on the "Student Position Description" form.

Level A: Entry level position, routine duties which may involve a modest degree of responsibility and judgment and may require some specific knowledge or skills.

Level B: Intermediate level position, some responsibility and skills, may perform moderately complex duties involving a moderate to substantial degree of responsibility and judgment. May direct or coordinate activities of other student employees. Usually requires previous training or equivalent experience.

Level C: Advanced level position, perform varied and complex duties involving a high degree of responsibility and judgment. May supervise or regularly lead activities of other student employees. Usually requires considerable training or equivalent experience in a specialized or technical field.

For current student employment pay scale, sign into the student portal click on the Career Development tab and view "Pay Rates" [https://myportal.madonna.edu/ICS/Campus\\_Life/Job\\_Search\\_Advice.jnz](https://myportal.madonna.edu/ICS/Campus_Life/Job_Search_Advice.jnz).

## **STUDENT RAISES**

Raises are given once per academic year, at the start of the winter term. A student's eligibility for a raise is dependent upon satisfactory evaluations, completion of at least two terms and 300 hours of employment, at the same pay rate. Student employment pay raises are authorized by the University administration and will only be approved when approved for University staff, in general.

## **TIME CARDS AND PAY CYCLE**

Student employees are responsible for filling out a bi-weekly time report. For each day worked, the student must record time in and out for morning, afternoon and/or evening hours, and total the hours for the day. At the end of each payroll period, the total hours worked for that period must be recorded. Students must fill in the information requested on the time report (name, department account number,

dates of pay period, and signature), and submit the time report(s) to their supervisor(s) for signature(s).

If a student works in more than one department they must turn in a separate time report for each department. Completed time reports should be submitted to the department supervisor. The supervisor is responsible for submitting time reports to payroll. Time cards are due in payroll, on Wednesday, of the non-pay week, prior to payday.

Students are paid bi-weekly on Thursdays. The student's pay rate will be listed on their paycheck. If a student has more than one position and more than one pay rate, their pay will be figured using the correct pay rate for each position. However, only one pay rate will be listed on their paycheck.

Late time reports will not be processed or paid on the scheduled payday. The student will have to wait until the next payday (usually two weeks) to receive a check.

Each student is responsible for submitting his/her time report(s) to his or her supervisor. At the end of each pay period, time reports without proper signatures will not be processed.

## **PAY OPTIONS**

1. Students wishing to have their pay directly deposited into their bank account must complete a "Payroll Deposit Authorization" and submit the form and a voided check or saving account documentation to the Payroll Department in room 2200.
2. Students wishing to have their pay deposited to their "Madonna One" card should login to their account at [www.madonnaone.com](http://www.madonnaone.com), click on the "User Profile" tab and then the "Direct Deposit" tab. Print out the pre-filled form and submit the form with the "Payroll Deposit Authorization" to the Payroll Department in room 2200.
3. Students wishing to receive a paper check may pick up their pay check each pay day in Student Accounts, room 2005, after 10:30 a.m. Valid identification is required to pick up a student employment check. Students with past due obligations will be asked to apply a portion of each paycheck to their accounts. If a student leaves the campus at the end of a term and is entitled to a paycheck, he/she may make arrangements with the Student Accounts Office to have the last check mailed to their home.

## **BREAKS, VACATIONS, SICK TIME OR HOLIDAYS**

Students scheduled to work six (6) hours or more, on a given work day, are provided a one half-hour lunch period without pay and a fifteen minute paid break for every four (4) hours worked. Breaks may not be used to make up tardiness or skipped to begin work later or leave early. Breaks are scheduled through the immediate supervisor and may be denied should business conditions warrant it, such as short-staffed departments, peak workloads, emergency situations, etc. Supervisors may allow the combination of lunch period and break(s) for a longer lunch period.

Student employees are not provided a paid vacation. Vacation time may be taken with permission of the supervisor.

Paid sick leave is not provided for student employees.

Student employees are not required to work on holidays observed by the University and are not paid for any holidays. Certain University offices may be scheduled to work on a holiday. If a student is requested to work, he/she may decline without penalty or prejudice. Any holidays worked will be paid at straight time only.

## **WORK/STUDY AWARDS**

Acceptance of Federal Work Study does not guarantee the student job. Students receiving a work study award, as part of their financial aid package, must register on the [MU Job Link](#), check for new openings often and apply directly to the jobs that interest them. If they are hired for an on-campus position, they must follow all student employment procedures, as described above in sections on “Applying for Student Employment” and “Instructions after being hired”. Money earned from a work/study position is counted as income and does affect a student’s total financial aid award.

