Campus Map
Campus Map

**Lourdes University Buildings**

1. Assisi Hall (ASI)
2. Carmel Hall (CAH)
3. Delp Hall (DH)
   - Academic Support Center
4. Franciscan Center (FC)
   - Gymnasium
   - Coaches Offices - wrestling & cheer
   - Conference & Theater
5. St. Agnes Hall (SAH)
   - Center for Science Education & the Environment
6. Lourdes Hall (LH)
7. Russell J. Ebeid Hall (REH)
   - Welcome Center
   - Admissions
   - Ebeid Student Center
8. Mother Adelaide Hall (MAH)
   - Appold Planetarium
   - Advising
   - Café Lourdes
   - Dining Hall - The Grille
   - Student Records & Student Accounts
   - Financial Aid
9. St. Clare Hall (SCH)
   - Duns Scotos Library
   - Registrar
   - The Center for Nursing Scholarship
10. St. Francis Hall (SFH)
    - TRiO Student Support Services
    - Center for Professional Studies
    - Accessibility Services
    - Student Lounge
    - Diversity/Multicultural Services
11. St. Joseph Hall (SJH)
    - The Flasck Nursing Center
12. Lourdes Commons
    - a. Ambrose Hall
    - b. Bonaventure Hall
    - c. Justinian Hall
    - d. Pioneer Hall
    - e. Rosaria Hall
    - f. Emmanuel Hall
    - g. Felecia Hall
    - h. Cabrini Hall
13. Lourdes University Bookstore
14. The Den (Sylvan Square)
    - Health Center
    - Coaches Offices - baseball, soccer, cross country & track, golf and lacrosse
15. Regina Hall
    - Lourdes Institutional Advancement (IA)
16. Canticle Center
    - Art, Band & Choir Classrooms
    - Graduate School
    - Sophia Counseling Services Satellite Office
17. Sophia Center
18. Public Safety
19. San Damiano Campus Ministry House
20. Mid-campus
    - Russell J. Ebeid Recreation Center
    - Athletic Director’s Office,
    - Sports Information Director’s office,
    - Coaches Offices - basketball & volleyball
    - Lacrosse and soccer practice fields
    - Spirit rock and firepit
21. Northview/Lourdes Athletic Complex

**Sisters of St. Francis Buildings**

16. Alverno Studio
17. Porta Coeli Cemetery
18. Hermitages
19. Madonna Hall
20. All Good Things
21. Maria Hall
22. Portiuncula Chapel
23. Our Lady Queen of Peace Chapel
24. Year Round Garden
25. Regina Hall
   - Institutional Advancement (IA)
   - Sylvania Franciscan Village Office
26. Umbria Hall
27. Facilities and Grounds
28. Canticle Center
   - Sophia Counseling Services

**Sylvania Franciscan Ministries**

29. Rosary Care Center
30. Sophia Center
31. Our Lady of Grace

**Shrines**

32. Black Locust Crucifix
33. Canticle of Praise Prayer Garden
34. Statue of Our Lady of Sylvania
35. Statue of St. Francis and Animals
36. Statue of St. Francis and Wolf of Gubbio
37. Commemoration of the Unborn
38. Grotto of Our Lady of Lourdes
Sylvania Franciscan Village Historic Campus Guidelines

The original 89 acres, known at the Historic Campus of the Sylvania Franciscan Village, is the home of the Sylvania Franciscan Sisters and a place of spiritual reflection graced with shrines, chapels and a cemetery. The retired sisters and residents often walk the campus or are out in wheelchairs or scooters. The Sisters share their home with Lourdes University. In this intergenerational space, caution when driving or biking, respect for the sacred spaces, for the sisters’ living areas and for the entire campus is expected and appreciated.

1. Walking the wooded paths and trails is permitted dawn to dusk.

2. Bicycles are permitted on campus dawn to dusk, but not on dirt paths and trails. Please be aware of the Rosary Care residents and others who may be out walking the campus. To assure the safety of everyone, skateboards and rollerblades and speed bikes are prohibited.

3. Recycling and energy conservation are a priority. Please dispose of your litter appropriately.

4. Photography on the grounds and exterior of the facilities is permitted. Photography of the interior of buildings needs the permission of the person in charge of that facility. Commercial and political signs are prohibited.

5. For the health and wellness of all, the campus is a smoke-free environment, including e-cigarettes. All use of tobacco is prohibited.

6. Weapons are contrary to our Franciscan value of peace and are prohibited.

7. In general, pets are prohibited. Exceptions are assistant and therapy dogs.

8. Alcohol use, apart from an approved event and private residences, is prohibited. Underage consumption of alcohol is always prohibited.

9. Weddings are not permitted on the campus grounds or in any building including Our Lady Queen of Peace Chapel and the Portiuncula.

10. Emergencies: In case of an emergency, call #911 and then call Security at #411 from any campus phone. If not using a campus phone, call 419-574-3861.
A. Scheduling of facilities and the campus is handled by:
   • Requests for LU and FC – Danielle Dougherty (ddougherty@lourdes.edu)
   • Sisters' facilities, Regina Conference Rm – Linda Stout (lstout@sistersosf.org)
   • Queen of Peace Chapel – Sr. Ann Carmen (acarmen@lourdes.edu)
   • Rosary Care Center – Lois Szabo (lszabo@rosarycare.org)

B. The person(s) planning non-routine events or events involving 50 or more cars, especially those occurring on weekends or evenings, is responsible to notify:
   • The Welcome Center (419-885-3211)
   • Security (419-517-8953; mmcdevitt@lourdes.edu)
   • Sylvania Franciscan Village (419-824-3533)

C. For Sisters' facilities and Regina Conference Room, separate work orders for set-up and take-down should be submitted five days prior to the event by the person(s) planning the event.

D. The scheduler should be informed if an event is cancelled or a tentative date not needed.

Guidelines for External Groups Using the Campus

A. All groups and individuals must reflect Catholic and Franciscan values.

B. No structural changes may be made to the grounds; e.g. closing entrances. External activities should not impede access to other campus activities.

C. The grounds must be left clean.

D. Where appropriate, reverence and quiet should be maintained.
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*Please note: This handbook is subject to change.*
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Dear Lourdes Student,

I am proud to serve as the Dean of Students. I look forward to meeting each of you throughout this year and I want to welcome you to Lourdes community, both new and returning students. In my role, I work closely with faculty, staff and students to help enhance the quality of student life for our community. It is my sincere hope that you take full advantage of all the possibilities, programs and services that Lourdes has to offer. Consider this your official invitation to get involved in the community!

The student life division wants your time at Lourdes to be as meaningful and rewarding as possible. We are committed to your learning both in and out of the classroom. Our doors are always open to meet with students, to celebrate achievements, to listen when you have challenges and opportunities that will enhance the student experience.

As a community member of Lourdes you are responsible for reading and understanding our Student Handbook. The handbook will serve as your resource guide to university services, student rights and responsibilities, student life activities and programs. The Academic Catalog is an equally important source of University policies, expectations and deadlines, especially those related to the academic program. You are responsible for understanding our community standards and academic expectations; ignorance of a policy is not an acceptable excuse for violating it.

Please know what an important role you play within LOURDES community. We are thankful that you have come to Lourdes. Best wishes on your educational and personal journey!

Sincerely,

Rachel Duff Anderson
Dean of Students

Go Gray Wolves!
Lourdes University Mission Statement

Lourdes University, rooted in Catholic and Franciscan traditions, provides a values-centered education that enriches lives and advances academic excellence through the integration of the liberal arts and professional studies.

Lourdes University expresses its Franciscan identity as:

- a Community of Learning
- a Community of Reverence
- a Community of Service

We are first and foremost a community because community is fundamental to the Franciscan tradition. As a Franciscan institution we acknowledge and celebrate our relationship to God, to self, to others, and to all of creation. The mission of Lourdes University is carried out in the context of a community that begins on the Lourdes campus among students, faculty, and staff and flows outward to embrace the religious and civic communities whom we engage. As a community we are called to grow, to be hospitable and inclusive, to be peacemakers and justice seekers.

We are a community of learning. In the Franciscan tradition the love of learning stems from a desire to grow in our understanding of God, of creation, and of each other. The quest for truth and understanding allows for growth and transformation to take place both in ourselves and in the world around us.

We are a community of reverence. Reverence recognizes and respects the dignity and worth of each human person and all creation. Reverence takes us beyond tolerance and calls us to treasure the diversity of the human family with its various ethnicities, cultures and faith traditions.

We are a community of service. The Franciscan tradition is intimately tied to service. The members of the university community challenge one another to cultivate a spirit of gratitude, to be mindful of those who feel unconnected and who are in need, and to develop and share our gifts with the broader community.

Recognizing that the diverse expressions within the human family enrich the learning and life of our community, Lourdes University, as a Catholic institution, is committed to nurturing an atmosphere that engages students, faculty, and staff in a dynamic exploration of a broad spectrum of ideas and cultures that leads to a multidimensional understanding of the world.

Lourdes University fosters an intellectual community enriched by the full range and depth of human experience where diverse voices and viewpoints are represented.

Lourdes University reflects its Franciscan values of community, learning, reverence, and service through initiatives that include professional, pedagogical, and student development, as well as community events that actively promote and support a diverse population.
Academic Affairs

Academic Colleges for 2018-2019

COLLEGE OF ARTS AND SCIENCES
Dean – Kate Beutel, Ph.D. ........................................... Ext. 8880

COLLEGE OF BUSINESS AND LEADERSHIP
Interim Dean – Luann Brodbeck, M.B.A.................... Ext. 8887

COLLEGE OF SOCIAL SCIENCE
Interim Dean – Joyce Litten, Ed.D................................. Ext. 3708

COLLEGE OF NURSING
Dean – Hollis Hamilton, D.N.P.................................. Ext. 8905
Academic Advising Process

Academic advising is an important component of the educational program at Lourdes University. Academic advisors assist students in the exploration of academic opportunities at the university and in the selection of courses. Advisors may refer students to other sources of information and assistance at Lourdes. Students are expected to initiate and maintain regular contact with their advisors to address the student’s curricular and career concerns, and to review progress towards graduation. Students are expected to meet with advisors when declaring a major or minor, before registering for classes each semester, and when making corrections to their degree audits.

Students and their advisors are expected to explore the student’s academic interests and concerns, as well as educational and career goals, and to seek expert information and advice about academic policies and procedures and about specific academic programs from the Catalog, from newsletters and websites, from faculty members in the majors and minors designated as first year resources, and from other sources of advice and counseling on campus.

Students are assigned an academic advisor according to their major. Most students will meet with a faculty member in their department for course scheduling, career advice, and other advising matters. With the advisor’s assistance, students develop their plan of study, register for classes, and learn about some of the culture, values and practices of the Lourdes University community. All students are required to meet with an academic advisor before registering for classes. Students who are conditionally admitted are advised by the Director of Academic Advising or their designee until they meet their conditions and are able to meet with an advisor in their department.

Academic and Final Grade Grievances

As stated below, formal academic grievances are limited to the final course grade. Nonetheless, if a student has a concern about assignments, exams, grades or issues related to a course, that student should discuss the issue with the course instructor as soon as possible. Except in the event of discrimination or harassment, it is not appropriate for a student to carry a complaint to a department chair, dean, or academic advisor prior to the meeting with the course instructor in an attempt to resolve the issue. After a discussion of the concern with the instructor, the student may, in turn, talk with the instructor’s department chair, dean and finally, the Provost. If the student believes he or she has the basis for a formal grievance at the end of the semester, the student should keep all documents that might pertain to the grievance for use at that time.

A final course grade is only subject to review when 1) a procedural error has been discovered in the calculation or recording of a grade, or 2) there is a basis or need for an academic reevaluation.

For non-academic grievances, please refer to the Community Standards Student Code of Conduct (pg 74). The Student Complaint Policy applies to student complaints that are received by the Vice President of Student Life in writing, signed by the student, and not addressed by the Final Grade or Academic Concerns Grievance Policies, the Student Code of Conduct procedures, or the Non-Discrimination/Non-Harassment Complaint procedures. In most instances, student complaints will be responded to by the appropriate office of the institution.

Students are always encouraged to attempt to resolve the issue directly with the member of the faculty, staff, or administration involved in an informal manner. If a student wishes to have a final grade reconsidered, the student must meet with the instructor and attempt to resolve the difference. In no case will a grade be revised in accordance with criteria other than those applied to all students in the class. If the instructor agrees that an error in the calculation or recording of the grade was made, or agrees to assign a different grade after reevaluation, this will be communicated to the Registrar’s Office on a Change of Grade form. If no resolution can be reached with the instructor, the student may initiate a formal grievance.

A Final Grade Grievance Form may be obtained from the University website. The student must use the form to describe the problem in writing and the reason(s) the grade should be changed. The student will then obtain a signature from the instructor to show that they have met to discuss the issues in the grievance. At this point, the student must return
with the form to the Executive Assistant to the Provost (SCH 141) to have it dated and recorded. This date marks the official beginning of the grievance.

The Final Grade Grievance Form must be presented and signed at each of the subsequent selected appeal steps. Please note that in some cases (e.g., regarding Nursing and Education courses) the individuals to be seen by the student may vary from those listed below. The grievance procedure must begin within 15 business days (business days are days when classes are in session, not including Saturdays) of the beginning of the spring semester for grades received during the fall semester, and within 15 business days of the beginning of the fall semester for grades received during the spring or summer sessions.

Any student appeal of an instructor’s decision must be done by duplicate submission in writing to the instructor’s Departmental Chairperson stating the basis of the appeal. If the instructor is the Department Chair, the student’s written appeal must go directly to the instructor’s Academic Dean. The Department Chair shall meet with the student and consult with the instructor within 15 business days. The Chair shall respond within 5 business days.

If the issue is not resolved to the satisfaction of the student, the student must within 10 business days after being notified in writing by the Department Chair request in writing to meet with the instructor’s Academic Dean. The Academic Dean shall meet with the student and consult with the instructor within 15 business days. The Academic Dean shall respond within 5 working days.

If the issue is not resolved to the satisfaction of the student, the student must within 10 business days after being notified in writing by the Academic Dean request in writing to meet with the Provost. The Provost shall review the documentation and meet with the student within 15 working days. The Provost may choose to appoint a Grade Grievance Review Committee to meet separately with the student and the instructor. The Committee shall make a written recommendation to the Provost. The decision of the Provost shall be rendered in writing within 5 business days. The decision of the Provost shall be final.

If because of unforeseen circumstances the above timelines cannot be met by Lourdes University personnel, the student will be notified if there are any necessary delays. If because of unforeseen circumstances the above timelines cannot be met by the student, the student must contact the Office of the Provost to apply for an extension before the deadline. Once the student’s deadline has lapsed at any step of the process without the student taking the next step, the appeal is considered officially withdrawn by the student.

**Academic Honesty**

A goal of Lourdes University is to engage students in an honest and dynamic search for truth. Academic honesty is a hallmark of such a quest. Accordingly, students are expected and encouraged to engage in all aspects of their academic studies in an honest and ethical manner. Should instances of academic dishonesty arise, the following policies and procedures will be in force.

I. **Definition:** Academic dishonesty is unethical behavior, which in any way violates the standards of scholarly conduct. It includes such behaviors as cheating on assignments or examinations, plagiarizing, submitting the same or essentially the same papers for more than one course without the consent of all instructors concerned, misappropriating library materials, or the destroying of or tampering with computer files. Also included in academic dishonesty is knowingly or intentionally helping another violate any part of this policy. Plagiarism is the failure to give credit for the material from other sources. It includes, but is not limited to, verbatim use of a quote without quotation mark and adequate documentation, submission of a paper prepared by another person as one’s own work, using the ideas, facts, words, or data of someone else and claiming them as one’s own, or not documenting ideas, facts, words, or data gathered in research.

II. **Sanctions:** Faculty members who suspect a student of academic dishonesty may resolve the problem directly with the student. In cases where culpability is substantiated or admitted, the sanction may include failure of the course as well as other sanctions up to and including suspension or expulsion from the University. When a student is sanctioned, the faculty member must report the incident in writing to that faculty member’s Department Chair. A copy of the report will be sent to the Dean of the School and the Provost. A
student who has been sanctioned for more than one incident of academic dishonesty may receive additional sanctions as deemed appropriate by the Provost, including, but not limited to, suspension or dismissal from Lourdes University.

III. Appeals Procedure: The student has five working days after notification of the sanction to appeal to the instructor. The instructor has five working days to render a decision on the appeal. If unsatisfied, the student has five working days after notification of the instructor’s decision to appeal the sanction to the instructor’s Department Chair. The Department Chair has five working days to render a decision on the appeal. If still unsatisfied, the student has five working days after the notification of the Chair’s decision to appeal the sanction to the Dean of the faculty member’s school. The Dean has five working days to render a decision. If still unsatisfied, the student has five working days after the notification of the Dean’s decision to appeal the sanction to the Provost. The Provost has five working days to render a decision, which is final. All steps of the appeal and resolutions must be in writing. If any deadline for a decision on the appeal is unmet, with the exception of that by the Provost, the student may make the appeal to the next person in the process.

Recording Policy

Lourdes University prohibits the use of tape-recorders, video cameras, cell phones, and all other devices by students to record class lectures or meetings with the instructor or any staff member unless they have express written consent of the professor or staff member. Before recording any lecture, a student who wishes to record a lecture must sign the Lourdes University Lecture and Seminar Recording Form (available at: http://www.lourdes.edu/Portals/0/Files/Academics/RecordingPolicy.pdf) and submit it to the instructor for his/her signature. If the instructor provides written consent by signing the form, the form must then be sent to the Office of the Provost, and the instructor must be provided a copy. Once this is done, the student has permission to record the class and is responsible for making arrangements to do so.

In some instances, students with disabilities may be pre-approved to record classes if the Office to Accessibility Services has assigned this academic accommodation to them.

Information contained in recorded lectures is protected under federal copyright laws and may not be published or quoted without the express consent of the instructor and Lourdes University.

These recordings may only be used for the student’s academic use related to the course, and cannot be shared, copied, released, or disseminated to others without the express written consent of the instructor. Recorded lectures may not be used in any way against the instructor, other faculty members, staff, Lourdes University, or students whose classroom comments are recorded. Students should be aware that any class and discussions held therein may be subject to recording. Violations of this policy may result in sanctions.

Academic Honors

The Dean’s List: At the end of each semester, full-time students who have earned a grade point average of 3.50 or above are placed on the Dean’s List.

The Honors List: The Honors List is for students who have maintained an average of 3.50 or better while carrying 6-11 semester hours of study.

Graduation Honors: Graduation honors are awarded for performance in courses taken at Lourdes University as measured by the cumulative grade point average. Degrees are conferred with the following honors:

Associate’s Degrees: With Honors: 3.50 - 4.00
Bachelor’s Degrees: Cum Laude: 3.50 - 3.69
Magna Cum Laude: 3.70 - 3.89
Summa Cum Laude: 3.90 - 4.00

Academic Services

The Department of Academic Services Mission Statement: To provide a wide range of academic support programs that facilitate student success and retention, the Department of Academic Services takes a leadership role in developing, integrating, and maintaining centralized, comprehensive academic services on campus.
One aspect of the services includes providing free academic resources to all Lourdes University students in the Academic Success Center in Delp Hall.

**THE ACADEMIC SUCCESS CENTER**

*Mission Statement:*
The Sr. Cabrini Warpeha Academic Success Center maintains an atmosphere, utilizing Franciscan values, focused on increasing academic success and retention for all students at Lourdes University. The Academic Success Center offers academic support services to a diverse community in a nurturing, student-centered environment.

**SERVICES**
The Academic Success Center (ASC) provides academic assistance to currently enrolled Lourdes University students through a variety of services, such as: Academic Coaching, Structured Learning Assistance (SLA), Testing, Tutoring, and Workshops. Our diverse services offer a variety of strategies for students to excel in their courses and feel confident about their academics. The ASC offers writing and documentation manuals, textbooks, study rooms, and laptops that are available to checkout. The Center has more than fifty desktop computers, Office 2016, and supplemental software programs. Other equipment available for student use includes: printers, scanners, copiers, graphing calculators, and more!

**ACADEMIC COACHING**
Academic coaching assists Lourdes students with the skills that they need to excel in college. Many students struggle when they first come to a university, and academic coaching was designed to help students adjust to the transition of college. During this one-hour appointment, students will work with an academic success coach to find strategies to improve how they study and complete assignments. Students seek out academic coaching when they are overwhelmed by the amount of coursework, uncertain about their academic skills, and need support beyond tutoring. During an appointment, students will learn about active learning, critical thinking, effective note taking, preferred learning styles, memory techniques, time management skills, and more. Students can make an appointment by calling or visiting the Academic Success Center. For more information, contact Sara Soper (asc@lourdes.edu).

**STRUCTURED LEARNING ASSISTANCE (SLA)**
SLA is a service that provides Lourdes students with academic support by providing professional/peer-led study sessions. In a typical SLA, students will be able to review course material and see it from another perspective, play interactive games, and ask the SLA coach specific questions. SLAs are offered for courses that have historically high withdraw and failure rates. Students that attend SLAs have higher confidence, more study strategies, and the chance to increase their grades. Students can get a SLA schedule in the ASC and will be notified via email if they are enrolled in a course with a SLA. For more information, contact Curtis Kachur (asc@lourdes.edu).

**TESTING CENTER**
The Academic Success Center provides proctored testing services for students needing accommodations, make-up tests, community testing, and standardized tests (ACT, CLEP, NLN, and Accuplacer). Since space is limited, students must schedule at least 12 hours in advance. Students can schedule a test by stopping in the ASC, calling 419-824-3748, or emailing asc@lourdes.edu (please include full name, course, professor, and date/time you would like to take test). For more information, contact Doniell Duncan (asc@lourdes.edu).

**TUTORING**
Tutoring services are available to students that need assistance with their currently enrolled courses at Lourdes. Students can find content-specific tutors that can help them with course related questions. The ASC offers individual one-on-one tutoring in one-hour increment appointments and drop-in tutoring. Students can schedule an individual tutoring appointment by calling 419-824-3748 or by scheduling online at the Academic Success Center’s website (http://www.lourdes.edu/academics/academic-resources/academic-support-center/). Students can check the drop-in schedule by calling, checking the ASC’s website, or stopping in and asking the front desk. Tutoring services may not always be available for every course at every hour the ASC is open, but we will make every effort to accommodate students’ needs. For more information, contact Lisa Mattin (asc@lourdes.edu).

**WORKSHOPS**
The Academic Success Center hosts a variety of workshops throughout the fall and spring semesters in writing, technology, and academic coaching. For a complete list and schedule, stop by the ASC, call
419-824-3748, or check our website.

**ACADEMIC SUCCESS CENTER POLICIES**

Students must show their valid student ID card in order to utilize our services. Our Center reserves the right to refuse service to students without proper identification. Students are required to notify the staff of their intended Academic Success Center use upon logging in. Tutors are also only available to currently enrolled Lourdes students. Lourdes alumni may use the ASC desktop computers, but other services (tutoring, laptops, workshops) are not permitted.

To reduce invasion of viruses and to ensure network security, students are prohibited from: saving work to any of the University drives, loading personal software, downloading toolbars or Internet games, or copying software that belongs to the university.

Students who miss more than three scheduled tutoring/academic coaching sessions may be denied tutoring/academic coaching services for the rest of the semester.

Any student caught cheating on any test or assignment will have his or her ASC testing privileges revoked and will be reported to the instructor and administration.

**CELL PHONE USE**

As a courtesy to other Academic Success Center patrons, please turn your cell phone to silent/vibrate and take phone calls outside of the ASC. Cell phones are not allowed in the Testing Room at any time.

**CHILDREN**

The Academic Success Center does allow students to bring children into the Center; it is not a child care venue while students attend classes or tutoring sessions, take tests, etc. No children will be allowed in the Academic Success Center without direct parental supervision.

**FOOD**

To avoid abuse and in keeping with courtesy to other users of the Academic Success Center, “food” is defined as snacks, not a meal. Users and guests of the ASC are expected to act responsibly when consuming food and drinks in the Academic Success Center.

**LAPTOPS**

Only enrolled Lourdes University students can check out laptops by using their student ID (alumni are ineligible). Laptops can be checked out from the ASC, library, and the Flasck Nursing Center. The laptops need to be returned to the same department where checked out. Laptops are available on a first come, first serve basis.

**RESERVATIONS**

Students in groups of two or more can reserve a study room on a first-come, first-serve basis for a maximum of three hours a day. The study rooms are only available on a week-to-week basis. You can schedule a study room with computers and flat screen TVs by calling 419-824-3748 or by visiting the ASC.

**Career Services**

Career Services is available to all students and alumni with office hours Monday through Friday from 8:30 am - 5 pm year round and evenings, by appointment. You can contact them at 419-824-3704 or email at career@lourdes.edu

Career Services helps students explore and define decisions related to choosing a major and career focus through self-assessments such as the Myers Briggs Type Indicator and the Strong Interest Inventory. As you, the student, progress through your academic preparation, Career Services will help you create a marketing plan for your on-campus/part-time job, internship and full-time job search, which could include developing a resume, writing cover letters and preparing for interviews.

Career Services utilizes an on-line career center, including:

**College Central** an on-line internship and job database where employers post positions specifically for Lourdes students, in addition to the approximately 50,000 job opportunities listed nationwide.

[www.collegecentral.com/lourdes](http://www.collegecentral.com/lourdes)

**Career Shift** manages students’ internship or job search process; and helps students find professional networking opportunities.

[http://www.careershift.com/?sc=Lourdes](http://www.careershift.com/?sc=Lourdes)

Career Services offers the following services to ensure employment readiness.
• internship and job fairs
• services to assist with finding on-campus, part-time jobs, internships and full-time positions
• one-on-one appointments to personalize and target your needs
• workshops
• networking events
• classroom instruction

The Career Services website (www.lourdes.edu/career-success) hosts a variety of convenient resources, including links to occupational, career, internship and job searching sources.

Technology Acceptable Use Policies

INTRODUCTION
As part of its educational mission, Lourdes University acquires, develops, and supports technology resources for students, faculty, staff, and the supporting community. This technology is intended for university-related purposes, including direct and indirect support of the university’s teaching, scholarship, and service missions; university administrative functions; student and campus life activities; and the free exchange of ideas within the university community.

The following information outlines the university’s policy of acceptable use of technology equipment and resources, the effective protection of individual users, equitable access, and proper management of those resources.

GENERAL RULES
Users of university technology resources must comply with federal and state laws, university rules and policies, and the terms of applicable contracts including software licenses while using university technology resources. Although there is no set bandwidth, disk space, CPU time, or other limit applicable to all uses of university technology resources, the university may require users of those resources to limit or refrain from specific uses if, in the opinion of the university administration, such use interferes with the efficient operations of the system.

RIGHTS AND RESPONSIBILITIES
The rights of academic freedom and freedom of expression apply to the use of university technology resources. So too, however, do the responsibilities and limitations associated with those rights. The university supports a campus and technology environment open to the free expression of ideas, including unpopular points of view. However, the use of university computing resources, like the use of other university-provided resources and activities, is subject to the requirements of legal and ethical behavior. Thus, legitimate use of technology equipment and resources does not extend to whatever is technically possible.

Each person is responsible to all other members of the university community in many ways, including to respect and value the rights of privacy for all, to recognize and respect the diversity of the population and opinion in the community, to behave ethically, and to comply with all legal restrictions regarding the use of information that is the property of others.

TERMS OF COMPUTER ACCOUNT USE
Computer accounts, passwords, and other types of authorization are assigned to individual users and must not be shared with others. Each individual is responsible for the use of his or her own account, password or authorization codes. Disciplinary action may be taken against persons using passwords and/or authorization codes assigned to another user(s). No person should look at, copy, alter or destroy anyone else’s personal files without explicit permission (unless authorized or required to do so by law or regulations). The ability to access a file or other information does not imply permission to do so. Similarly, no one should connect to a host on the network without advance permission.

TERMS OF EMAIL USE
Use of email by Lourdes University students, faculty, and staff is permitted and encouraged where such use supports the goals and objectives of the university. Email is to be used in a manner that is consistent with the university’s standards of academic integrity and business conduct.

Email Ownership
All email accounts and the equipment used to produce, transmit, and store email services are the property of Lourdes University. The university reserves the right to assign, monitor, and revoke email privileges at any time. Use of email may be subject to monitoring for security and/or network management reasons. Users may also be subject to limitations on
their use of such resources. The university will access email accounts in the pursuit of an appropriately authorized legal or disciplinary investigation.

**Liability**
Lourdes University assumes no liability for direct and/or indirect damages arising from the user’s use of Lourdes University’s email system and services. Users are solely responsible for the content they disseminate. Lourdes University is not responsible for any third-party claim, demand, or damage arising out of use of the Lourdes University student email system or services.

**Account Activation/Termination**

**Students**
Student email accounts will become available for activation within 24 hours of registering for classes at Lourdes University. All students who activate a Lourdes University student email account are required to read and accept the Information Technology Acceptable Use Policy found in the Lourdes University Student Handbook. Email accounts will be deleted if the student has not registered for classes in over two years. Lourdes University reserves the right to terminate student email accounts at any time and for any reason.

**Non-University Related Use of Email**
Employees and students of Lourdes University are allowed to use their university-issued email account for personal use. However, this type of personal use must still adhere to all university policies and procedures, and must never have an adverse impact on uses of technology and information resources in support of the university’s mission. The administration of Lourdes University reserves the right to define the acceptable level of personal use of email.

**TERMS OF TECHNOLOGY EQUIPMENT AND RELATED RESOURCE USE**
Lourdes University makes no warranties of any kind for the technology resources it is providing. The university will not be responsible for any damages the user incurs. This includes loss of data resulting from delays, non-deliveries or incorrect deliveries of information or interruptions in technology services. Use of any information obtained via the university's technology resources is at the user's own risk. Lourdes University specifically denies any responsibility for the accuracy, quality or cost of information, goods or services obtained through the university’s technology services.

**Students**
Students will be required to adhere to all of the guidelines set forth in this policy and all stipulations of technology use as outlined in the “Information Technology Acceptable Use Policy” found in the Lourdes University Student Handbook.

**TERMS OF TELECOMMUNICATIONS NETWORK USE (INTERNET, WIRELESS, AND RELATED SYSTEMS)**
The policy for governing the use of the university’s network resources is intended to allow the university to acquire the benefits of increased efficiency through the use of technology. In addition, this policy is intended to protect the university’s information assets, the instructional and operational integrity of the university, and the rights of students and university employees.

This policy applies to the following entities:

- all the university’s employees including regular, temporary, part-time and contract employees
- all students enrolled in the university
- all other users of any of the university’s technology resources regardless of their affiliation
- all university-owned or operated technology systems which are subscribed to and/or paid for by the university

Lourdes University provides access to network equipment and resources for all students, faculty, and staff. The intent of this access is to provide a resource that will help facilitate teaching and learning, faculty and student research, and community outreach. Utilization of the university’s network will promote communication between all members in the learning community and have a positive impact on academic achievement. Through these resources, the community will have increased access to learning resources and opportunities. These opportunities will extend to the home, other educational institutions, libraries, or at any other location which the university’s network can be reached.

Lourdes University cannot ensure the integrity of information accessed via the university’s network resources. The university makes no guarantees as to the accuracy of information received using these resources.

All individuals that access the university’s network
resources are required to use them in a responsible manner. The university prohibits the use of the Internet to transmit any material that is in violation of any federal, state or local laws or regulations. This includes, but is not limited to, the following:

- copyrighted material
- threatening material
- obscene material
- material protected by trade secret
- sexual harassment and/or other forms of discrimination

Lourdes University also prohibits the use of network resources to transmit any material that is in violation of university policies and procedures.

**PHONES AND RELATED SYSTEMS**

Lourdes University telephones, telephone lines, and fax machines are available for faculty and staff members and student employees to use in carrying out official business of the university. The placing and receiving of phone calls from Lourdes University provided phones or faxes for reasons other than official Lourdes University business should be very infrequent and are permissible only if proper supervisory approval is granted.

**DISCIPLINARY ACTIONS FOR POLICY VIOLATIONS**

This acceptable use policy is intended to promote the strategic mission of Lourdes University by encouraging responsible conduct and use of the University's technology resources. Disciplinary action for violating this policy shall be governed by the applicable policies and procedures of Lourdes University. Technology access and usage rights will immediately be revoked if an employee is terminated for cause.

In the event of violations of local, state or federal law, violations will be reported to appropriate authorities. The university will cooperate fully in investigation and/or prosecution of law violations by law enforcement authorities.

**Library**

The Duns Scotus Library at Lourdes University is named after a 13th century Franciscan scholar. It has a collection of over 60,000 volumes. Lourdes University is a member of the OPAL/OhioLINK, a consortium of universities sharing their library resources electronically. OPAL/OhioLINK provides access to on-line databases through the Internet. Students are encouraged to use the library for individual study and quiet research. Three study rooms are available and may be reserved by contacting the library. Laptop computers are available for check out and can be used on campus.

Lourdes University ID has a barcode on the bottom beginning with PLC…this is your library barcode number. OPAL/OhioLINK services can be used on or off campus by using this barcode number. Your library barcode will expire at the end of the spring semester and will automatically be renewed for those attending the summer session.

Students are accountable for overdue and lost materials. A hold will be placed on your account if you have not returned overdue materials or fines over $20.00 The Director of Library Services will determine the cost of lost materials. Overdue fines for OPAL/OhioLINK material are calculated higher than Lourdes library fines.

*Library hours are subject to change. New or additional hours will be posted.*

**Registrar’s Office**

The Registrar is the person to see for grades, change of name and/or address, or to request transcripts. The Registrar is located in SCH 139.

For more information about registration hours, especially during holidays, summer, and final registration, students should contact the Registrar’s Office or refer to the current course schedule.

**Registration Procedures**

1. Initially, and only once, all students earning credit must be officially admitted to Lourdes University at the Admissions Office in Russell J. Ebeid Hall.
2. Each student must register with his/her advisor.
3. Fees and tuition are paid in the Student Accounts Office in Mother Adelaide Hall.
4. I.D. cards are obtained at the Public Safety Office.

Students register on the dates indicated on the official University calendar published at the
beginning of each academic year. No student will receive credit for a class for which he or she is not registered.

All high school and University transcripts must be in the Office of Admissions at registration time or within a two-week period after registration.

Changes in registration are made officially with the approval of the advisor. A student may not register for a class after the closing registration date without signed approval from both instructor and the advisor. The student should notify the Registrar of any change of name, address or telephone number subsequent to the registration. Classes are formed on the basis of initial enrollment. The University reserves the right to cancel classes for which a sufficient number of students is not enrolled.

All withdrawals must be made in writing on the Drop/Add/Audit/Withdrawal Form with the advisor on or before the last day posted on the academic calendar each term. Students have two opportunities to register for courses: 1) continuous registration and 2) final registration. The dates for each are published in the general catalog and on all semester and summer session course schedules. Advisors will be notified via email of any changes in the schedule such as cancellations or closings.

**Banner Web Registration Instructions**

To be eligible to register online, you must meet the following criteria:

1. Currently be enrolled as a Lourdes University student, or have taken a course(s) within the last two (2) years.
2. Clear any Holds on your record.
3. Must be in good academic standing.

You will need to first meet with an academic advisor who will assist you in completing the registration process.

Your academic advisor will provide you with an alternate PIN # which will allow you to register for classes online. Keep these numbers in a secure location in case you wish to make changes to your schedule at a later date. (You will obtain a new alternate PIN each semester.)

**To Begin the Online Registration Process:**

*Note: After 20 minutes of inactivity you will be logged out and required to start the process again.*

1. Log into the Lourdes Portal (MyCampus. Lourdes.edu).
2. Enter your User ID and your password. If you have difficulties logging in contact the IT Help Desk at (419) 824-3807.
3. Click on “Web Self Service” on the left side of your screen.
4. Click on the “Student” tab.
5. Click on “Registration”.

*Note: all holds must be cleared to register for classes.*

6. Click on “Add/Drop Classes” and Select a Term and “Submit”.
7. Click on “Class Search.” Enter the Subject and Course Number (and any other criteria you would like to narrow your search) and click on “Class Search” again. Click on the “Select” box on the left-hand side of the page next to the desired class (“C” indicates the class is closed) and click on “Register”. You will repeat this process for each class you would like to take.

*Note: Registration Errors can occur when there is a time conflict in two or more classes selected, when a pre-requisite for the course has not been met, or when a class is restricted to specific majors, etc. (if you encounter a registration error, please contact your academic advisor and inform them of the exact error you encountered.)*

**TO DROP A CLASS:**

8. If you would like to drop a class, click on the box under the column “Action”, highlight “Web Drop” and “Submit Changes”.

**TO COMPLETE THE REGISTRATION PROCESS:**

9. Your Status should indicate “Web Registered” next to each class you have registered for.
10. When you have selected all of the courses you need for the term, click on “Return to Menu” (located in the upper right-hand side of the page).
11. Click on “Registration Fee Assessment” (located at the bottom of the page) to view your account balance.
12. At the bottom of the “Registration Fee
Assessment” page, click on “Student Detail Schedule” to print out a copy of your schedule.

**STUDENT RESPONSIBILITY**
You are responsible for understanding the requirements of your degree and how the courses you register for fit into your program of study. Make sure you consult the University Catalog and your academic advisor if you have questions. You are also financially responsible for any courses you are registered for and assume financial liability for the selected courses if they are not cancelled or if you do not drop prior to the start of the semester.

**WHERE TO GET HELP**
If you experience technical difficulties or problems with your log in, contact the IT Help Desk @ (419) 824-3807.

For registration questions, please contact your academic advisor, or the Advising Center at 419-824-3882.

### Change of Schedule for Drop, Add, Audit, or Withdrawal

All changes in schedules are made with your advisor. Classes may not be added after the closing date for late registration. Withdrawals may be requested until two weeks before final examinations. The deadline date is specified in the calendar found in the semester schedule of courses.

A student who desires to make any changes in his/her schedule after late registration must fill out a Drop/Add/Audit/Withdrawal Form which is available in the Advising Center. He/She must obtain signatures of both advisor and instructor as official approval of the change and as evidence that possible alternatives and consequences were discussed. The completed Drop/Add/Audit/Withdrawal Form must be returned to the Registrar's Office. If the student receives financial aid, the Financial Aid Office must be contacted.

A student who audits a class receives no credit and is required to take no examinations. A student registering for a course for credit may change his or her status to that of audit until mid-semester. The reverse is also true. Only one such change is permitted.

Official withdrawal will be recorded on the student’s record with “W” for a grade, which is not calculated in the student’s grade point average. Official withdrawal requires submission of an Official Drop/Add/Audit/Withdrawal Form to the Registrar’s Office. This form must be signed by the Advisor, Financial Aid Office and the Director of Retention before being turned into the Registrar’s Office. Mere cessation of attendance does not constitute an official withdrawal and will result in an “F” or an “FA” grade for the course.

### Repeating Courses

A student who wishes to repeat a course must inform his/her advisor at the time of registration. The student will receive only the credit and quality points from his/her most recent registration. Although the grade first earned will remain on the record, it will not be counted in the grade point average.