## **AUTHORIZED EARNINGS LIMIT**

All student employees have an “authorized earnings limit”. This limit applies to all on-campus employment. The earnings limit is determined on the basis of the student's unmet need and/or the student employment budget of the department in which they are employed. The student’s authorized earnings limit is recorded on the Student Employment Authorization Form. Any change in aid or need affects a student's authorized earnings limit. A student may decline part of his/her financial aid award to increase the authorized earnings limit. If a student would like to decline a portion of their aid to receive an increase in authorized earnings limit, they should contact the Financial Aid Director.

Federal Work-Study recipients may not be automatically transferred to institutional employment when they have exhausted their awards. Check with the Financial Aid Office to see if the student has remaining "unmet need." It may be possible to receive an increase in the award.

## **STUDENT EVALUATIONS**

Students will be evaluated at the end of each term. The work supervisor should discuss the evaluation with the students.

## **ATTENDANCE\***

You are expected to report to work on time and to remain on the job throughout your regular work hours. It is important that when you are unable to report to work or will arrive late, that you contact your supervisor immediately. If you are not able to speak directly to your supervisor, then you must leave a message. To maintain a *minimum level* of satisfactory attendance, you must have no more than five (5) incidents of tardiness or unscheduled absences in a calendar year.

If you are absent for five (5) consecutive days, you must submit a physician's statement documenting that you are able to return to work before you will be allowed to return.

If you are absent for three (3) consecutive work days without notifying your supervisor, we will consider that you have voluntarily resigned your position.

Cases of chronic absenteeism, lateness, or leaving early are not acceptable and may lead to disciplinary action, including dismissal.

The University may request a physician's written statement to support any employee's tardiness and/or absence for medical reasons. The University reserves the right to require an examination and/or drug screen by a physician of the University's choice (at the University's expense) before an employee returns to work after a sick leave or at any time to determine fitness for duty.

## **INCLEMENT WEATHER AND EMERGENCY CLOSURE\***

When adverse weather conditions or utility emergencies occur, the President or designated administrator will determine when and if to make an emergency closing of the campus facilities and suspend operations. Our practice is to remain open unless conditions are such that warrant a shut-down of operations.

If weather conditions are severe and a closing of the University is determined, the closing will be reported over major radio and television stations. In addition, it will appear on the Madonna University website [www.madonna.edu](http://www.madonna.edu) and in text or email message to those who registered for this service through ED Alert.

Employees are required to provide their immediate supervisor and Human Resources with their current address, phone number(s) and contact information. Employees are also required to provide the Human Resources Office with an emergency contact, and are required to keep this information current as well. This assists the University in communicating with you in the event of an emergency.

In the event of an emergency, we will make every effort to communicate with our employees through traditional means. However, should communications become disrupted through a natural or manmade disaster or occurrence; employees should visit the University's website at [www.madonna.edu](http://www.madonna.edu) for further direction and/or instructions.

## **DRIVING ON UNIVERSITY BUSINESS**

Students who have met the following criteria may be approved to drive university vehicles and rented vehicles conducting university business:

1. Must be 21 years of age or older. If the student driver is driving other students they must be 25 years of age or older.
2. Must be on our university payroll as a student employee and in their job description, it must include: (driving may be required)
3. Must have a valid driver's license
4. Must have a clean driving record (based on a Motor Vehicle Report).

## **CONFIDENTIALITY AGREEMENT**

Many students are privy to confidential information regarding other students or faculty. Each student employee that has access to confidential information is placed in a position of trust and is expected to

maintain the highest level of confidentiality. The work supervisor may request that the student sign a “Confidentiality Agreement” if they are working in such a position. This agreement is available on the Portal, under the Employee, Departmental Resources tab. Violations of confidentiality are subject to termination of employment, prosecution and/or disciplinary action.

## **PERSONAL APPEARANCE\***

A professional, personal appearance in both grooming and attire are expected at all times. Acceptable attire may vary from one work area to another depending on your job duties and responsibilities. If you are in doubt of acceptable attire for your area, speak with your immediate supervisor. Should you report to work improperly dressed; you will be instructed to return home to change clothes and will not be compensated during your absence from work. Some examples of inappropriate attire are the following: shorts, sweat suits, and tank tops.

## **EQUAL EMPLOYMENT OPPORTUNITY\***

Madonna University is an equal opportunity employer that supports and subscribes to a policy of nondiscrimination in the hiring, retention, training, transfer, demotion, layoff, promotion, compensation, and all other terms and conditions of employment. Madonna University will not discriminate on the basis of race, color, religion, national origin, ancestry, sex, age, height, weight, marital status, disability which does not affect the individual's ability to perform a particular job with or without reasonable accommodation, veteran's status, or any other protected class. This includes the right of everyone to work in an atmosphere free of sexual harassment.