### Declaration of Candidacy – Commencement

Lourdes University has two formal commencement ceremonies, one in December after the fall semester and one in May at the end of the spring semester. To graduate, the student must file an application for graduation in the Registrar’s Office. Graduation fees must be paid before turning the form in.

Students receiving degrees are encouraged to participate in the commencement exercises. Each candidate is assessed a fee for expenses, regardless of participation.

### Refund Policy

A refund of tuition may be claimed in case of withdrawal from the University or from individual courses. Students must submit in writing a dated notice of withdrawal to the Registrar's Office. The amount of any refund will be calculated based on the date the notice is received by the Registrar. Mere cessation of attendance does not constitute official withdrawal. Students who discontinue class attendance without officially notifying the Registrar during the refund period will be responsible for the full amount of tuition. Charges will be made if a student withdraws completely after the semester begins.
IF A STUDENT WITHDRAWS
Before freeze date:
Tuition & Fees Charged = 0%
Tuition & Fees Refunded = 100%
After freeze date:
Tuition & Fees Charged = 100%
Tuition & Fees Refunded = 0%

Transcripts
In accordance with the Family Education Rights and Privacy Acts of 1974, the University issues a transcript of grades earned at Lourdes University only when the student requests it in writing. Transcripts should be requested two days in advance of actual date needed. The transcript may be withheld if the applicant has not met all financial obligations to the University. Lourdes University will not release a copy of a transcript of grades earned at another institution.

There are two types of transcripts: official copies and unofficial copies. An official copy (with the school seal) is mailed upon request to other schools, employers, etc. An unofficial transcript is a student’s personal copy and it will be stamped unofficial. Unofficial transcripts cannot be used for matriculation to other universities or for employment references.

Lourdes University and Credential Solutions have partnered to provide you with the ability to order your transcript electronically. This online request system will allow for the most efficient processing of your order.

HOW TO REQUEST TRANSCRIPTS
- Current and former students can create an account with Credential Solutions at www.lourdes.edu/transcripts
- Federal law (Family Educational Rights and Privacy Act – FERPA) required that you provide a signed consent to request access to your academic record.
- Follow the instructions for submitting your consent form as you create your account.
- All requests for transcripts must come through the online ordering system; the Registrar’s Office will no longer accept the paper transcript request form.

DELIVERY METHODS
- Electronic
- US Mail*
- Expedited* (Domestic and International)

*Credible charges will be applied for these services

COST
- Electronic delivery: $4 per transcript. (Recommended by Lourdes for quickest delivery)
- Paper copy sent via US Mail: $6.50 per transcript.
- Paper copy sent via expedited shipping: Varies based on destination and service.
- Walk-in Service at Lourdes: $10 per transcript (Requests made in person may require a 1-hour wait for fulfillment)

IMPORTANT INFORMATION
- Transcripts are processed within 24-48 hours of the Registrar’s Office receiving the electronic request; the processing times may be extended during peak office times such as end-of-semester.
- All transcripts issued are Official transcripts.
- Current students can print unofficial transcripts through the Lourdes Portal.
- During the transcript ordering process, you will have the option to upload up to five (5) documents to the ordering site. Please only upload documents that are complete and ready to be attached to your transcript, as these will not be reviewed when we fulfill your order.

NEED HELP?
Visit www.lourdes.edu/transcripts for more information.

Change of Name/Address/ Marital Status
Students who change their personal status (name, address or marital status), must notify the Registrar’s Office in writing to insure that the University maintains accurate records. Documentation for name changes must be proved, i.e. marriage license, divorce decree.
Policy on Confidentiality of Student Records (FERPA)

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student’s education records within 45 days of the day Lourdes University receives a request for access. A student should submit to the Registrar a written request that identifies the record(s) the student wishes to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected.

2. The right to request the amendment of the student’s education records that the student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. A student who wishes to ask the University to amend a record should write the Registrar and clearly identify the part of the record the student wants changed, and specify why it should be changed. If the University decides not to amend the record as requested, the University will notify the student in writing of the decision and the student’s right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the University discloses personally identifiable information from the student’s education records, except to the extent that FERPA authorizes disclosure without consent. Lourdes University discloses education records without a student’s prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted as its agent to provide a service instead of using University employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the University.

Upon request, the University may also disclose education records without consent to officials of another school in which a student seeks or intends to enroll.

Lourdes University may disclose information on a student without violating FERPA through what is known as “directory information.” Directory information includes the student’s name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status (e.g., undergraduate or graduate; full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, the most recent educational agency or institution attended, and other similar information.

A student has the right to refuse to let the University designate as directory information these types of information about the student. A student has 14 days from the first day of each semester to notify the Registrar in writing that the student does not want any or all of those types of information about the student designated as directory information. Lourdes University representatives may take photographs and videos of students participating in academic or extra-curricular activities and use them in University publications, news releases, or for other similar purposes. Students who have questions or who do not wish their name or likeness to be used, should notify the Office of University Relations (Director of University Relations) in writing that the student wishes to withhold permission to publish certain information.
The Appold Planetarium

Built in 1964, the former Copernicus Planetarium underwent renovations in 2006 to become a digital immersive theater that can provide real-time 3D sky simulations, fulldome shows and multimedia presentations. The planetarium is part of the Lourdes’ Community and children’s Outreach Program and features SciDome, a single projector fulldome video system powered by Starry night software. Thanks to generous donors James and Patricia Appold, the Appold Planetarium has allowed for the expansion of astronomy instruction for Lourdes’ undergraduate programs, as well as biology and education. The public shows bring a wide cross section of the community and has been used to educate people of all ages, from preschoolers through senior citizens. Lourdes students, staff, and faculty receive discounted admission to public shows.

Policy Regarding Children on Campus

The Lourdes University campus welcomes children (defined here as anyone under 14 years of age) who are accompanied and supervised by a parent or adult caregiver. The supervision, safety and security of children are the responsibility of the parent or adult caregiver. The University assumes no responsibility for the safety and supervision of children left unattended. The University Campus Security Staff may be notified if a child is left in the Academic Support Center, Center for Professional Studies, Library, or other locations unaccompanied by an adult.

Please note the following:

• Children, ages 14 or younger, must be under the direct supervision of a parent or an adult caregiver at all times while on campus.

• Parents or other adult caregivers must monitor all activities and behavior of their children while they are on campus. They are also responsible for any damage to property done by the child. Parents will be asked to remove children from campus who exhibit disruptive behavior.

• University computers are intended for research, University work and the completing of course assignments; they are not intended as diversions or entertainment for children.

CHILDREN IN CLASSES

Bringing children to a college class can have an undesired effect on the learning environment. Coursework regularly involves frank conversations that may be inhibited by the presence of children. Further, children are often a distraction to students in a class. Bringing children to class is strongly discouraged. Instructors may make exceptions on rare occasions for extraordinary circumstances.

Please note the following:

• Students must have the permission of the instructor prior to entering the classroom with a child.

Veteran Services

Lourdes University is committed to providing a veteran friendly campus and is participating in the Yellow Ribbon program. Please contact the Veterans Coordinator, Gary Bentley 419-517-8885 for a list of support services.

Student Success

ACADEMIC ALERT SYSTEM

The academic alert system is designed to evaluate the academic progress of students throughout the semester. When an alert is received, students are connected to the most appropriate campus resources to assist them in being successful. The University’s academic alert system includes:

• Student Athlete Academic Alert
• Ongoing Academic Alert
• College of Nursing SUCCESS Program

STUDENT ATHLETE ACADEMIC ALERT

On a bi-weekly basis, the faculty is asked to submit a report that details a student athlete’s academic performance. This report is used by athletic coaches to monitor and assess an athlete’s progress.

ON-GOING ACADEMIC ALERT

Throughout the semester faculty and staff can submit an on-going academic alert, which is used to identify students in need of support for their courses. Students are contacted by a member of the Academic Alert Team and their Advisor to establish an academic plan for success.
COLLEGE OF NURSING SUCCESS PROGRAM
REFERRAL PROCESS
The SUCCESS program, sponsored by Lourdes University College of Nursing, promotes persistence and academic SUCCESS in the Nursing major. SUCCESS is a collaborative effort that assists the nursing student with utilization of campus resources, NCLEX test taking strategies, Dose Calculation, application of clinical course concepts, and assistance with completing clinical paperwork. SUCCESS is not meant to be a substitute for the Faculty-Student relationship; it is meant to be an additional benefit to ensure SUCCESSful progression through the Nursing program. Students may self-refer or be referred by Advisors or Faculty. Referrals are made by emailing nursingsuccess@lourdes.edu
Finance & Administration
Finance and Administration

Bookstore

The Bookstore, located at 4900 McCord Road in the Sylvan Plaza (corner of McCord and Brint roads), provides new and used textbooks, digital books, trade and reference books, supplies, Lourdes University clothing and memorabilia, and greeting cards. We offer a comprehensive text rental program as well. Software (discounted for students and faculty) is available for special order. Hours are posted on the door.

The Bookstore buys used texts daily; however, students can get the best price for used texts during finals week of each term. The refund policy is posted in the Bookstore. For a full refund on textbooks, students must return the book with receipt and in its original condition (no markings), within the first week of the class.

The Bookstore accepts Visa, MasterCard, Discover, and American Express charges. Personal checks are accepted, with identification, for the exact amount of purchase.

During each term, the Bookstore offers special promotions on selected items to students, faculty, and staff. Students are encouraged to check posters in the store for announcements of special sales.

Rent your textbooks in-store or online (www.lourdes.bkstr.com). Pre-register and find out more information at www.rent-a-text.com. Not all textbooks are rentable, but those that are can save you 50% or more off the new price.

VIEW YOUR SCHEDULING AND BILLING ONLINE

Visit the MyPlace portal to access your account and view completed registration and charges associated with registration. After logging in, click on Web for Students (in the Applications section on the left) and then click on the Student tab. Under Registration and Student Records, you can access your registration and account information as well as make a payment. Monthly billings for current students will no longer be paper bills unless specifically requested. Instead, you will receive an email notification. Just log into the portal, go to Student Records, select the term, and make a payment based on the amount due. If you require a paper copy of your schedule/bill with charges included for reimbursement purposes, please contact the Student Accounts Office at 419-824-3732 or financialservices@lourdes.edu.

LOURDES PAYMENT OPTIONS FOR 2018-2019

At Lourdes, we want to make paying for your education an affordable investment that works with your family’s budget. Below is a description of payment options available to you.

TRADITIONAL PAYMENT PLAN

Payment is due in full for each semester prior to the start of classes. Payment due dates are as follows:

- Summer Semester – May 14
- Fall Semester – August 27
- Spring Semester – January 14

EXTENDED PAYMENT PLAN VIA OFFICIAL PAYMENTS

This payment option divides the balance due for the academic year into 10 smaller payments (4 for summer semester). Payments for each semester are due on the 20th of the following months:

- Summer Semester – April, May, June, July
- Fall and Spring Semesters – July, August, September, October, November, December, January, February, March, April

Please note that any payments received after the 20th of the month will be assessed a $25 late charge on a monthly basis. If any changes affecting the amount owed occur (i.e. changes in enrollment, meal plan selection, etc.), it is the responsibility of the student to make appropriate arrangements with the Student Accounts Office to adjust their monthly payment and keep their account current.

We ask that all students enroll in the payment plan prior to the beginning of the semester to declare your payment intentions. Failure to do so will result in a $50 late financial registration fee assessed to your account. To enroll, please visit lourdes.edu/paymentplan.

For more information please contact the Student Accounts at 419-824-3732.
REFUND POLICY FOR 2018-2019
15-WEEK SEMESTER

FALL (August 27 - December 15)
Standard courses & accelerated session I
Through September 10: 100% refund
On or after September 11: 0% refund

Accelerated session II
Through November 6: 100% refund
On or after November 7: 0% refund
Final withdraw: November 19

SPRING (January 14 - May 11)
Standard courses & accelerated session I
Through January 28: 100% refund
On or after January 29: 0% refund

Accelerated session II
Through March 25: 100% refund
On or after March 26: 0% refund
Final withdraw: April 8

FINANCIAL AID REFUNDS ARE PROCESSED WITHIN 7 - 10 DAYS AFTER THE FREEZE DATE. IF YOU ARE ANTICIPATING A REFUND AND WOULD LIKE TO USE THE DIRECT DEPOSIT OPTION, YOU CAN STOP BY THE STUDENT ACCOUNTS OFFICE AND COMPLETE THE FORM OR GO TO THE TUITION AND FEES PAGE AT LOURDES.EDU (LOCATED ON THE FINANCIAL AID TAB), PRINT THE FORM LOCATED UNDER CONVENIENT PAYMENT OPTIONS AND EITHER DROP IT OFF OR FAX IT TO THE NUMBER LISTED ON THE FORM. REFUND CHECKS WILL NOT BE AVAILABLE FOR PICK UP. IF YOU DO NOT HAVE DIRECT DEPOSIT, YOUR CHECK WILL BE MAILED TO YOU.

WITHDRAWALS
Any student who wishes to withdraw should contact their Advisor, who will initiate the written withdrawal notice for the student to submit to the Registrar’s Office. Withdrawing does impact a student’s account. If a withdrawing student has received any federal financial aid, a portion of that aid may need to be returned to the Federal Government (known as the Return to Title IV calculation; see Refund Facts for additional information). These calculations determine the amount of federal money a student earned during the semester based upon their dates of attendance. Students who withdraw prior to 60% completion of the semester will be subject to these returns. Any aid amounts returned to the government that result in a balance owed to the institution will become the student’s responsibility to pay and subject to normal University collection procedures.

RELEASE OF INFORMATION
If you want other persons (such as a parent) or agencies to have access to your student account information, you must complete a FERPA (Family Educational Rights and Privacy Act) form to be kept on file by the Registrar’s Office.

POLICY FOR STUDENTS WHO ARE CALLED TO ACTIVE MILITARY DUTY
In the event that currently enrolled students are called upon to serve on active military duty by the United States Government, said students will be afforded credit for tuition and fees. As an alternative to the refund of tuition, the President or appropriate designee may allow a student who has been called to active military duty to receive an incomplete grade for a course, and may extend the time permitted to complete the course for any reasonable period. With the intention of assisting such students to fulfill their active military duty obligations, the University may make reasonable exceptions to minimize the negative effects of institutional policies otherwise applicable to students who withdraw from or interrupt their course of study. Students should meet with their advisors and the Registrar to discuss options.

A copy of the student’s call-up letter must be presented and filed with the Student Accounts Office, Registrar and the Dean of Student Life.

APPLYING FOR UNDERGRADUATE FINANCIAL AID
All matriculated (admitted into a degree program) students are eligible to apply for financial aid at Lourdes University. Lourdes University offers both “need” based aid and “non-need” based aid. To determine your eligibility for financial aid, complete the Free Application for Federal Student Aid (FAFSA). You must be formally admitted to the University before you will receive an award notification.

GENERAL GUIDELINES
If you are an undergraduate student and wish to be considered for financial aid from Lourdes University, you will likely be required to submit the following materials.
1) Free Application for Federal Student Aid (FAFSA) – The FAFSA must be filed electronically at www.fafsa.gov. The FAFSA will be your application for all possible types of need-based financial aid from Lourdes University and is also your application for a Pell Grant and your state's grants/scholarships. You will need to list Lourdes University on your FAFSA using our Federal School Code: 003069. The FAFSA must be submitted annually after January 1.

2) Verification Process – The Financial Aid Office may request verifying documents to complete your financial aid application including a Verification Worksheet and other documents as needed. This is a federal requirement if you are selected. By signing your FAFSA form, parents and students give permission to the Office to request and review these items. You should be aware that if you do not provide the information requested, you may risk the possibility of losing various types of federal, state and/or institutional aid.

Although financial aid applications for incoming students are not processed until the student is accepted for admission to Lourdes University, you should not wait until being admitted to apply for financial aid.

**HOW ELIGIBILITY FOR STUDENT FINANCIAL AID IS CALCULATED**

**Estimated Costs:**
Calculating your eligibility for financial aid begins with determining your cost of attendance. Because actual costs vary from student to student, the Financial Aid Office uses average costs. Your cost of attendance is determined by calculating your anticipated place of residence (e.g., living off campus, on-campus or living with parent) for the award year. Your cost of attendance contains both direct and indirect educational costs. Direct costs generally include Lourdes University charges for tuition and room and board if you live on-campus. Indirect costs generally include books and supplies, transportation costs and personal allowance. Cost of attendance budgets for the 2018-2019 award year are provided below:

### 2018-2019 COST OF ATTENDANCE – UNDERGRADUATE STUDENT

Estimate for full time Undergraduate based on 2 semesters at 15 credit hours each for a total of 30 credit hours.

<table>
<thead>
<tr>
<th>2018-2019</th>
<th>Full-Time On Campus</th>
<th>Flat Rate (12-18)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year</td>
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<td></td>
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<tr>
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<tr>
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<tr>
<td>Room</td>
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<tr>
<td>Meal Plan</td>
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<tr>
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<td>TOTAL</td>
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</tr>
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</table>

**Bike Rack**

Currently, bike racks are located at the south end of Mother Adelaide Hall, in front of Russel J. Ebeid Hall and at the Lourdes Commons residence halls.

**Copy Machines**

Coin-operated copy machines at a cost of $0.10/copy are available for student use at the following locations:

- MAH - Planetarium Lobby
- SFH - 1st floor
- Inside the Dun Scotus Library
Diaper Changing Tables

A diaper-changing table is located in the Women’s restroom in SCH by Room 146, on the first floor Men and Women’s restrooms in MAH, and in the Women’s restroom on the lower level of Ebeid Hall.

Nursing Room

SCH 228 is a private room available for nursing mothers.

Restrooms

Refer to page 47 under Accessibility Services.

Food Service

Lourdes provides a varied menu food service for students, faculty and staff. Located in MAH, the Café is open Monday through Friday for breakfast, lunch, dinner and snacks as posted. A buffet style breakfast, lunch and dinner will be available in the The Grille seven days a week during posted hours. Three meal plans are available. All residential students are required to have a meal plan. Commuting students can opt into any available meal plan.

1) 19 Meal Plan – Access to The Grille for 19 meals per week.
2) 15 Meal Plan – Access to The Grille for 15 meals per week.
3) 10 Meal Plan – Access to The Grille for 10 meals per week.
4) Lourdes dollars can be purchased in increments of $100 dollars available through the Cashier’s Office.

If this amount is not used in one semester, it can carry over to the next semester and is forfeited after each year.

Identification (I.D.) Cards

An I.D. card is required to obtain a validated library card to borrow books from the Dun Scotus Library, to use the gym and fitness center, to use the Academic Support Center, The Grille, and Residence Hall Laundry Facilities and to obtain a parking sticker. A parking sticker will be issued to any student with a valid I.D. card and will remain valid for the duration of the student’s years at Lourdes.

Lost and Found

Lost or misplaced articles can be reclaimed, if found, at the Welcome Center in Russell J. Ebeid Hall.

School Closings and/or Delays (Weather)

When considering closing or delaying the opening of Lourdes University, the Administration takes into account a number of factors, including:

- Local and regional weather forecasts
- Road condition information from the Ohio Department of Transportation
- The status of comparable institutions [universities, businesses]

Lourdes will usually not close for Lucas County
Level I and Level II snow emergencies. Please check on the Lourdes University website and local media when there is a Level III snow emergency in Lucas County.

The first notification of a closing or delay for weather or any other reason will typically be via the Lourdes University website homepage at www.lourdes.edu and via a Lourdes Alert text message. Announcements will follow on local radio and television stations and the main Lourdes Facebook, Twitter and Instagram accounts.

Students are asked not to call the University to inquire about classes. Classes will meet unless a closing/delay is posted on the website and announced through the media.

If the University will close due to severe weather, the following actions will be implemented:

- Inform local radio and television stations
- Notify students, faculty and staff via LourdesAlert
- Notify essential services if needed
- Evacuate if event requires
- Maintain status until the severe weather issue has passed
- Assess for injuries or damage
- Inspection of all facilities completely prior to re-occupying them
- If applicable notify students, faculty and staff that it is safe to resume classes and operations

ESSENTIAL SERVICES

Essential services include personnel functions and roles that are critical to provide University services regardless of incident occurrence. There should be every effort made to maintain these services as long as it can be done safely. The specific functions that may be provided include University entrance capability, maintenance of operations, etc. Specific job roles can include the following:

- Public Safety
- Emergency Services- Fire, Police, EMS
- Student Life
- Student Housing
- University Relations
- Health, Safety and Environmental

- Food Services
- Maintenance
- Information Technology
- Any additional key operational and logistics related roles

University staff members in these roles designated as “essential” will be expected to stay on site during incidents such as snow closures and similar human and natural incidents. The University must plan on providing food and sleeping quarters, if necessary. In addition, they may need to arrive at the University prior to forecast incidents occurring and staying until the situation has been stabilized.

Smoking

SYLVANIA FRANCISCAN CAMPUS SMOKING POLICY

Smoking is prohibited on Sylvania Franciscan Campus property. Violation of this policy will result in disciplinary action and sanctions up to and including expulsion, in the case of Lourdes University students, or termination of employment, in the case of employees.

Individuals who bring visitors, guests, contractors, etc. to campus are expected to inform them of our site smoking policy and ensure they are in compliance.

Smoking anywhere on University property including, but not limited to buildings, parking lots, vehicles, outdoor areas, cloister walks, entrance and exit ways, etc. is not permitted except for the two designated smoking areas at Lourdes Commons (the cement picnic table located behind Rosaria Hall and the cement picnic table between Justinian and Bonaventure Halls). Smoking of any kind is explicitly prohibited inside the Lourdes Commons residence halls and any other campus buildings. The smoking ban also extends beyond the 89 acre campus to include adjacent properties (Franciscan Academy of Lourdes University, The Den, Mission & Ministry house, the path between Lourdes Commons and Convent Blvd) and includes Lourdes owned or operated vehicles. This smoking ban does not apply to public rights-of-way (sidewalks, streets) on the perimeter of the campus.

“Smoking,” as used in this policy, means smoking any substance including, but not limited to,
tobacco, cloves, or marijuana. The use of smoke producing products including cigarettes, cigars, pipes, electronic cigarettes, etc. is also prohibited.

**Telephones**

**Courtesy phones** are available in the hallways of the various buildings for making inter-campus calls, and emergency calls to 911 and 411 (Security Office).

**Emergency telephones** on which you can only reach 911 (Sylvania Police), 411 (Security Office) are available in the hallways of various building: outside on the west portico of Mother Adelaide Hall, the south entrance of Mother Adelaide Hall, and outside Carmel Hall at the top of the accessibility ramp. **9 is the prefix number for all outside calls made from Lourdes University office phones.**

**CALL 911 FOR AN EMERGENCY.**

**Security:** Seven days a week; 24 hours a day.
Call 411 which will be answered by the Security Officer or 419-574-3861 from a non-campus phone.

**Welcome Center:** Dial Ext. 0 on a campus courtesy phone.

**Travel Policy**

**AUTOMOBILE TRAVEL**
The advisor or approved University designee of the group must be present for any event in which Lourdes is represented off campus. Students are permitted to use personal transportation when traveling within 35 miles of Lourdes University. All events outside 35 miles of Lourdes University require transportation to be coordinated through a faculty or staff member. University vehicles can be reserved by contacting Michelle McDevitt at 419-517-8953.

**OTHER TRAVEL/CONFERENCE AND EVENT TRAVEL**
At least one faculty or staff member shall be present when student groups of 25 or less are traveling outside 35 miles of Lourdes University. The ratio of faculty/staff to students shall be a minimum of one faculty/staff per 25 students. In special circumstances, the faculty/staff to student ratio for travel may be amended, per approval from The Dean of Student Life office.
Institutional Advancement

Institutional Advancement (IA) plays a vital role at Lourdes University. The departments within IA are Corporate, Foundation & Government Relations; Development & Alumni Relations; and University Relations. The goal of the Institutional Advancement team is to raise funds to benefit students and to increase the awareness of Lourdes University.

Corporate, Foundation & Government Relations

Many programs at Lourdes University depend on funding that comes from external sources. Corporate, Foundation & Government Relations is responsible for finding funding opportunities that match the mission and strategic initiatives of the University and working with students, faculty, staff and administration to develop proposals that bring this funding to Lourdes. Each year, the University receives more than $2 million in funding to support student success, development of new academic and student programs, capital improvements to the campus, professional development for faculty and staff and community outreach efforts.

Corporate, Foundation and Government Relations can serve as a resource to students by providing assistance to individual students seeking fellowships to continue or expand their educational opportunities and student organizations seeking financial support or in-kind donations for a specific project or initiative. The office also provides presentations about grant writing for classes and organizations. Students who are interested in gaining experience in grant research or writing are welcome to contact the Office of Institutional Advancement at 419-517-8990.

Development & Alumni Relations

LOURDES UNIVERSITY ALUMNI ASSOCIATION
The Lourdes University Alumni Association is the official organization of graduates and certificates/licensure holders of Lourdes University. The Alumni Association represents the strongest lifelong bond between Lourdes graduates, current students, and the students of tomorrow. The Association provides Alumni with an opportunity to stay connected with the University through special events, working with faculty, and networking with students.

To network with alumni members and learn more about future events, visit www.lourdes.edu/alumni or the Alumni Association Facebook page.

LOURDES FOR LIFE
Lourdes for Life is an initiative established to encourage students to develop a lifelong relationship with Lourdes University by educating the student body about Lourdes history and tradition and the benefits of remaining connected to the institution beyond graduation. Through this initiative, students have the opportunity to learn about Lourdes institutional strengths and challenges, support areas of growth opportunities, and interact with alumni within the institution which will benefit future generations of students.

Lourdes for Life in conjunction with the Alumni Office supports various events throughout the academic year to promote the program and engage students, including: Move-in Day, athletic events, Welcome Week, GradBash, and the Annual Alumni Dinner.

ALUMNI & FRIENDS PHONATHON
Each February, Lourdes students call alumni and friends to update them on campus happenings and invite them to support the Lourdes Fund. Student callers are paid and receive valuable marketing and fundraising experience. To apply for a student caller position, contact the Alumni Relations Office at 419-517-8971 or alumni@lourdes.edu.

FUNDRAISING EVENTS
Lourdes sponsors three fundraising events through the year to raise money for student scholarships. These include:

Lourdes Celebrity Wait Night
Celebrity wait night promises to be a festive occasion! Guests will dine on a variety of delicious foods and be waited on by celebrity waiters. Generous tips and fun are the theme for the evening! All tips benefit the Lourdes Scholarship program.
**Luminations!**
Over 500 guests will attend this premier fundraising event where they will enjoy a unique silent auction while mingling and partaking of grazing stations in the commons of the Franciscan Center. The performance program features the Toledo Symphony, the Toledo Ballet, and the Toledo Opera, along with special out of town performers from year to year. After the program, Luminations guests enjoy coffee, desserts and additional entertainment.

**Hit the Links**
Hit the Links is Lourdes’ annual golf outing held at Bedford Hills Golf Club in Temperance, Michigan. Guests enjoy 18 holes of golf, a brief program/awards ceremony and a delicious lunch, while supporting Lourdes’ scholarship fund.

**University Relations**
The Office of University Relations represents Lourdes University to internal and external communities through advertising, marketing, media, publications, web communications and social media. An integral part of Institutional Advancement, University Relations informs students, alumni, donors, friends and the general community of the latest developments and offerings at Lourdes University.

University Relations is available to student organizations and committees to help with media relations, publications and design, the institution’s website, portal marketing and advertising ideas.

**ATLOURDES**
Lourdes’ magazine is published three times per year by the Department of University Relations. It is circulated to over 10,000+ readers. AtLourdes features stories about students, faculty, staff, alumni, donors and campus programs, events and activities. Students are encouraged to submit information, articles and stories for consideration. Items should be submitted to Helene Sheets, Director of University Relations, at hsheets@lourdes.edu.

Read AtLourdes online at: www.lourdes.edu/atlourdes.

**MARKETING AND ADVERTISING**
University Relations can provide you with marketing and advertising information, including:
- Drafting marketing plans for academic and student-focused programs
- Developing ad campaigns
- Promoting events, programs and services across all media: web, print, radio and television.

**MEDIA**
Media Relations serves as a liaison between Lourdes University and media. The University requests all media outlets to respect the privacy of Lourdes students and employees and submit their requests for interviews, access and information through Helene Sheets, Director of University Relations, at hsheets@lourdes.edu.

Likewise, students who are approached directly by the media must refer them to the Office of University Relations to facilitate their requests. By contacting University Relations first, the Office will be able to properly facilitate any requests, and to direct media to the appropriate personnel and location. A University Relations member must be present when a Lourdes University student meets with or is interviewed by the media. University Relations can assist the student with preparation before meeting with the media.

**Media Relations is responsible for:**
- Creating news releases and publicizing news via media outlets and social media
- Contributing articles to internal and external publications
- Copywriting, editing and proofreading

**ONLINE NEWSROOM**
For the latest Lourdes new, visit www.lourdes.edu/news.

**LOURDES PORTAL**
Lourdes University’s portal is a campus portal solution that provides students, faculty, and staff with access to important information all in one place. The portal provides a central location for Email, Sakai, Web for Students and Web for Faculty. Students can use the portal to register for classes, view grades, and view their account summary.
The Wolf Zone portal app is available for download from Android Market or App Store. Go to mycampus.lourdes.edu to log in to the portal or to download the app.

PUBLICATIONS AND DESIGN
The University Relations design team can assist you with the creation of a variety of print and presentation materials. Contact the design department for:

- Creative design ideas for brochures, newsletters, signs, specialty items and much more
- The University logo
- Flyer templates
- PowerPoint templates and presentation materials

For more information about publications and design contact Carla Leow, Publications Coordinator & Lead Graphic Designer, at 419-824-3524 or cleow@lourdes.edu.

Student Models Needed
University Relations is always looking for student models to be photographed or filmed for our publications. If you are interested in participating in our marketing campaign or would like more information about publications and design, please contact Helene Sheets at 419-824-3965 or hsheets@lourdes.edu.

UNIVERSITY WEBSITE: WWW.LOURDES.EDU
Help us show current and potential students the opportunities Lourdes has to offer! Please contact the Office of University Relations with any information related to academics, students, and campus life that will help us keep our website accurate and up to date.

We’re looking for:

- Fresh, accurate information
- Consistent look and feel
- Clear, concise, and compelling content

All website updates and information should be submitted to Angel Belford, Web Content Administrator, at 419-517-8864 or abelford@lourdes.edu.

THE LOURDES ATHLETICS WEBSITE
Check out the latest athletic news at www.lourdesathletics.com. You may also visit www.facebook.com/lourdesathletics and www.twitter.com/lourdessports.

For sports media, please contact and submit items to Ryan Wronkowicz, Sports Information Director, at 419-824-3668 or rwronkowicz@lourdes.edu.

LOURDES SOCIAL MEDIA
Lourdes University offers a variety of social media outlets, both institutionally sponsored and hosted by various departments and groups on campus.

Follow Lourdes’ official social media outlets at:

Facebook: www.facebook.com/lourdesuniversity
Instagram: www.instagram.com/lourdesuniversity
LinkedIn: Look up Lourdes University
Pinterest: www.pinterest.com/discoverlourdes
Twitter: www.twitter.com/discoverlourdes
YouTube: www.youtube.com/lourdesuniversity
Mission & Ministry
Mission and Ministry

The Office of Mission and Ministry is committed to reflecting, advancing, and translating into action Franciscan values in every facet of the Lourdes University experience. The rich diversity of the Lourdes community, Catholic tradition, Sylvania Franciscan roots, and the spiritual, intellectual, and social values of the students, alumni, faculty, staff, and administration are essential measures of the dynamic relationship between our mission and ministry. Together they insure our fidelity to the mission and to service. Together they express our four Franciscan values as Community, Learning, Reverence and Service.

Campus Ministry

Campus Ministry offers opportunities for students of all faith traditions to become active members of the Lourdes community. The Director of Campus Ministry (419-824-3861) and the Campus Ministry staff are eager to be of service to students. L.I.N.K. (Linking Interest, Need and Knowledge) is a student organization that works with Campus Ministry to initiate activities that reflect the Lourdes commitment to spiritual and social growth and service. Through L.I.N.K., students help plan and implement prayer and reflection experiences and outreach efforts. Weekly liturgy, diverse prayer and reflection opportunities, and Bible study are available. Service activities reflect our support of Sylvania Area Family Services, Bethany House, Habitat for Humanity, and other national and local causes. Students are encouraged to check the Campus Ministry bulletin board, to read the Campus Ministry LINK emails, and to check the Lourdes University Campus Ministry Facebook page for current information on all related activities.

The Campus Ministry offices are located in the San Damiano Campus Ministry House (6675 Convent Blvd). Students are welcome to stop by and use the space for prayer, studying, reflection and fellowship.

Chapels

The Portiuncula is a small chapel a short distance from Our Lady Queen of Peace Chapel. It is a replica of the chapel repaired and used by St. Francis when his friars gathered. The original church is now enshrined in the Basilica of Our Lady of the Angels in Assisi, Italy. The campus Portiuncula (Port see unk a la / Little Portion in Italian) is open to those who wish to pray in an atmosphere of quiet reflection. Open daily 7 a.m.-5 p.m.

Our Lady Queen of Peace Chapel is a large chapel modeled after the Santa Barbara Mission in California. The chapel serves the needs of the Sisters of St. Francis, Lourdes University, and other sponsored ministries of the Sisters of St. Francis. Queen of Peace is the site for major university liturgies, weekly liturgies, prayer services, and ecumenical gatherings. All are welcome to participate in any scheduled liturgies and prayer services. A calendar is posted on bulletin boards, in front of the chapel, and on the Lourdes website (www.lourdes.edu/chapelcalendar). Queen of Peace Chapel is also available for private quiet prayer during the day. Use the double glass doors at the end of Madonna Hall (to the right facing chapel) to enter. The Chapel is not available for weddings or other rental events.

Service Learning

Service Learning integrates community service opportunities into our academic curriculum in order to both benefit the civic community and enhance the student’s learning experience. Students combine hands-on experience with instructor-facilitated reflection. As part of the Core Curriculum, students earning a Bachelor Degree are required to complete 20 hours of service learning while those earning an Associate Degree complete 10 hours. Additional information and forms can be found on the Lourdes portal. Students are expected to work with their academic advisors to ensure that they enroll in courses that help them meet this requirement. Enthusiastic faculty, staff, community agencies, and the Office of Service Learning (419-824-3861) work together to make Service Learning at Lourdes University a success.

Volunteerism

Campus Ministry helps coordinate outreach efforts among students, faculty, staff, and administration and serves as a resource for other university groups wishing to plan volunteer projects. All civic engagement efforts must be aligned with our Catholic and Franciscan mission and values. The University community has a long-standing history
of volunteer service to Sylvania Area Family Services at Huntington Community Center, Bethany House, Helping Hands of St. Louis, and Habitat for Humanity. Student coordinators work with the Campus Ministry staff to balance campus interest and resources when responding to requests for involvement in clothing and food drives, charity fundraisers, and local and national charities. Information about volunteer opportunities is posted on the Campus Ministry bulletin boards throughout campus. Students are also encouraged to check the regular Campus Ministry LINK emails, the Campus Ministry Facebook page, and the home page of the Lourdes portal for volunteer opportunities. Being a volunteer is one way of sharing your talents and time to make a difference for others and us. Contact the Director of Campus Ministry, 419-824-3861, if you are willing to be part of our Lourdes outreach efforts.
Student Life
Student Life

MISSION STATEMENT

Student Life prepares students for life, career, citizenship, and leadership roles in the community and our diverse society.

The areas within Student Life include: counseling, diversity and inclusion, student activities and orientation, recreation, residential life, and student organizations. These areas are designed to assist and support students in their overall educational goals and experiences.

Athletics

LOURDES UNIVERSITY ATHLETIC CONTEST POLICY

We at Lourdes University are committed to the success of our students. In the case of student athletes, this includes academic success and athletic success. To this end we foster a cooperative relationship between instructors and student athletes.

In the Lourdes University community, faculty members do not penalize student athletes when they are absent from class while participating in scheduled NAIA competitions. Lourdes faculty are committed to working with student athletes to find reasonable ways to make up coursework missed while competing. Students have the obligation to seek out the instructor to arrange a reasonable means to make up the missed coursework.

Lourdes University student athletes are responsible for providing documentation of their athletic contests to the faculty in the event that they will miss that instructor’s class. This is to be done at the beginning of the semester and is to be updated as needed, in a timely fashion as the semester continues.

Students accept the responsibility to perform well in all of their courses, and to avoid scheduling classes that are in significant conflict with their athletic schedules.

Lourdes is a member of the National Association of Intercollegiate Athletics (NAIA) and the Wolverine-Hoosier Athletic Conference (WHAC). Lourdes began its athletic program in the fall of 2010 and now has these teams: baseball, softball, men’s and women’s basketball, men’s and women’s soccer, men’s and women’s cross country, men’s and women’s golf, men’s and women’s lacrosse, men’s and women’s volleyball, and cheer. The Gray Wolves season schedules, team rosters and more can be found at www.lourdesathletics.com.

In addition to the sports teams, students can also be involved in athletics through participation on the mascot team.

In the fall of 2010 the Lourdes community chose a fight song, Gray Wolf Spirit:

We are the Gray Wolves, come hear us howl
We strive for vict’ry, we’re on the prowl
Out on the court or out in the field
Gray Wolves fight and never yield
Gray Wolves are brave and Gray Wolves are bold
Our loyalty will never grow old
Gray Wolves with fearless stride march forward with fearless pride
Fighting on for victory!

Counseling Services

The Counseling Services Office, located in The Sophia Center, is available to all registered students. Counseling Services offers individual counseling, support services, resource information, and referral assistance for community services in areas such as depression, anxiety, grief and loss, adjustment issues, self-esteem, parenting concerns, personal relationships, eating disorders, stress management, human sexuality, and personal health issues, to name a few. The Counseling Services website will offer numerous resources and links to local, regional and online emotional health and mental health crisis resources. Website: www.thesophiacenter.org. The counseling office hours are Monday - Friday, with evening hours available. To set up an individual appointment, call 419-882-4529 or 419-345-1457 or email: srachel@thesophiacenter.org. Students will then be contacted for an appointment. Counseling services are provided on a confidential basis, and most insurances are accepted.
Accessibility Services

Students who wish to request accommodations on the basis of disability/medical condition may do so once they have been admitted to Lourdes or at any time throughout their time here. The first step is to complete and return an Accommodation Request Form available online. Accommodations are individually designed and based on the specific needs of each student by our Office of Accessibility Services in consultation with you, the student. Some examples of academic accommodations include extended test-taking time, note-taking services, and alternative format textbooks. All information regarding the nature of students’ disabilities and/or medical conditions is kept confidential in the strictest sense.

You will also want to schedule a time to meet with the Accessibility Services Coordinator to discuss your needs. In most cases, it is recommended that your healthcare provider complete the Healthcare Provider Accommodation Form, also available online, to support your request. Please bring this form and/or any available documentation to your meeting to help us evaluate your request(s).