Any employee, student or other member of the University community, injured by the discriminatory or harassing behavior of an employee may file a complaint with the Office of the Vice President of Student Affairs and Mission Effectiveness, Room 1400, 734-432-5881. Alternatively, individuals may file a complaint with the line administrator in the department, in which the incident occurred.

## **THE AMERICANS WITH DISABILITIES ACT AND NOTICE UNDER THE PERSONS WITH DISABILITIES CIVIL RIGHTS ACT\***

The University is committed to full compliance with the requirements of the Americans with Disabilities Act of 1990 (ADA), as well as other federal and state laws pertaining to individuals with disabilities. The ADA is a federal civil rights law that protects qualified individuals with disabilities from discrimination in all University employment practices.

Qualified persons who have a disability are entitled to receive “reasonable accommodation” if it is needed to perform their job duties. If you are a disabled employee who feels accommodation is needed to perform your job, you must notify the Director of Human Resources in writing of the need for a reasonable accommodation within 182 days after the date you knew or reasonably should have known that an accommodation was needed. Madonna University will make a reasonable accommodation if the accommodation does not impose an undue hardship on others and if the accommodation would enable you to perform the essential functions of the job.

## **EMPLOYMENT OF RELATIVES\***

Madonna University prohibits the placement or hiring of an employee into a position or department where the new employee is directly or indirectly supervised by a close relative or where a close relative may act to influence the related employee's rate of pay, promotion, or other conditions of employment.

A close relative is defined as anyone for whom you would be granted time off in accordance with the University's bereavement policy or anyone who resides in your household.

Exceptions to this policy may only be granted by the President of the University.

## **UNACCEPTABLE BEHAVIOR\***

1. Poor performance or neglect of assigned duties and responsibilities.
2. Failure to give proper notice of absence or absence without approval.
3. Habitual tardiness or unacceptable absenteeism.
4. Violations of the Drug-Free Workplace provisions.
5. Possession of open containers of or consumption of intoxicants while on duty or on the premises.
6. Being under the influence of intoxicants and/or having one's work performance impaired or negatively affected by intoxicants.
7. Insubordination or other incidents of improper behavior toward supervision or other proper authorities.
8. Actual or attempted falsification of records.
9. Use of "on-duty" time to conduct personal business or non-University business.
10. Possession of weapons or other hazardous items on the premises.
11. Failure to work cooperatively with fellow employees and/or supervisor.
12. Willful idleness, negligence or disruption of other employees.
13. Failure to treat others with due respect and courtesy.
14. Relating to the public in a manner that arouses justifiable criticism of the employee and/or the University.
15. Actual or attempted physical violence or coercion, either implied or explicit, towards anyone over job-related issues.
16. Unauthorized solicitation.



17. Use of abusive and/or obscene language.
18. Assault or battery on another employee or member of the general public.
19. Improper release or use of confidential information.
20. Failure to make a timely report of work-related accidents in which injury or property damage occurred.
21. Creating or contributing to unsafe working conditions.
22. Violation of the Non-harassment Policy.
23. Sleeping on the job.
24. Actual or attempted conversion of University property and equipment; i.e., theft.
25. Actual or attempted abuse and/or misuse of University property.
26. Dress or appearance inappropriate to the business of the University.
27. Stalking, threatening, intimidating, harassing, or coercing fellow employees or students on or off the premises at any time, for any purpose.
28. Violation of the Social Security Number Privacy Policy.
29. Violation of any of the University Technology Use Rules.
30. Violation of any University Policy.

This list is not intended to be all-inclusive. If you have questions about unacceptable behavior or breach of rules, please direct your questions to the Career Services Office.

## **DRUG-FREE WORKPLACE\***

It is the University's policy to provide individuals with a working environment that is free of the problems associated with the use of illegal drugs and/or alcohol and/or abuse of prescription drugs. The use of illegal drugs and/or alcohol and/or abuse of prescription drugs are inconsistent with the behavior expected of individuals, and subjects the University to unacceptable risks of workplace accidents or other failures that would undermine the University's ability to operate effectively and efficiently. The University considers individuals who use such substances to be less reliable and stable and lacking in good judgment. Non-compliance with the policy set forth below will result in disciplinary action up to and including discharge.

1. The non-prescriptive use or possession, or the sale, distribution, dispensation, manufacture, or transfer of drugs and/or alcohol and/or misuse/abuse of prescription drugs on Madonna University's property or other

work site where individuals may be assigned or elsewhere during work hours is strictly prohibited. Further prohibited is the non-prescriptive use, sale, possession, distribution, dispensation, manufacture, or transfer of drugs and/or alcohol and/or misuse/abuse of prescription drugs on nonworking time to the extent such use impairs an individual's ability to perform his/her job or where such non-prescriptive use or possession or the sale, possession, distribution, manufacture, or transfer, and/or misuse/abuse of prescription drugs, affects the reputation of the University or its students or prospective students to the general public or threatens their integrity.