Forms and additional information are available at: http://www.lourdes.edu/campus-life/accessibility/

ACCESSIBILITY

Entrances:

- To Assisi Hall (ASI): East entrance
- To Café Lourdes/The Grille: Ramp on west entrance
- To Canticle Center (CC): Fully accessible
- To Carmel Hall (CAH): East entrance
- The Den: Front entrance from parking lot
- To Delp Hall & Academic Support Center (ASC): entrance through Russell J. Ebeid Hall (REH)
- To Russell J. Ebeid Hall (REH) and Student Center: Fully accessible
- To Russell J. Ebeid Hall Recreational Center: Both entrances
- To Franciscan Center (FC): East and west entrances
- Ambrose Hall, Rooms 103 & 106: Outside entrance – West side of building

- To Lourdes (LH), St. Clare Halls (SCH) & Duns Scotus Library: East entrance – from student parking lots B & C
- To Mother Adelaide Hall (MAH): Both entrances
- To St. Francis Hall (SFH): Entrance facing Assisi Hall (west side of building, parking lot J). Ramp to lower level/ Student Lounge on east side of building (parking lot H)
- To St. Joseph Hall (SJH): South entrance which runs between St. Clare Hall walkway and St. Joseph Hall west door

Elevators:

- Mother Adelaide Hall
- Russell J. Ebeid Hall
- St. Clare Hall

Parking:

- Disability parking spaces are clearly designated

Restrooms:

- ASI: 1st floor
- CAH: 1st floor
- CC: fully accessible
- FC: main floor.
- LH: 2nd floor across from 223A
- MAH: 1st floor near REH
- REH: lower level
- Russell J. Ebeid Hall Recreational Center
- SCH: 1st floor (women only) near library; 2nd floor, north end (men & women); Duns Scotus Library
- SFH: 1st floor across from ramp
- SJH: 1st floor

Service and Emotional Support Animals Policy

Lourdes University is committed to providing reasonable accommodations to persons with disabilities who require the assistance of service or emotional support animals. However, the University is also mindful of the health and safety concerns of the campus community. Thus, the University must balance the need of the individual with the disability with the potential impact of the animal on other campus patrons. The successful implementation of the policy requires the cooperation of students and staff.
DEFINITIONS

Disability: “Disability” is defined as a physical, mental or medical condition or impairment that limits one or more of a person’s major life activities or is demonstrable by medically accepted clinical or laboratory diagnostic techniques. These limitations may include: caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, working, and learning.

Service Animal: A “service animal” is any animal trained to do work or perform tasks for the benefit of an individual with a disability. The tasks a service animal provides include but are not limited to: guiding individuals with impaired vision; alerting individuals who are hearing impaired to intruders or sound; providing minimal (non-violent) protection or rescue work; pulling a wheelchair; assisting an individual during a seizure; or fetching dropped items.

Emotional Support Animal: An “emotional support animal” (“ESA”) is an animal that provides comfort to an individual with a disability upon the recommendation of a healthcare or mental health professional. An emotional support animal does not assist a person with a disability with activities of daily living. Their role is to live with a student and alleviate the symptoms of an individual’s disability to provide equal opportunities for the student to use and enjoy residential life at Lourdes University.

Pet: A pet is an animal kept for ordinary use and companionship unrelated to a disability. A pet is not considered a service animal or an emotional support animal, and therefore, it is not covered by this policy. Students are not allowed to have pets on Lourdes University property.

RESPONSIBILITY OF PERSONS WITH SERVICE OR EMOTIONAL SUPPORT ANIMALS

Care and Supervision: Care and supervision of the animal is the sole responsibility of the student who benefits from the animal’s use. The student is required to maintain control of the animal at all times. The student is responsible for ensuring the cleaning up of the animal’s waste and, when appropriate, must toilet the animal in areas designated by Lourdes University.

Health and Safety: The student is responsible to ensure that the health and safety of others is not threatened by a service animal or emotional support animal. Similarly, animals authorized to live in University housing must not interfere with others’ enjoyment of the residential space (e.g., by barking, creating unsanitary conditions, etc.). Lourdes University reserves the right to request vaccination and licensing information for emotional support animals, but this information will not be requested for service animals.

Other Conditions: If the student with the service or emotional support animal becomes hospitalized or for any other reasons cannot care for the animal; the animal will need to leave Lourdes Commons and have other arrangements for care until the responsible student can care for the animal again.

EXPECTATIONS OF FACULTY, STAFF, STUDENTS, AND OTHER MEMBERS OF THE LOURDES COMMUNITY

Members of Lourdes University’s community are expected to abide by the following practices:

• Allow a service animal to accompany its owner at all times and in all places on campus, except where the presence of the service animal would present an unreasonable threat to health or safety. In extraordinary situations or settings, such as animal research laboratories and areas housing research or teaching animals, it may be necessary to ban service animals. In those situations, Lourdes University will work with students to determine other options.

• Do not touch or pet a service or emotional support animal.

• Do not feed a service or emotional support animal.

• Do not deliberately startle a service or emotional support animal.

• Do not separate or attempt to separate an owner from his or her service or emotional support animal.

• Do not inquire for details about a person’s disabilities. The nature of a person’s disability is a private matter.

REMOVAL OF SERVICE OR EMOTIONAL SUPPORT ANIMAL

The owner of a service or emotional support animal may be asked to remove the animal from Lourdes University’s facilities if the owner or animal fails to comply with these policies. The following describes situations which may result in the removal of the animal.
Disruptive behavior: An animal may be removed if its behavior is unruly or disruptive (e.g., barking excessively, growling, damaging Lourdes University’s property, jumping on people, taking food from tables, taking or damaging personal belongings of individuals other than the owner, running around loose out of the handler’s control, or displaying aggressive behavior). The owner may be prohibited from bringing the animal on campus until the owner takes significant and effective remedial steps to correct the animal’s behavior.

Poor Health: Animals with health conditions that pose a threat to others are not permitted.

Uncleanliness: The animal must be kept clean and free of pests. Owners who fail to properly clean up and dispose of the animal’s waste may be required to remove the animal from University property. Owners of animals that are otherwise unclean or unkempt may be required to remove the animal from University property. An animal that becomes wet from walking in the rain or mud, but is otherwise clean, is considered a clean animal.

Responsibility for Damage and/or Uncleanliness: Owners of service or emotional support animals are solely responsible for any damage of persons or property caused by their animal. The owner’s residence and/or work area may be inspected for physical damage, fleas, ticks, or other pests. If fleas, ticks, or other pests are detected through inspection, the residence or work area will be treated using approved fumigation methods by a University-approved pest control service. The owner will be billed for the expense of any pest treatment. The owner’s residence and/or work area may be inspected to ensure it is being properly cleaned and that sanitary and safe conditions are being maintained. If required, the owner will be billed for the expense of the additional cleaning required.

Emotional Support Animals:
- A student requesting an emotional support animal should provide the Office of Accessibility Services and the Housing Office with as much advance notice as possible. A student is not permitted to live with an emotional support animal until expressly approved to do so by the Housing Office.
- The student should provide a signed letter, on professional letterhead, from the person’s physical or mental healthcare licensed provider or therapist. The provider or therapist should be familiar with the professional literature concerning the assistive and/or therapeutic benefits of assistance animals for people with disabilities. At a minimum, the letter should include the following items:
  1) The provider’s professional opinion that the individual’s condition qualifies as a disability and the basis for that opinion.
  2) The provider’s opinion that the emotional support animal is required to help alleviate symptoms associated with the person’s disability and to allow the person use and enjoyment of University housing services.
  3) A description of the comfort that the animal will provide.
- The Office of Accessibility Services will review documentation and, if the Office of Accessibility Services determines a qualifying disability exists, it will forward a recommendation to the Housing Office. A Housing Office staff member will meet with the student requesting their emotional support animal be allowed to reside in University housing. This policy will be carefully reviewed with the person at that time.
- Forms for these services are located on the university’s website under the Accessibility section. Any type of accommodation request should go through the Office of Accessibility Services.
Emotional support animals are only allowed in the residence hall of its owner and to the designated area for toileting the animal. It will not be allowed on any other parts of campus. Failure to comply with this policy could result in the removal of the animal from the residence halls and campus.

SERVICE ANIMALS IN AREAS OTHER THAN A RESIDENTIAL UNIT
If it is readily apparent that the individual has a disability and that the animal is a service animal, no further information will be requested. If it is not readily apparent that the animal is a “service animal,” the individual will be asked if the service animal is required because of a disability and to explain the work or task that the animal has been trained to perform. The animal will not be required to demonstrate this task and no documentation of training will be required.

CONFLICTING DISABILITIES
The Lourdes University Housing Office will make a reasonable effort to notify students in the residence hall where the animal will be located of the existence of a service or emotional support animal in the building. Students with medical condition(s) that are affected by animals (respiratory diseases, asthma, severe allergies) should contact the Housing Office if they have a health or safety-related concern about the exposure to a service or emotional support animal. The individual will be asked to provide medical documentation that identifies the condition(s), and will allow determination to be made as to whether the condition is disabling and whether there is a need for an accommodation. The Housing Office will resolve any conflict in a timely manner, considering the conflicting needs and/or accommodations of all persons involved. The Housing Office may use the Health Center as a resource for information on health issues. In the event an agreement cannot be reached, the final decision will be made by the Executive Director of Housing.

SERVICE DOG AND EMOTIONAL SUPPORT ANIMAL FAQ’S:
What animals are protected by the Americans with Disabilities Act as service animals (ADA)?
The ADA defines service animals as dogs and in rare circumstances, miniature horses. These animals are trained specifically to do disability related work for an individual with a disability.

What question can be asked of a person to determine if the animal is a service animal?
The two questions are:
Is this animal required because of a disability?
What tasks or work does this animal perform related to the disability?

What are examples of tasks or work performed by a service animal?
Examples include, guiding a visually impaired individual, retrieving items for someone with limited mobility, providing alerts for sounds to a deaf individual, provide stability for balance issues, provide protection or rescue, etc.

Can the handler be asked to show identification verifying that it is a service animal?
No, it is not appropriate to ask for identification.

What about service dogs in training?
Service dogs in training have the right to be in facilities similar to working service dogs according to Ohio law. If the handler discloses that the dog is a service animal in training, the individual may be asked to provide verification of the training organization or agency.

Are animals who are providing emotional support or comfort permitted in facilities?
These animals are permitted in the residence hall as specified in the Fair Housing Act.

What expectations exist for animals?
Animals are expected to not be disruptive nor destructive and be controlled by the handler at all times.

Freedom of Expression (Policy)
Lourdes University preserves the openness of public dialog and debate. An environment that encourages diverse views and the free exchange of ideas is vital to the Lourdes University mission. The University’s policies seek to encourage open, ongoing intellectual engagement and debate through civil, mutually respectful interactions. Lourdes University respects the right of all members of the academic community to express their ideas freely and to demonstrate their concerns collectively by orderly means and respect the principles that govern the University. The University does not
endorse political candidates nor does it necessarily endorse the views of speakers hosted on campus. Approval for speakers and external groups must be obtained by the President’s Cabinet. Non-approved vendors associated with the political event or speaker will not be allowed on campus property. Members of the Lourdes community should understand that standards of civility, consideration, and tolerance must shape our interactions with each other. Infringing on the expression of views, either by interfering with a speaker or by defacing or removing properly posted or distributed notices or materials, will not be tolerated.

Controversial Events, Campus Demonstrations (Policy)

The University reserves the right to control the time, place, and manner of events that occur on campus. The University does not seek to censor the expression of ideas, but rather to maintain campus safety and order. Demonstrators may be assigned to particular places on campus by campus safety officers.

Demonstrations by members of the campus community may occur on campus, but must not disrupt the regular operation of the University.

Guidelines for Demonstrations (Policy)

Members of the Lourdes community are welcome to distribute literature where it will not interfere with classes or other University functions. Demonstrators may neither impede nor harass people wishing to attend an event. Disruption, force, or threat of force do not constitute acceptable forms of demonstration at Lourdes University. We may call on local law enforcement agencies and may choose to impose the University’s disciplinary sanctions on members of the University community who violate guidelines.

Individual members of the Lourdes community speak only for themselves in their public expressions and/or demonstrations. The office of University Relations coordinates institutional responses to the media.

Health and Human Services (Policy)

Students are responsible for managing their own physical, mental health concerns and social service needs. Health insurance is the responsibility of Lourdes students. Students who do not have health insurance can contact any insurance agency for rates for both full-time and part-time students.

Information and referral services for mental health and social concerns are available from Counseling Services.

In case of life-threatening emergencies: **Call 911 and then notify Security at 411 from a campus phone or 419-574-3861, 24 hours a day, seven days a week. An available Student Life staff member should also be notified.**

In case of non-life-threatening emergencies: **Employees and students are directed to call the Welcome Center, Ext. 0. An available Student Life staff member should also be notified.**

Every effort will be made to notify parents, spouse, or nearest relative before action is taken. If necessary, referral service to a physician or hospital will be provided with the understanding that the expenses will be the responsibility of the injured. In routine illness and injury situations, employees and students are to contact their personal health care providers. Basic first aid supplies are located at the Welcome Center. Medications are not administered.

Every effort will be made to find students and employees should emergency calls be received for them.

Medical Emergencies (Policy)

When medical emergencies occur at the University the following actions will be taken:

- **Minor injuries:** may be handled by University personnel during normal University hours.
- **Major injuries:** if University personnel are unable or untrained to handle, then it should be handled by local emergency personnel.
- **Immediately notify the Sylvania EMS by calling 9-1-1 and campus Public Safety by calling 4-1-1 from a campus phone or 419-574-3861 from a non-campus phone.**
Public safety will secure the scene to protect the victim(s) and to protect the evidence.

Ensure all personnel are accounted for.

University Relations will prepare an official statement from the University if necessary.

No information will be released until the affected family(ies) have been notified.

The family's wishes will be followed after the notification.

Serious injuries require transportation to a hospital and will be done so by ambulance.

Employees should not transport any student or employee to the hospital under any circumstances.

- Public Safety cannot transport employees or students due to liability issues.
- If injury is not severe enough for ambulance and the person cannot drive themselves advise them to contact a family member and stay with them until the family member arrives.
- If a family member cannot be reached and the ambulance will not transport, Lourdes can call a taxi as a last resort.

A supervisor should notify Human Resources for appropriate follow up if it regards an employee.

Injury reports of an employee must be reported to Human Resources regarding Worker’s Compensation Claims.

Those administering first aid should be trained in first aid and the avoidance of blood borne pathogens and the protection from bodily fluids. Always use universal precautions.

Do not attempt procedures or techniques beyond abilities or training.

Do not move the victim unless imminent danger exists (fire, structural damage, chemical spills, toxic fumes, etc.)

Keep the victim still and comfortable until additional assistance arrives.

Obtain information from witnesses and relay it to the appropriate personnel - Campus Public Safety, Human Resources, EMS, etc.

Remain with the victim until help arrives.

Serious Disease (Policy)

SERIOUS DISEASE POLICIES AND PROCEDURES

Employees, faculty, staff or students with infectious, long-term, life-threatening, or other serious diseases may continue their work or attendance at the University as long as they are physically and mentally able to perform the duties of their job or meet their academic responsibilities without undue risk to their own health or the health of other employees or students.

Serious diseases for the purposes of this policy include, but are not limited to, cancer, heart disease, multiple sclerosis, hepatitis, tuberculosis, human immunodeficiency virus (HIV), and acquired immune deficiency syndrome (AIDS). The University will support, where feasible and practical, educational programs to enhance employee and student awareness and understanding of serious diseases.

The mere diagnosis of HIV, AIDS, AIDS-Related Complex (ARC), or AIDS virus antibodies, or any other serious communicable disease is not, in itself, sufficient basis for imposing limitations, exclusions or dismissal. Harassment of individuals with or suspected of being infected with any disease is not acceptable behavior at the University and will be strictly censored. The diagnosis of the condition, as any other medical information, is confidential.

In working with faculty, employees or students diagnosed with HIV, AIDS or any other serious communicable disease, the University will proceed on a case-by-case basis. With the advice of medical professionals these factors will be considered:

1. The condition of the person involved and the person’s ability to perform job duties or academic responsibilities;

2. The probability of infection of co-workers or other members of the University community based on the expected interaction of the person in the University setting;

3. The possible consequences to co-workers and other members of the University community, if infected;

4. Possible reasonable accommodations and modifications to the individual’s job or other obligations to take account of the condition;

5. Risk to the person’s health from remaining on the job or in the University community; and

6. Other appropriate factors.
Any determination with respect to an employee or student will be made following consultation with the affected employee or student, the employee or student's treating physician (if available), and such other persons as need to be involved in such a situation.

Disclosure will take place only if deemed medically advisable and legally permissible. The appropriate Health Department will be informed of all cases of diseases required to be reported under state or federal law.

**Vaccination Policy**

Lourdes University does not require immunizations for admittance to the University. The University strongly recommends that you receive all of the following immunizations:

- **Measles, Mumps, Rubella (MMR):** Two doses of MMR at least 28 days apart after 12 months of age
- **Tetanus, Diphtheria, Pertussis (DT, TdaP, DTP, or TD):** Booster dose within the past 10 years
- **Hepatitis B:** Series of 3 doses (Students participating in programs related to health, education, or studying abroad, may be required to be immunized against Hepatitis A and B).
- **Meningitis Vaccine (Menactra):** University populations are considered at increased risk, including students living in residence halls.

**POLICY REGARDING STUDENT MENINGITIS AND HEPATITIS B**

Ohio Revised Code Section 3345.85 for institutions of higher education requires that the institution maintain individual status records on meningococcal meningitis and Hepatitis B vaccinations for student living in on-campus housing. The **Lourdes University Residence Hall Health History Consent & Release Form** contains a section asking for the vaccination status of a student who will be living in a residence hall. A housing contract will not be accepted if this information is not completed.

The Ohio Revised Coded (ORC) Section 1713.55 states that beginning with the academic year that commences on or after July 1, 2005, an institution of higher education shall not permit a student to reside in on-campus housing unless the student (or parent if the student is younger than 18 years of age) discloses whether the student has been vaccinated against meningococcal disease and hepatitis B by submitting a meningitis and hepatitis B vaccination status statement.

**Office of Diversity & Inclusion**

The mission of the Office of Diversity and Inclusion is to foster a sense of awareness, appreciation, advocacy and understanding of diverse populations so all members of the Lourdes University community feel honored, valued and respected within their unique cultural frameworks. Multicultural programming is available throughout the year. For more information contact Tonya Colbert at 419-824-3866 or tcolbert@lourdes.edu.

**LU Inclusion Policy**

Lourdes University is committed to be an inclusive community that welcomes and accepts all. We are a place that recognizes and celebrates differences. When an individual or group is disrespected or subject to discrimination or bias because of particular characteristics of social identity, like race or gender, it has a negative effect on the entire campus community. Every student, staff, and faculty member has a rightful place at Lourdes and violence and bias-related incidents will be addressed by the university.

Bias-related incidents are defined as behavior which constitutes an expression of hostility against a person or property of another because of the targeted person's age, creed, disability, ethnic or national origin, gender, gender identity, gender expression, marital status, political or social affiliation, race, religion, or sexual orientation. Even when offenders are not aware of their bias or do not intend to offend, bias is revealed, which demands response and will not be tolerated.

**IF YOU EXPERIENCE A BIAS-RELATED INCIDENT, CONSIDER THE FOLLOWING:**

Lourdes University encourages students, faculty and staff to seek support and report any incidents of bias.

**IN CASE OF EMERGENCY: CALL 911**
IN NON-EMERGENCY SITUATIONS, INDIVIDUALS SHOULD CONSIDER THEIR NEXT BEST STEP. THESE INCLUDE:

• Talk things over with someone you trust
• Report to a faculty or staff member at Lourdes who can investigate the situation
• If you aren’t interested in reporting an incident, it is still helpful to save any associated materials (such as text messages, voice mails, etc.) or document it with a picture. This will be helpful information to have if you decide to report it in the future.

TO REPORT, YOU CAN CONTACT ANY OF THE FOLLOWING:
Lourdes Public Safety
On campus: 411
Off campus: 419-574-3861

Director of Community Standards
419-824-3873

Athletic Director
419-824-3897

Dean of Student Life
419-824-3759

Diversity & Multicultural Services
419-824-3866

Vice President of Academic Affairs
419-824-3818

CAMPUS COMPLAINT FORM
(www.Lourdes.edu/LU-Complaint-Forms)

THIS IS WHAT WILL HAPPEN
1. Safety issues will be addressed by Lourdes Public Safety and if necessary the local police, with the Director of Community Standards and Residence Life.

2. A Student Life employee, most likely the Director of Community Standards will reach out to you to offer support.

3. Student life and public safety will investigate and prepare a report.

4. Whether or not the behavior is criminal, all student will be held to our code of Student Conduct and community standards

5. The Dean of Students will be informed of the situation and review Student Affairs response. The Dean of Student Life may consult with staff from the Office of Diversity and Title IX to consider institutional action.

6. The student conduct process will take place.

7. Institutional sanctioning for such incident can be any combination of sanctions found on page 76 in the student handbook.

Lourdes Music Ensembles

Lourdes offers students the opportunity to participate in instrumental and vocal music ensembles to supplement a liberal arts education and increase student involvement on campus.

LOURDES UNIVERSITY CHORALE (LUC)
The student-based Lourdes University Chorale is comprised of mixed voices that serves as the base for other vocal ensembles on campus. The LUC performs a variety of repertoire—traditional classical, jazz, popular, and world musics—with a goal of enhancing students’ cultural and historical understanding through music and adding vibrancy to the Lourdes Community. Performance opportunities include formal and informal concerts throughout the university and community.

LOURDES A CAPPELLA
Lourdes A Cappella is a small, advanced vocal ensemble specializing in jazz and pop genres. A Cappella will perform in most performances with LUC, with a few additional performance opportunities. Members of this ensemble are required to participate in LUC and must be in LUC for at least one semester before being considered for A Cappella, unless with the permission of the director.

LOURDES UNIVERSITY PEP BAND
The Lourdes University Pep Band is an extracurricular instrumental ensemble that aims to increase school spirit through the Franciscan Values of Lourdes University. By embodying a community of learning, reverence and service, our band students gain the chance to become more involved on campus through performance opportunities. The pep band will perform a variety of musical genres at basketball and volleyball games as well as various University functions throughout the school year.
Parking

REGISTRATION AND PARKING STICKERS

Student Parking Permits
Residential and Commuter students are required to have parking permits. Parking lots are designated and permits are color coordinated to the allowed lots. Parking permits can be obtained from the Public Safety department located by Lourdes Commons at 6557 Brint Rd.

Parking permits are $50.00 a semester.

Parking permits are to be placed on the outside, back windshield of the vehicle.

Faculty & Staff Parking Permits
Faculty & Staff is required to have parking permits for their vehicles. A faculty or staff member may be issued more than one permit for additional registered vehicles. Parking permits can be obtained from the Public Safety department located by Lourdes Commons at 6557 Brint Rd.

Parking permits are to be placed on the outside, back windshield of the vehicle.

PARKING RESTRICTIONS
Parking is prohibited in all fire lanes, driveways, ramps, sidewalks and lawn areas. Faculty, Staff & Students are prohibited from parking in designated visitor parking spaces, the circle in front of Umbria Hall near Duns Scotus Library, Rosary Care Center parking lot and Handicap parking spaces without visible disability parking permit registered to the person driving the vehicle.

PARKING VIOLATIONS
Failure to Register/Display Permit..................$ 20.00
Student vehicle in visitor area .........................20.00
Improper parking in lined areas........................20.00
Parked/Driving on sidewalk .............................20.00
Parked on Crosswalk/Curb cut ..........................20.00
Reserved space without a permit........................20.00
Parked in Roadway ......................................20.00
Designated lot violation ..................................20.00
Display of unauthorized/counterfeit/ fraudulent permit ...........................................20.00
Other improper parking ..................................20.00
Parked in Fire Lane ......................................20.00

No Parking/Tow Away Zone ..............................20.00
Handicap space ...........................................250.00
(Handicap violation may be enforced by Sylvania Police Department)

PAYMENT OF FINES
Fines are to be paid to Lourdes University Student Accounts Office within 7 working days after the notice of violation. Failure to pay fines will result in a hold placed on grades and transcripts.

PARKING Citation Appeals
1. To appeal a parking citation you may do so within 5 working days after the notice of violation. The appeal should be submitted in writing to the Director of Public Safety Michelle McDevitt.

2. The written appeal can be dropped off at the Public Safety office, turned into the Welcome Center or sent via email to the parking department email: parking@lourdes.edu

3. Please make sure to include the citation number along with a name and contact information for notification of the decision.

4. If the appeal is denied, payment for the fine is to be made within 7 working days of the notice denial.

5. A student may be permitted to file an appeal after the period specified above with permission of the Director of Public Safety provided good cause is shown that an opportunity to appeal within the prescribed time was not feasible.

6. An appeal decision is usually made within 5 days of receiving appeal.

VISITOR PARKING & PARKING QUESTIONS
Visitor parking spaces are provided for visitors to the campus. For large events we do have special event parking signs to help indicate where to park. Arrangements can be made for special visitor parking passes if needed by emailing the parking department: parking@lourdes.edu.

Any questions relating to parking can be sent via email to: parking@lourdes.edu or by calling the Public Safety Department at 419-574-3861.

VEHICLE BOOT POLICY
Lourdes University public safety department may boot a vehicle if the following has been violated:

- Accumulation of unpaid parking tickets at or
exceeding $200.00

- Multiple warnings of violations regarding the President’s visitor parking spaces

The boot will be applied to one of the vehicle tires; to have the boot removed driver must contact the public safety department at 419-574-3861.

A fee will be accessed to driver of the vehicle for boot placement and removal, the boot fee is $50.00 and can be applied to the student account or paid in cash to the bursar’s office. The boot fee cannot be waived and payment must be made before the boot is removed.

**VEHICLE TOW POLICY**

Lourdes University public safety department may tow a vehicle if the following has occurred:

- Vehicle has been booted for 48 hours without arrangements made for payment.
- Vehicle has been previously booted due to other violations and will be towed instead of a boot being applied for the second occurrence.
- Vehicle is parked in non-parking or restricted area and a 24 hour warning of tow has been placed on the vehicle.

Public safety will contact vehicle tow company ABCO Services located at 701 N. Westwood Ave., Toledo, OH 43607, 419-536-6123. ABCO will then tow the vehicle to their establishment. Vehicle owner will be responsible to pay ABCO for tow and holding fee, charges are per ABCO and designated by that company. The University has no control over the fee's and when towed the owner is solely responsible.

**Posters and Announcements**

**GUIDELINES FOR POSTING PUBLICITY FLYERS ON LOURDES UNIVERSITY BULLETIN BOARDS, BUILDING WALLS, AND DOORS**

**Posting Policy**

The following policy is designed to allow registered student clubs, organizations, administrative and academic departments to properly post items on Lourdes University property in a manner consistent with the mission of the University.

All advertisements and materials must be approved by the Office of Student Activities. Only individuals and organizations are permitted to post advertising if a stamp of approval has been provided by the Office of Student Activities. Advertising materials should be given to Student Activities, SCH 143, ajackson@lourdes.edu, X8413, no later than five business days before an event.

- Advertising material can be sent electronically for approval
- Advertising material can be taken to SCH 143 for approval

Each organization, administrative or academic department is responsible for posting and removal of materials. Advertisements can only be posted for two weeks (unless the event is held longer than one day) and must be removed no later than 48 hours after the event. Advertisements cannot be posted to glass surfaces including doors, painted surfaces, trees, steps, sidewalks, or brick. Postings displayed in violation of this policy will be removed regardless of content.

Before materials can be posted, please make sure to do the following:

- Provide the name of the organization hosting the event, date, time, location, and appropriate contact information
- Include the disability-services information: ‘For disability-related accommodations, contact the office of Accessibility Services at (419) 824 3523 or oas@lourdes.edu.’
- Avoid any demeaning portrayal of the University or members of the Campus Community
- Refrain from violating any copyright laws or the use of anything that is not consistent with values of the University

*Note: No flyers can ever be posted on glass doors or windows in any building of the University.*

*No flyers can be posted on the outside doors of the offices of the President and Vice Presidents.*

*No flyers or banners are allowed on any terra cotta wall in Mother Adelaide or Russell J. Ebeid Hall.*

*Flyers/posters not approved are subject to removal.*
Department of Public Safety

EMERGENCY ALERT SYSTEM
In the event of an actual emergency on campus, Lourdes University uses multiple methods of emergency notification to inform the Lourdes community.

LOURDES ALERT
Lourdes Alert is powered by RAVE mobile safety and gives students the ability to receive email and text message notifications of emergencies on campus. When becoming a Lourdes Student you automatically enrolled via your Lourdes email address, however, to receive email to your personal email or text messages to your phone you must register further. Text message fees may be charged by your cell phone provider and it is your responsibility to verify if your provider charges.

Instructions to Register:
• Go to Lourdes.edu website and click the current students tab
• Go to the box labeled health and safety.
• Click on the Lourdes ALERT button once that page opens click on the red and yellow box on the right side of the screen labeled Lourdes ALERT.
• Then click on Register and follow the directions.
• You must use your Lourdes.edu email address to register.

LOURDES UNIVERSITY DEPARTMENT OF
PUBLIC SAFETY
The Department of Public Safety is located at 6657 Brint Road. There is a trained Public Safety Officer available 24 hours a day, 365 days a year.

All officers are typically certified in Standard First Aid/CPR/AED for adults, children and infants. Our public safety officers do not have arrest powers, but they cooperate and work closely with the Sylvania Police Department and other police agencies to coordinate necessary police response or arrests made on campus. The Department of Public Safety has agreements of understanding with local law enforcement agencies to investigate alleged criminal activities. All of our officers are radio equipped for an efficient response to community needs. Lourdes University Department of Public Safety is committed to providing our staff, students, residents and visitors with respectful and professional service.

While we promise to commit an effort to ensure everyone’s safety we are unable to promise total isolation from crime. It is important that security be everyone’s responsibility. The key to preventing crime is to be aware of it and your surroundings. Please take time to read through this handbook and familiarize yourself with the programs and activities we offer. Educate yourself about what you can personally do to make the University a safer place. If you have any questions concerning your safety at Lourdes University, please do not hesitate to call us; we are here to assist and protect you; together we can make our community safe.

To contact local law enforcement call 911. You are encouraged to report any criminal activity as quickly and accurately as possible to a Public Safety Officer. If calling 911 we ask that you, if possible, also call Public Safety and advise the officer on duty so that they can assist the emergency response personnel. In the event of an emergency or to report a crime, call Lourdes University Department of Public Safety or local Law Enforcement.

Security cameras are located in buildings but they do not always prevent crime. Simple, common sense precautions should be followed. There is safety in numbers, and everyone should walk with a companion or with a group at night (If an escort is needed, contact a security officer at 411 from a campus phone or 419-574-3861 from a non-campus phone). Valuables should be marked with a personal identification number. Bicycles should be properly secured when not in use. Valuables and purses should never be left in plain view in a car, but locked in the trunk for safekeeping. Valuables should never be unattended in the library, classroom, or anywhere else.

The University hopes all students will attend scheduled programs related to safety and security and read and become familiar with material available and be responsible for their own safety and the security of others. The campus is notified on a regular basis of the occurrence of crimes.

In case of life-threatening emergencies, faculty, administration, support staff, and students are directed to call 911 (Sylvania Police) and Campus Security at 411 or 419-574-3861 from a non-campus phone, who will in turn notify proper administrative personnel. The Sylvania Police patrol the campus as part of a routine route and have authority to arrest as appropriate and as necessary.
An emergency phone is also located in the faculty/staff conference room. Three emergency phones are available on the exterior of the buildings outside on the west portico of Mother Adelaide Hall, the south entrance of Mother Adelaide Hall, and outside Carmel Hall at the top of the accessibility ramp. These dial only 911 and the campus public safety officers 411.

It is the goal of every member of the administration of Lourdes University and the security staff to promote, preserve and deliver feelings of security and safety through quality services to the administration, faculty, staff, and students. Reported safety, security, and criminal violations are investigated and responded to either through the student conduct process as described in the Student Handbook or the Sylvania Police Department as appropriate.

In compliance with the Crime Awareness and Campus Security Act, Public Law 101-542, and amendments to the 1998 Higher Education Act, Lourdes University publishes the Security and Fire Annual Report which includes the statistics of crimes reported in the past three calendar years to campus security authorities. These statistics encompass crimes that occurred on campus or on property owned by Lourdes University, which includes non-campus buildings owned or controlled by Lourdes University or a student organization, and public property within the same reasonably contiguous geographic area of the institution.

CONTACT LOURDES UNIVERSITY PUBLIC SAFETY DEPARTMENT
Public Safety 419-574-3861 or 411 from campus phone.

Director of Public Safety
Michelle McDevitt 419-517-8953

EMERGENCY EVACUATION PROCEDURES
Emergency response for all police, fire and medical emergencies will be initiated by calling 9-1-1. Personnel discovering an actual fire should activate the building alarm along with calling 9-1-1. It is essential that the campus community be prepared to respond appropriately in the face of emergencies. The following procedures are to be used by supervisors and managers to assist employees and students in thoroughly understanding the methods of an emergency evacuation. The key to a successful evacuation is planning. Each employee and student must familiarize him/herself with the University’s emergency procedures and evacuation plan. Employees and students must also become familiar with the buildings in which they work and attend class, including the location of exits, fire alarms and fire extinguishers. All employees and students must know their responsibilities. Practice drills will be conducted at least once a year to maintain preparedness. Drills are mandated by the U.S. Department of Education under the Clery Act.

Pre-emergency Responsibilities
• Know at least two exits other than the elevators.
• Know the location and operation of the fire alarm system.
• Keep Campus Public Safety emergency phone numbers conspicuously posted.
• Participate in all emergency evacuation/fire drills and take them seriously.
• Know how to use fire extinguishers. Become familiar with the locations and types of fire extinguishers.
• Know the location outside the building where members of your department typically congregate upon exiting.
• Advise personnel that they are to begin evacuating at the first sign of smoke or fire alarm.
• Assign one person and a backup to assist with evacuating each disabled individual.

Building Evacuation
Once it has been determined that a dangerous or life threatening condition exists, evacuation will usually be announced by one of the following: sounding of the fire alarm, the making of an announcement or the LourdesAlert emergency notification system. After this notification has been received, the following procedures should be followed immediately:
• All University personnel are expected to promptly respond to the emergency evacuation alarm, announcement or notification and follow the emergency evacuation plan for the building in which they are located.
• Unless unusual conditions dictate otherwise, the best evacuation route is the nearest stairway and out the nearest exit. WALK, do not run.
• Remain calm and do not panic, last person to leave area should shut off the light and close the door. **Do not lock any doors. If it is a fire leave your door closed.**

• Take your belongings only if it can be done quickly and safely.

• Building code requirements result in stairways being the safest locations in a building in the event of a fire. Stairways are routinely checked for people needing assistance by firefighters.

• Elevators should not be used as a means of evacuation. The high potential for electrical or mechanical malfunctions coupled with the increased risk of smoke inhalation makes elevators an unsafe means of evacuation. Individuals on elevators when the alarm sounds or an announcement is made are advised to exit at the first opportunity and evacuate via the nearest stairway.

• Assist visitors during emergency situations. Visitors may not be aware of exits/alternative exits and the procedures that should be taken during emergency situations. Personnel should calmly inform visitors of the proper actions to be taken and assist them with the evacuation.

• Evacuees should not stop immediately after exiting the building, but proceed well away from the building at least 300 feet as to be clear of any danger and to not impede the movements of emergency response personnel and/or equipment. Evacuees should proceed to their predetermined Evacuation Areas.

• Classroom instructors are expected to interrupt class activity and advise students to evacuate the building. Students must follow all emergency procedures. Administration, faculty, and staff are likewise obligated to do the same.

• Students and personnel needing assistance have primary responsibility for requesting assistance. It is suggested that instructors/supervisors determine, in advance, if any students/personnel require assistance during an emergency. If assistance is requested, the instructor should advise the class without making any specific individual arrangements. Should the alarm sound or announcement be made the instructor/supervisor should request assistance to move the person with physical disabilities to the nearest enclosed stairway or designated evacuation point. Other arrangements can include: assisting with the blind or visually impaired person from the building, informing a deaf student that the alarm is sounding. Instructors/supervisors must inform emergency officials of the location(s) of disabled person.

• Unless specifically requested and considered advisable by those providing the assistance, **moving persons in wheelchairs down a stairway is not recommended**. One individual should remain with the disabled person, if this can be done without unreasonable personal risk. Others should evacuate the building and advise emergency personnel of the location of the persons remaining in the building so that they may complete the evacuation. Elevators should not be used to move persons with disabilities.

In the event you are unable to exit the building:
• Remain calm; do not panic
• Attempt to call 9-1-1 or Campus Public Safety 4-1-1 from a campus phone, 419-574-3861 from a non-campus phone
• During a fire remain low; crawl if necessary
• Place a cloth, wet if possible over your mouth to serve as a filter
• Signal for help from a window using a towel, cloth, sign etc.

All-Clear Notifications
• The All-Clear will be announced by Campus Public Safety, Police or Fire or using the LourdesAlert system

• Silencing of the alarm should not be considered an All-Clear signal. The building should not be re-entered unless indicated safe by Fire, Police or Campus Public Safety at the scene or a Lourdes Alert has been received.

• Wait and Follow all instructions.
• Do not enter a building until an All-Clear has been issued and confirmed.

FIRE EMERGENCY PROCEDURES
Potential emergencies in University buildings may require the occupants to evacuate the building. The following information and procedures have been designed to help ensure personal safety, should an evacuation become necessary.

Fire Prevention
• Proper housekeeping including the prompt removal of wastes.
• Keep the work space free of unnecessary combustible materials. This will help to prevent or reduce the severity of fires.

• Storage of combustible materials such as cardboard boxes, etc. should be kept to a minimum.

• Electrical wiring should be maintained in good condition.

• Maintain all portable fire extinguishers with clear, free and unobstructed access. Report any that appear to be damaged, missing, or with a drop in level of agent.

• Fire drills are done once a year and they are an effective way to test incident response and evacuation strategies, including familiarizing personnel with building alarms, exit locations, assembly areas and procedures for requesting assistance.

Fire Discovered
• ALERT- people in the area of the need to evacuate
• ACTIVATE- the nearest fire alarm
• CALL- 9-1-1

Fire Evacuation Procedures
In addition to the procedures below, it is strongly recommended the Emergency Evacuation Procedures be reviewed as well.

• Touch the door with the back of your hand. If it feels hot; do not open it- the fire may be on the other side of the door.

• If the door is not hot, open slowly. Provided the hallway is clear of smoke, walk to the nearest fire exit and evacuate via the nearest stairwell to the street/grade level exit.

• Close all doors behind you. Do not lock doors.

• Do not use elevators.

• Assemble at the designated Evacuation Assembly Area, remain there until instructed by Campus Public Safety or the Fire Department.

Fire Extinguisher Safety
It is important to know the features of a fire extinguisher, as well as how to use one in the event of a fire.

How to Use a Fire Extinguisher, P.A.S.S.
• Pull the Pin-located at top of extinguisher, this will allow you to discharge the extinguisher agent.