2. The University further reserves the right to test an individual based on reasonable suspicion that the individual may be using drugs and/or alcohol, following workplace accidents or unsafe practices, or at any time within the University's sole discretion.

3. An individual who refuses to be tested, or who tests positive on the drug and/or alcohol test, or who is otherwise determined to be using drugs and/or alcohol, will be subject to disciplinary action, up to and including termination.

In addition, any employees who engage in the performance of a federal grant or contract are responsible to notify their supervisor or department head of any criminal drug statute conviction in the workplace no later than five (5) days after such conviction.

Testing may also be required to secure evidence of insurability for the University's third party insurance carrier for operation of personal and institutional vehicles used for University business.

## **DISCIPLINARY ACTION\***

Generally, the University attempts to informally counsel an employee before issuing formal disciplinary action. In the case of unsatisfactory performance or behavior, the following steps should be taken:

1. The work supervisor should give a verbal warning, discuss the unsatisfactory performance or behavior with the student and try to resolve the problem. The student should be advised on steps for improvement and given a time frame to resolve the problem.
2. If no improvement or consistent resolution to the employee's performance is demonstrated, the immediate supervisor may wish to provide a written second warning and send a copy to the Career Services Office to be included in the student's file.
3. If the problem remains unresolved, the work supervisor, with concurrence of the Career Services Director, may terminate the student's employment.
4. The supervisor should document the termination and send a copy to the Career Services Office, to be included in the student's employment file.

## **TERMINATION OF EMPLOYMENT**

Student employees may be terminated if their performance is unsatisfactory, if they breach confidentiality, have been found guilty of falsifying their time reports or fail to maintain satisfactory academic progress. Anyone terminated as a result of unsatisfactory performance, submitting false time reports or breaching confidentiality will be ineligible for student employment for the duration of their attendance at Madonna University (undergraduate and graduate).

## **GRIEVANCE PROCEDURE**

If a student has a complaint about an action or condition of their employment, they must file a written grievance within 10 business days of the issue that prompted the complaint. The written grievance should be submitted to work supervisor and a copy submitted to the Career Services Office. Upon receipt of the grievance, the supervisor and/or department head and a Career Services representative will schedule a meeting with the grievant within 10 business days to discuss their complaint. The supervisor will return a written response to grievant within ten business day. If the grievance is resolved, a copy of the written resolution will be submitted to the Career Services Office to be included in the student's employment file. If the grievant is dissatisfied with the results, they may appeal in writing to the Vice President of Student Affairs and Mission Effectiveness.

## **AT-WILL EMPLOYMENT\***

Madonna University is an at-will employer. You or the University may terminate your employment at any time, with or without cause, and with or without prior notice. No policy or provision in this handbook is intended to create a contract binding you or the University to an agreement of employment for a specific period of time.

## **RESIGNING OR TRANSFERRING JOBS**

When a student is hired they make a commitment to the supervisor regarding the length of service. Students should plan to honor that commitment unless truly extenuating circumstances arise. If it becomes necessary to transfer jobs or resign, the student is expected to give the supervisor as much advance notice as possible (two weeks is preferred). They should always discuss the situation with the supervisor and arrange for a proper departure.

If the student is leaving the job to secure another job on campus, they must complete a Student Employment Authorization Form for the new position.

## **WORKER'S COMPENSATION\***

Should a student worker sustain a work-related injury or occupational disease which arises out of or in the course of their employment with Madonna University, they are covered under the Michigan Workers' Compensation Act. If they incur a work-related injury, no matter how minor, they must notify their immediate supervisor and the Human Resources Office, Extension 5674 or Public Safety, Extension 5442 immediately.

If medical attention is appropriate, and they are not able to transport themselves, the immediate supervisor or Public Safety will assist in arranging transportation to the University's designated clinic facility for evaluation and/or treatment.

Madonna University will require a medical release prior to allowing their return to work. Madonna University may require that they submit to a necessary medical evaluation by a physician selected by either the University or the University's insurance carrier.

## **PUBLIC SAFETY**

Madonna University's Livonia campus is patrolled on a 24-hour basis by employees of the Public Safety Department. Public Safety officers may be contacted from any University telephone or by calling from the emergency call boxes located in designated areas around the University. In the event of an emergency, please call the Office of Public Safety at extension 5442, on an internal campus phone or dial 911 from an outside line.

\*Excerpt from Madonna University Staff Handbook

## **CONTACTS**

Career Services Office	Room 1411	734-432-5623
Financial Aid Office	Room 2005	734-432-5660
Human Resources/Payroll Office	Room 2200	734-432-5381
International Students Office	Room 1411	734-432-5763
Public Safety	Room 1704	734-432-5442
Student Accounts	Room 2005	734-432-5436