• Aim at the base of the fire-NOT THE FLAMES. This is important as you need to extinguish the fuel.

• Squeeze the lever slowly. This will release the agent, when you let go of the handle it will stop.

• Sweep from side to side. Sweep the base of the fire until it is completely out.

NATURAL INCIDENTS
Natural occurring hazards can occur without the influence of people and have potential direct or indirect impact on people, property and environment. The National Weather Service uses the following in their incident response plan:

• Thunderstorm Watch: Weather conditions are favorable for the formation of a severe thunderstorm.

• Thunderstorm Warning: A severe thunderstorm has been cited on radar and persons in the path of this storm should take shelter.

• Tornado Watch: Weather conditions are favorable for the formation of tornados.

• Tornado Warning: A tornado has been indicated on radar and persons in the path should seek shelter immediately.

TORNADO Shelters
• Focus on the quickest areas to access using these: lowest level/basement areas, small interior rooms, interior hallways, bathrooms, low interior places.

• Rooms preferred are those with steel-framed or concrete buildings.

• Do not use: auditoriums, gyms, long span rooms, windowed areas, external facing corridors, mobile structures (roofs are more likely to collapse).

Tornado Watch Actions
• Continue normal activities.

• Monitor areas for approaching severe weather.

• Relocate from temporary structures to more stable areas.
Tornado Warning Actions
• Local siren warning should indicate a need to take cover for a pre-determined time period (30 minutes is the usual waiting period)
• Move to a safe/shelter area.
• Once in shelter area:
  - Assume protective squatting position with hands locked behind head.
  - Remain in this position until notified that it is safe to leave the area.
• If insufficient time to evacuate:
  - Go to an inside hallway away from doors and windows.
  - Squat on floor face down.
  - Cover your head
• If outdoors:
  - Seek shelter in a ditch or low spot on the ground.
  - Assume fetal position and protect your head.
• If in a motor vehicle:
  - Stop and get out.
  - Seek shelter away from the vehicle.

After a tornado passes:
• Typically a LourdesAlert will be sent to give the All-Clear notification.
• Check for injured persons.
• Provide first aid as needed and notify Campus Public Safety if First Responders are needed.
• Check all areas for ability to exit safely.
• Close windows as appropriate.
• Keep utilities off in areas potentially affected until their safe operation is validated.

FLOODING
A flood condition could develop after, as a result of several natural incidents, including but not limited to the following: severe thunderstorms and tornados. Identify areas of vulnerability and past history of different types of flooding as in cases with tornados, flood and flash flood watches indicate flooding is possible in the area, and warnings indicate a flood is occurring or will occur very soon. Flooding and water encroachment have more potential to occur in low-lying areas. The low-lying areas identified on Lourdes University/Sisters of St. Francis property are identified as: The area behind Rosary Care Center and Main Campus Parking Lot D.

Should flooding occur notify the Director of Facilities and Grounds 419-824-3620. If it is after normal business hours contact public safety 419-574-3861.

SNOW
Snow removal is handled by a local company. Should snow exceed the capability of the snow removal personnel an action plan will be developed.

The following steps should be taken prior to the start of classes and means followed to notify all faculty, staff and students:
• Snow build up will be continually monitored-reports will be issued on local radio and television station reports.
• Faculty, staff and students will be given ample warning should the school close.
• Lucas County Sheriff’s office will declare “snow emergencies” regarding closure of roads for safety. Snow emergencies are defined as:
  - Level One - is for all roads and streets in Lucas County, including state, county and township roads and all city streets. This means roadways are hazardous with blowing and drifting snow. Roads are also icy. Drive very cautiously.
  - Level Two - is for all roads and streets in Lucas County, including state, county and township roads and all city streets. This means people with a real and important need to be out on the roads and streets should do so. All persons including media reporters, support, and production personnel; and all health care and other emergency personnel should contact their employers to determine whether they are to report to work during the snow emergency. All public safety employees must report as scheduled.
  - Level Three - is for all roads and streets in Lucas County, including state, county and township roads and all city streets. This declaration does not apply to traffic on the Ohio Turnpike, but does apply to all other roads and streets in Lucas County. This means that no person except operators of public safety vehicles on duty or otherwise responding to an emergency; and essential media personnel, including reporters, support and production employees; health care and other emergency personnel; and
essential employees of critical infrastructure facilities, may drive on roads and streets of Lucas County. All other travelling on the roadways might be subject to arrest. All public safety employees must report to work as scheduled.

VIOLENT INTRUDER
Lourdes University has adapted to the ALICE program in response to a violent intruder that would enter onto campus or residence halls. ALICE stands for Alert Lockdown Inform Counter Evacuate.

A violent intruder is anyone who possesses a weapon or threatens a weapon to anyone on campus with intentions to do harm to themselves or others.

The following actions are tools or options to be used:

- Evacuation: leave the buildings as safely as possible and alert everyone.
- Call 9-1-1 and when possible the Public Safety Department 4-1-1 from a campus phone or 419-574-3861 from a non-campus phone.
- Give as much information about the situation to the dispatchers as you can in regards to the incident.
- If you have to lockdown in your area because it is not safe to evacuate, use an enhanced lock down approach by adding barricades to the area you locked down in. Consider non-traditional escape routes if necessary.
- As a last resort and if able to do so counter, the violent intruder.

Campus Sex Crime Prevention Act
In compliance with the Campus Sex Crime Prevention Act of 2000, Lourdes University maintains a list of sex offenders registered with the State who are enrolled, employed, or volunteering at Lourdes. To obtain a list of sex offenders, go to the Lucas County Sheriff’s office sex offender website and follow the internet address www.sherifalerts.com/cap_main.php?office=53960.

SYLVANIA FRANCISCAN CAMPUS SITE WEAPONS POLICY
The possession, wearing, carrying, transporting, or use of a weapon (gun, handgun, firearm, or other dangerous ordinance) is strictly forbidden on the Sylvania Franciscan Village property (this does not include on-duty law enforcement officers). This prohibition also extends to any person who may have acquired a government-issued permit or license. Also prohibited are any weapons that may be kept concealed in vehicles parked on Sylvania Franciscan Campus property and vehicles owned or leased by Lourdes University or the Sisters of St. Francis.

Violation of this policy will result in disciplinary action and sanctions up to and including expulsion, in the case of Lourdes University students, or termination of employment, in the case of employees.

Any questions regarding this policy, including the granting of exceptions for off-duty law enforcement officers, should be addressed to the University’s Director of Public Safety.

DRUG-FREE SCHOOLS AND COMMUNITIES ACT
In compliance with the Drug-Free Schools and Communities Act Amendments of 1989, Lourdes University notifies all employees, associates and students its statement of policy regarding the possession, use, or sale of alcoholic beverages and illegal drugs. Alcohol and other drug education programs are sponsored for students, employees and associates.

CAMPUS SEXUAL ASSAULT VICTIMS’ BILL OF RIGHTS
In compliance with the Campus Sexual Assault Victims’ Bill of Rights, which went into effect July 1, 1992, Lourdes University is committed to help prevent sex offenses from occurring. Sexual assault awareness programs are sponsored and information is distributed to educate the campus community regarding this serious issue.

If you are a victim of sexual assault or sex offense, the following procedures should be followed:

1. Go to a safe place to call for help as soon as possible.
2. Do not shower, bathe, wash your hands, brush your teeth, change or destroy your clothing, or straighten up the area where the assault occurred. It is important to attempt to preserve all evidence.
3. Get medical attention as soon as possible.
4. From a campus telephone, call 911 (emergency), call the Lourdes University security officer at 411
or 419-574-3861 from a non-campus phone or call the Sylvania Police Department at 419-885-8900.

**On-campus** services are available to assist victims and to help notify law enforcement authorities and can be reached at:

- Counseling Services: 419-882-4529  
  After hours: 419-345-1457
- 24-hour Public Safety phone number: 419-574-3861

**Off-campus** services available to assist victims include:

**YWCA H.O.P.E. Center (rape crisis services)**  
1018 Jefferson Ave.  
Toledo, Ohio 43604  
419-241-7273

**Battered Women’s Shelter Hotline:**  
419-241-7386 / 1-888-341-7386

**Rape Crisis Hotline:**  
419-241-7273 / 1-866-557-7273

For all Lourdes University on-campus sexual assaults, the case will be investigated through the Title IX Administrator.

**Title IX:**

**Sexual Misconduct Policy**

**RESPPECT OURSELVES. RESPECT EACH OTHER.**

Lourdes University is committed to fostering a welcoming and inclusive educational environment for all members of the University community. Consistent with this mission, Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681) and the Department of Education’s implementing regulations prohibit discrimination on the basis of sex/gender in the University’s programs and activities. It is important to understand that such discrimination includes sexual harassment, sexual assault, sexual violence, and other forms of sexual misconduct. Though Lourdes is fortunate to enjoy a very safe campus, we are determined eliminate any such discriminatory conduct, address its effects, and prevent its recurrence.

In light of these commitments, the University has adopted this comprehensive Title IX: Sexual Misconduct Policy to address incidents of sexual misconduct in the University’s programs and activities and sets forth prohibited conduct; reporting, investigation, and complaint resolution procedures; available resources and interim measures; and possible sanctions for violations of this Policy.

**SCOPE**

This Policy prohibits all forms of sex/gender-based harassment, sexual violence, sexual exploitation, relationship violence, and stalking, collectively referred to as “sexual misconduct” and defined later in this Policy under “Prohibited Conduct.” This Policy addresses sexual misconduct in the University’s programs and activities both on and off campus. Off campus conduct is subject to this Policy when it occurs in the course of a University program or activity or when the misconduct continues to have an adverse effect on any University program or activity. Including but not limited to communications of touching, face to face, telephone calls, texts, emails, written letters, social media or other electronic/digital technology use.

**TITLE IX COORDINATOR**

The Title IX Coordinator is the individual responsible for overseeing the University’s compliance with Title IX and the 2013 Amendments to the Violence Against Women Act (VAWA). Lourdes’ Director of Campus Public Safety, Michelle McDevitt, Lourdes Commons, 419-517-8953, titleix@lourdes.edu, serves as the University’s Title IX Coordinator and is charged with monitoring compliance with these laws and regulations, including systematically evaluating procedures to effectively and efficiently respond to complaints of sex/gender discrimination and to ensure the absence of sex/gender discrimination in the University’s education programs and activities.

Investigations under this Policy shall be conducted by the Title IX Coordinator and/or one or more designated and appropriately trained Title IX investigators (“designees”).

**KEY TERMS**

To best understand violations defined in the next section of this Policy, key terms are discussed below:

**Coercion:** Unreasonable pressure for sexual activity, particularly though not necessarily only, when a victim resists a sexual advance or request

**Consent:** An affirmative decision to engage in mutually acceptable sexual activity given by clear,
knowing, and voluntary actions or words. Consent is active, not passive. Silence, alone, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (and the conditions of) sexual activity. Consent cannot be communicated in an individual’s manner of dress. Consent can be withdrawn or modified at any time. Consent to any form of sexual activity cannot automatically imply consent to any other forms of sexual activity. Prior consent cannot imply future consent to future sexual acts. Acts of a sexual nature initiated by an individual who a reasonable person knows or should have known to be incapacitated is not Consent. In order to give effective Consent, one must be of legal age (in Ohio & Michigan: 16).

**Force**: Physical violence and/or physical imposition to gain sexual access. Force also includes threats, intimidation (implied threats) and coercion that overcome resistance or produce (ineffective) Consent.

**Incapacitation**: State in which an individual is unable to consent to sexual contact. States of incapacitation include, but are not limited to: sleep, unconsciousness, intermittent consciousness, or any other state when a person is incapable of making an intentional decision to participate in a sexual act or unaware that sexual contact is occurring; a disability may also limit one’s ability to Consent to sexual contact. Incapacitation is determined on a case-by-case basis and includes an analysis of whether the accused party knew, or should have known, that the alleged victim was incapacitated, or if the accused party played a role in creating the Incapacitation. Though consumption of alcohol or drugs commonly cause Incapacitation, their consumption alone is not sufficient to demonstrate Incapacitation.

**Sexual Intercourse**: Anal or vaginal penetration by a penis, tongue, finger, or inanimate object.

**PROHIBITED CONDUCT**

This Policy prohibits all forms of sex/gender-based harassment, sexual violence, sexual exploitation, relationship violence and stalking in the University’s programs and activities. Unless explicitly stated otherwise, conduct prohibited under this Policy can be committed by people of any gender, between individuals of the same or different genders; between strangers or acquaintances; and between people involved in intimate and/or sexual relationships with one another.

Alcohol consumption and/or drug use does not constitute a mitigating factor when it contributes to violations of this Policy.

**Sexual Harassment**: Unwelcome verbal, nonverbal, or physical conduct based on sex/gender which is sufficiently severe, persistent, or pervasive to have the effect of creating a hostile environment by unreasonably interfering with, denying, or limiting an individual’s work, education, or living conditions OR use of a position of authority to engage in unwelcome sexual advances, requests for sexual favors, or other verbal, nonverbal, or physical conduct of a sexual nature when (i) an individual’s employment or education is conditioned (either explicitly or implicitly) upon submission to such conduct; or (ii) decisions affecting one’s education or employment are based upon submission to or rejection of such conduct. Sexual Harassment is a broad term that includes:

**Non-Consensual Contact**: Any intentional sexual touching however slight with any object by person upon another person that is without consent and/or by force. Sexual touching includes any bodily contact with breasts, groin, mouth, or other bodily orifice of another individual, or any other bodily contact in a sexual manner.

**Non-Consensual Sexual Intercourse**: Any sexual penetration or intercourse (anal, oral, vaginal) however slight with any object by person upon another person that is without consent and/or by force. Sexual penetration includes vaginal or anal penetration by a penis, tongue, finger or object or oral copulation by mouth or genital contact or genital to mouth contact.

**Sexual Exploitation**: Actual or attempted abuse or violation of another’s privacy or taking nonconsensual or abusive sexual advantage of another for the sexual gratification, financial gain, or other benefit of anyone other than the one being exploited.

**Stalking**: Two or more acts directed at a specific person in which the actor directly, or through third parties, follows, monitors, observes, surveils, threatens, or communicates to or about the person or interferes with that person’s property by any action, method, device or means such that the
acts would cause a reasonable person to suffer substantial emotional distress and/or to fear for his/her/another’s safety.

**Sexual Violence:** Actual or attempted physical act(s) of a sexual nature committed against an individual without Consent or against an individual in a state of Incapacitation. Though sometimes involved, Coercion, Force, and/or Incapacitation are not necessary for Sexual Violence to occur.

**RELATIONSHIP VIOLENCE**

**Domestic Violence:** Violence, or threat of abuse, committed by a current or former spouse or cohabitant, intimate partner, or any individual from whom the Victim is protected by federal or state domestic or family violence law.

**Dating violence:** Violence, or threat of abuse, committed by a current or former romantic/social/intimate partner relationship with the student.

**Retaliation:** Adverse treatment of a person as a result of his/her reporting sex/gender-based harassment or sexual violence; as a result of him/her assisting a person with reporting sex/gender-based harassment or sexual violence of a complaint under this Policy; or as a result of him/her participating in the resolution of a complaint of sex/gender-based harassment or sexual violence under this Policy or externally.

Conduct that meets University definitions of Prohibited Conduct may also violate applicable state and/or federal law. As such, criminal prosecution may take place independently of any disciplinary action instituted by the University.

**REPORTING**

Individuals who believe they have been the victim of misconduct prohibited by this Policy may submit a Sexual Misconduct Incident Report (SMIR) online or in hard copy to initiate University action. SMIRs may also be submitted by individuals on a victim’s behalf. It is not necessary for someone to be directly involved in an incident to file an SMIR, though the person reporting the misconduct must have reasonably adequate and credible information.

Because it is often difficult to determine the facts of an incident long after the incident has occurred, prompt reporting of incidents is strongly encouraged. While all SMIRs are reviewed, typically only those with names of involved individuals and sufficient details can be adequately pursued.

Upon receipt and review of an SMIR with adequate information and detail, the Title IX Coordinator and/or their designee(s), shall contact the victim to discuss the incident, review procedures under this Policy, and share with him/her available confidential resources, additional reporting options, services, and interim measures. The victim will also be informed that s/he may be accompanied by a support person of his/her choice at any meeting held in connection with the case under this Policy.

Once adequate information is obtained, the Title IX Coordinator and/or their designee(s), shall contact the respondent (the accused party) to inform him/her of the report against him/her, review procedures under this Policy, and share with him/her available resources, services, interim measures, and the University’s position regarding Retaliation. The respondent will also be informed that s/he may be accompanied by a support person of his/her choice at any meeting held in connection with the case under this Policy. If the respondent is an employee, the Director of Human Resources and the appropriate University official and/or supervisor shall also be notified.

If the Title IX Coordinator finds there is reasonable cause to believe a violation of this Policy was committed, and if sufficient detail is available, a prompt and equitable investigation will occur. The Title IX Coordinator has the discretion to consolidate multiple complaints or reports into a single investigation if evidence relevant to one incident might be relevant to the others.

**INVESTIGATIONS**

All investigations shall be conducted by the Title IX Coordinator and/or their designee(s) ("Investigator"), who shall be screened for any conflicts of interest regarding the specific case(s). Once it has been determined that no conflict of interest or bias exists for the assigned Investigator, the investigation shall commence, and written Notice of the Investigation will be sent to the complainant and the respondent with sufficient detail regarding the allegations to allow both parties the opportunity to present witnesses and evidence to the Investigator. Should the incident involve additional violations of University Policy that are not violations of this Policy, those alleged violations shall be investigated together with the sexual misconduct allegations under this Policy.
Likewise, the Title IX Coordinator has the discretion to consolidate multiple reports into a single investigation if evidence relevant to one incident might be relevant to the others. All investigations under this Policy shall be adequate, reliable, and impartial. The entire investigation process, not including appeals, should typically be completed within 60 days; however, this process may take longer if there is a parallel criminal investigation and/or if it transpires during school breaks.

The investigation is designed to resolve complaints using impartial fact-gathering and decision-making processes regarding (i) whether or not the misconduct occurred and (ii) if applicable, what steps the University will take to end the discriminatory conduct, eliminate the hostile environment, and prevent its recurrence. To that end, the Investigator will gather information and conduct interviews with the complainant, respondent, witnesses, and others, as appropriate. To protect the privacy of the circumstances giving rise to the relevant complaint(s), information regarding the allegations/alleged incident will be shared only as necessary to maintain the integrity of the investigation, to promptly and fairly resolve complaints, and to determine the University’s response to any misconduct found to have occurred under this Policy; and all are expected to uphold the strictest confidentiality regarding these matters.

The Investigator will also collect and analyze any available physical evidence, including documents, communications, and other electronic records, as appropriate. In determining whether violations were committed, the Investigator will consider the totality of the facts and circumstances, including the nature of the alleged misconduct and the context in which it allegedly occurred. The Investigator may consider prior documented findings of misconduct to assess any highly relevant patterns of behavior (e.g., sexual misconduct violations, acts of violence, dishonesty).

Once the investigation is complete, the Investigator shall prepare a report that includes information gathered about the incident and renders a determination as to whether or not violation(s) of this Policy occurred using a preponderance of evidence standard (i.e., more likely than not that the sexual misconduct occurred). After reviewing the investigative report and case file, including interview summaries, witness statements, evidence, and other documents, the Title IX Coordinator shall consult with the Vice President for Student Life and Director of Community Standards for cases involving students, and the Director of Human Resources and appropriate Cabinet member for cases involving employees, and collectively determine:

If the respondent is a student, any relevant sanctions to be imposed and, if applicable, what steps the University will take to end the discrimination, eliminate the hostile environment, and prevent its recurrence; or

If the respondent is an employee, any relevant disciplinary action and, if applicable, what steps the University will take to end the discrimination, eliminate the hostile environment, and prevent its recurrence.

Written notice of the outcome and a copy of the Investigative Report, redacted of personally identifiable information as necessary, will be shared with the complainant and the respondent.

**APPEALS**

Both parties have the right to appeal the findings where it is alleged that procedural error or previously unavailable relevant evidence could significantly impact the outcome of the case or where it is alleged that the sanctions or disciplinary action are substantially disproportionate to the findings. The appeal must be made in writing to the Dean of Student Life or designee within five (5) business days of the written notice of outcome and shall include the asserted grounds for appeal. Any appeal will be shared with the other party, who will have five (5) business days to respond in writing.

The Vice President of Student Life or designee shall appoint an Appeals Committee comprised of one Cabinet member and one trained Title IX investigator, other than the Investigator in the underlying case, to address the appeal after both individuals have been screened for any conflicts of interest regarding the specific case and regarding their reporting structure (i.e. the appointed Appeals Committee Title IX investigator shall not (directly or indirectly) report to the appointed Appeals Committee Cabinet member.) The Appeals Committee shall determine if the appeal meets one of the above standards within five (5) business days. If it does, the matter will be returned to the original Investigator for re-opening of an investigation and to allow reconsideration of the original
determination and/or sanction(s). If it does not, the matter will be considered final and binding upon all involved. Both the complainant and the respondent will be notified in writing of the outcome of any appeal.

Should the outcome of the underlying case require removal of a party from the University, such requirement shall not be waived automatically as a result of, or during, the appeal process; if the removed party is a student or an employee, the Title IX Coordinator, the Vice President of Student Life or the Director of Human Resources, collectively, shall determine whether the removed party shall be permitted to return to campus during the appeals process.

AMNESTY
To encourage reporting of conduct prohibited by this Policy, the University typically will offer leniency for victims, witnesses, and others with respect to alcohol, drug and/or other violations of University policy, which may be revealed as a result of such reports.

INTERIM MEASURES
Upon receipt of information regarding alleged misconduct under this Policy, the Title IX Coordinator may, at any time prior to the resolution of any complaint under this Policy, implement reasonable and appropriate interim measures designed to preserve the safety of and access to the University’s programs and activities for the complainant, any other parties, and the broader University community, while maintaining the integrity of the investigation and deterring retaliation.

For example, the Title IX Coordinator may offer options to avoid contact with the respondent or allow the victim to change academic and extracurricular activities as appropriate; likewise, the University may implement interim measures including, but not limited to, housing accommodations, academic support, and no-contact orders.

SANCTIONS
All forms of sexual misconduct are regarded as serious University offenses, and violations of this Policy will result in discipline, including the possibility of separation from the University. Once a final outcome has been reached regarding a case under this Policy, the Title IX Coordinator and the Vice President of Student Life, shall determine any relevant sanctions to be imposed on students. Sanctions for violations of the University’s Community Standards Code (that are not violations of this Policy) by students shall be determined by the Director of Community Standards and the Vice President for Student Life. Sanctions for violations of this Policy by University employees shall be determined by the Title IX Coordinator, the Director of Human Resources and the appropriate University official and/or supervisor.

RETAILATION
University policy and federal laws prohibit retaliatory measures against any individual who files a complaint in good faith. It is a violation of University policy to retaliate against any complainant of sexual misconduct or against any person cooperating in the investigation of (including witnesses) any allegation of sexual misconduct.

The University treats Retaliation as a serious violation of this Policy and one that should be immediately reported to the Title IX Coordinator in cases of sexual misconduct. Findings of Retaliation may result in disciplinary action independent of that imposed in response to the underlying allegations of sexual misconduct.

REQUESTS FOR CONFIDENTIALITY
If a victim requests that his/her name not be revealed to the respondent or asks that the University not investigate or not seek action against the respondent, s/he will be advised that honoring such a request may limit the University’s ability to respond fully to the incident, including pursuing disciplinary action against the respondent. The victim will also be informed that the Title IX Coordinator will make every effort to respect his/her request and will evaluate it in the context of the University’s responsibility to provide a safe and nondiscriminatory environment.

SUPPORT INDIVIDUALS
The victim and the respondent each may be accompanied by a support person of his/her choice at any meeting held in connection with a case under this Policy. The support person shall not be permitted to speak aloud during the meeting(s) or otherwise communicate with anyone present at the meeting(s). A support person who is found by the Title IX Coordinator or her designee to be improperly interfering with a meeting will be required to leave the meeting and may not be
permitted to attend future meetings under this Policy.

**ADDITIONAL REPORTING**
A victim of sexual misconduct has the right to file a criminal complaint with law enforcement officials simultaneously with reporting the misconduct to the University. Though the complaints will be pursued separately, the University will cooperate and assist the victim in notifying the proper law enforcement agency if the victim so chooses. Filing an SMIR does not require an individual to file a complaint with any other authority. To contact Public Safety from an on-campus phone, dial 411; other phones: 419-574-3861. To contact the Sylvania Police, dial 419-885-8902.

Individuals with complaints under and/or regarding this Policy also have the right to file a formal complaint under Title IX with the United States Department of Education’s Office for Civil Rights, Cleveland Office, 1350 Euclid Avenue, Suite 325, Cleveland, OH 44115-1812; Telephone: 216-522-4970; FAX: 216-522-2573; TDD: 800-877-8339; Email: OCR.Cleveland@ed.gov.

**CONFIDENTIAL RESOURCES**
Although all persons are encouraged to report incidents to the University and local law enforcement, an individual who is not prepared to do so, or who may be unsure how to label an incident, may wish to contact a confidential resource for information and support and with whom conversations are privileged.

The Sophia Center, an on-campus counseling center, is a confidential resource that provides pressure-free support and information to victims of sexual assault (and others) and can be contacted at 419-882-4529.

Individuals who would like to speak with a local, off-campus confidential resource for victims of sexual assault can contact the HOPE Center Rape Crisis 24-hour information/advocacy hotline at 419-241-7273 or toll free at 866-557-7273.

Exceptions regarding confidentiality may occur when an individual presents an immediate risk of harm to self or others or when the victim is a minor.

**RESPONSIBLE EMPLOYEES**
Individuals should be aware that University employees who become aware of prohibited conduct under this Policy are required to file an SMIR with names and details of the alleged misconduct. Students who serve in employee roles (e.g., Graduate Assistants) are likewise required to share such reports with the Title IX Coordinator.

**FALSE REPORTING**
The University will not tolerate intentional false reporting of incidents. It is a violation of University policy to make an intentionally false report of any policy violation, and it may also violate state criminal statutes and civil defamation laws.

**MANDATORY REPORTING**
Pursuant to Ohio law, Lourdes University requires all members of the University community to report any suspected child abuse/neglect involving a minor (under the age of 18). The identity of the abuser does not need to be known in order to file a report, and it is not the responsibility of the University community member filing the report to investigate the suspected abuse.

Community members may report the suspected child abuse/neglect to the Title IX Coordinator or the Director of Campus Public Safety and Security, who will report the suspected child abuse/neglect to law enforcement and/or child protective services.

In addition to reporting the suspected abuse/neglect to the Title IX Coordinator or the Director of Campus Public Safety and Security, one may directly report the suspected abuse/neglect:

If a child is in immediate danger, call 911;
If there is no immediate danger, contact the Ohio Department of Job and Family Services Child Abuse and Neglect hotline at (855) 642-4453.

**Timely Warnings Crime Log**
In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act of 1998, the University must issue timely warnings to community members when there exists a serious and continuing threat to their health or safety. Whether or not an individual instance of a potential sex offense triggers a timely warning is determined on a case-by-case basis, depending on the facts and information known by University officials. Those who report incidents of misconduct under this Policy should be aware that this may be necessary, although identifying information regarding the victim will not be disclosed as long as the University may provide sufficient detail for community members to make safety decisions in light of the danger.
Lourdes University does not discriminate on the basis of race, color, national origin, sex, disability, age, or any other legally protected category in its programs and activities. Lourdes University's policies against discrimination, harassment, sexual misconduct, and retaliation are consistent with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, 34 CFR Part 106, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973 and 34 CFR 104.7, the Age Discrimination Act of 1975, the Age Discrimination in Employment Act of 1967, and the Genetic Information Non-Discrimination Act of 2008.

Suicide Threat Response Policy

Suicide is known to be a leading cause of death for university students. In addition, suicide, attempted suicide, and suicidal gestures have a significant detrimental effect, not only on the involved student, but on others in the campus community.
following:

Sr. Rachel Nijakowski, Ph.D. – 419-345-1457
Sophia Counseling Center – 419-882-4529

Residence Life Facilities – In any on-campus living facilities, help may be sought from staff including Resident Assistants, Director of Residence Life, and Residence Directors.

POST-EVENT PROCEDURES

Once a suicide or attempted suicide has been reported, the following procedures will be followed by faculty or staff members:

1. Once the immediate emergency has past, contact the Dean of Student Life for assistance in notifying instructors, advisors, conducting other necessary University business. The following services may be offered as needed:
   - academic schedule adjustments
   - University withdrawal
   - notice to faculty and advisers concerning class absences
   - other appropriate University services

2. Once an individual has been identified as at risk for suicide, the individual is expected to cooperate with University personnel and/or medical personnel in taking any necessary measures to reduce the likelihood that a suicide attempt will be made. The student may be required to enter into a behavioral contract with University personnel to establish conditions under which that student may continue enrollment at Lourdes. A signed release from a medical doctor to return to school will be required.

3. Class enrollment. Whenever possible, the student will be assisted to continue enrollment at Lourdes. The decision concerning continuing at Lourdes will be made by the student in consultation with medical personnel, counseling personnel, academic advisors, or others necessary to make a decision that is in the best interests of the student.

Residential Life

LOURDES COMMONS

Lourdes Commons features one and two bedroom fully furnished suite style housing, complete with all utilities, cable, and Wi-Fi internet access in every room. The needs of all the residential students will be met by our staff of resident directors and our student staff of resident assistants, all of whom live amongst the students. The residence life staff will offer many on site programs to help students develop and grow into their new independence. If you have any questions regarding housing please contact the Office of Residence Life at 419-824-3873.

RESIDENCE HALLS CLOSURE POLICY DURING BREAKS

The Residence Halls will close during the following breaks during the academic year: Thanksgiving, Christmas, spring and Easter break. All residential students must leave the resident halls during these breaks unless they are required to stay for athletic practice or contests. Other exceptions include internships, student teaching or nursing practicum. The Director of Residence Life must grant prior permission to these students and documentation may be requested to support the request. All other students that would like to stay during these breaks need to have prior permission from the Director of Residence Life. Students will be charged a fee of $20.00 per day for each day they are in the resident halls during these closures. The fee will be added to each student account. Below are the days the resident halls will close during each break:

Thanksgiving Break: The residence halls will be closed: Wednesday, Thursday, Friday, Saturday and re-open at 12:00pm on Sunday.

Christmas Break: The residence halls will be closed 24 hours after the last final and re-open at 12:00pm the Sunday before classes start for spring semester.

Easter Break: The resident halls will be closed: Thursday, Friday, Saturday, Sunday and re-open at 12:00 pm on Monday.

Spring Break: The residence halls will be closed: Saturday, Sunday, Monday, Tuesday, Wednesday, Thursday Friday and Saturday and re-open at 12:00 pm on Sunday.

THE DEN

Located to the north of Lourdes Commons in the rear of Sylvan Plaza is a large space for students to gather, host events, hold meetings, or study. This area features lounge furniture, televisions, a gaming area, Wi-Fi, and computers. The Office of Residence Life is also located in the space, along with the mailboxes for the residential students. Many of the
programs offered by the Department of Student Activities are held in the common space as well. For more information regarding this area see the Residence Life handbook, contact the Director of Residence Life, or any member of the Residence Life Staff.

**STUDENT HOUSING EVACUATION PROCEDURES**

**Emergency**

- Fire, Medical or Police call 9-1-1, then notify Public Safety 419-574-3861
- Non-emergency situations: Contact Campus Public Safety 419-574-3861 or 4-1-1 from a campus phone
- For general concerns or information contact: Office of Residence Life Director 419-824-3873

**Fire and Emergency Evacuations**

These procedures are to provide guidelines for an orderly building evacuation in the event of an emergency, and to provide safety measures to prevent injury during evacuation. Good judgment and common sense must always be used.

- In the event of a fire, activate the nearest fire alarm.
- Should a fire alarm already be activated, evacuate the building via the nearest emergency exit. Walk; do not run.
- Before exiting through any closed door, check for heat and presence of fire behind the door by feeling the door with the back of your hand. If the door feels warm or hot to the touch, advise everyone to proceed to another exit.
- Assist visitors during emergency situations. Visitors may not be aware of exits/alternative exits and the procedures that should be taken during emergency situations. Assist any person in immediate danger to safety, if it can be done without risk to you.
- Upon exiting the building and proceeding to the assembly area remain at least 300 feet from the building. DO NOT block any driveway as the Fire Department will need access to these areas.

In the event you are unable to exit the building:

- Remain calm; do not panic.
- Remain low; crawl if necessary.
- Place a cloth, wet if possible over your mouth to serve as a filter.

- Signal for help from a window. Use a towel, cloth, sign, etc.

**General Rules:**

- The last people to leave an area are to close all doors, do not lock any doors.
- Everyone must leave the building when evacuation order/signal is given.
- Return to building only when the “All Clear” is given by either Campus Public Safety or Fire Officials.

**Fire Safety Devices:**

Each of our on-campus housing buildings is equipped with Fire Protection devices.

These devices consist of:

- Fire panels that report directly to Simplex Grinnell that monitors all alarms and notifies the Fire Department.
- Fire alarm strobes and audible alerts.
- Exit route signage.
- Smoke detectors in all housing units and hallways.
- Fire extinguishers are located in the front closet of each apartment and hallway of every building.
- Green spaces across from the parking lots are the designated meeting areas.

**Fire Drills and Testing:**

Unannounced Fire Drills are held randomly through the year. All students residing in student housing are encouraged to participate. In addition all fire alarm devices are inspected when this is tested. Any deficiencies found during testing, or any deficiencies discovered at any time, are corrected as soon as possible.

**Student Activities**

The student experience at Lourdes University has evolved to encompass an opportunity for each student to play a major role in self-development. Lourdes offers a variety of student activities each semester to complement the educational experience. These events are hosted throughout the day and week to accommodate busy student schedules. The University offers annual and traditional events such as Wings & Sings, Late-Night Breakfast, the End-of-the-Year Raffle, Farewell
Festival and much more. Most of these events are free to Lourdes University students. A student programming board called L.E.A.P (Lourdes Events and Activities Planning) plans and coordinates the campus wide events. The group welcomes volunteers and suggestions for activities. For more information about meetings, upcoming events, and how you can get involved, please contact leap@lourdes.edu.

LOURDES UNIVERSITY CAMPUS EVENT POLICIES

In an attempt to actively engage all students at Lourdes University, both traditional and non-traditional, Lourdes holds many activities and events throughout the year.

Campus events that begin before 7:00 p.m. are generally open to students and their immediate families. Lourdes defines immediate family for this purpose as significant other, children, and legal dependents. Students who bring their own children or dependents to these events are expected to keep them in their presence and under a reasonable amount of control. If an event starting before 7:00 is not open to families it will be advertised as such.

Campus events that begin at 7:00 p.m. or later are normally restricted to students and one guest, who must be at least 16 years of age. Lourdes faculty and staff reserve the right to dismiss guests of students that are unruly or disrespectful. If a student brings a guest to any Lourdes event, that guest must be in the presence of the student at all times while at the event. The Lourdes student is responsible for any damage that may be caused by their guest.

When food or refreshments are served at a Lourdes campus event, all food must stay within the event location, removing food from the location is prohibited. Students attempting to take food away may be asked to leave from the event.

Lourdes University does not condone the consumption of alcohol by any person under the legal age of 21 years old. For students, alumni, and/or attendees over the age of 21 years old, the consumption of alcoholic beverages or substances is not permitted on LEAP sponsored trips. The University cannot be held responsible for any actions that occur while under the influence, and with this in mind, there is no consumption allowed by any student, guest or chaperones.

For the purpose of this policy, athletic events are considered public and as such are open to the Lourdes Community including children and other dependents. As with other events, children are required to be under the direct supervision of their parent or guardian while at athletic events.

FREQUENT LEAPER PROGRAM

The Frequent LEAPER card is part of an incentive program to get students involved with campus activities. The card tracks event participation and rewards students for being involved on campus. At the beginning of each semester, students can pick up a Frequent LEAPER card at the semester kickoff or stop by the Office of Student Activities (SCH 143). For each event students attend, they will get one hole punch on their card. At the end of the semester, the student will be entered into a raffle depending on the number of hole punches they received. More hole punches will increase a student’s chances to win prizes!

STUDENT GOVERNMENT ASSOCIATION

The Lourdes University Student Government Association (SGA), serves as a formal mechanism for a “student voice” on campus with respect to ideas, issues, and concerns regarding campus policies, programs, and activities. In addition, SGA also sponsors, funds, and coordinates programs that impact the entire student body. It fosters communication, support, and encourages input from the representatives of formally recognized student organizations. Finally, SGA promotes professional and leadership development among its members for personal and career enhancement. For more information about student organizations contact sga@lourdes.edu. For more information to start a new student organization, review the student organization handbook, found online under Student Involvement on the Campus Life webpage.

Recreation

Student Activities and Athletics offer a wide variety of recreational and fitness opportunities on campus. Most programs are offered at no charge to students unless noted. Activities available are: Baskebtball, flag football, volleyball, fitness classes and tournaments.

Many of these activities are held in the Russell J. Ebeid Recreational Center. The facility also houses a Fitness Center, which includes treadmills, elliptical machines, stationary bicycles, weight machines and Olympic free weights. The gym and fitness center
are open seven days a week. Interest in activities and questions should be directed to the Athletic Director at 419-824-3897.

**Student Center and Student Lounge**

The Ebeid Student Center is located in the lower level of Ebeid Hall. A pool table, a ping pong table and a wide-screen TV are available for student use. The Student Lounge is located in the lower level of St. Francis Hall. Both locations provide students with comfortable seating to meet and socialize or have small study group sessions. All students are invited to make full, regular use of the Center, the Lounge, and the Planetarium lobby, which is located in the center of Mother Adelaide Hall adjacent to the Appold Planetarium.

**Student Email**

Every student currently enrolled at Lourdes University is given an email account for his/her use for the duration of their time at Lourdes. The student's email address will be firstname.lastname@mymail.lourdes.edu (ex. John.doe@mymail.lourdes.edu).

Students are required to use their Lourdes University email accounts for email communication with the University faculty and staff. If a student uses another email account to submit an assignment, the student does so at her or his own risk. Should the document fail to arrive for whatever reason, the student is accountable for a missing assignment, subject to the terms of the individual instructor’s syllabus. Under no circumstances should faculty or staff be transmitting FERPA-protected information to students via any email account other than the student’s Lourdes email account.

Student email accounts will be kept for two years after the student takes his/her last course. If a student returns to Lourdes after stopping out for two years, their email account will be recreated at that time. Students access email via logging into the Lourdes Portal by going to the following address: https://my campus.lourdes.edu.

**TRiO Student Support Services**

The TRiO programs are funded by the United States Department of Education. The programs provide services for students who are first generation, disabled and/or meet income guidelines.

**TRiO Student Support Services Program:** The Student Support Services Program assists its diverse members in developing an understanding of self through personal growth, academic success and career direction. The Program provides rich and varied opportunities to assure personal success from orientation through commencement.

**Mission:** The Lourdes University’s TRiO program is committed to providing students with personal attention to their academic, cultural, and social needs.

**The program goals include:**

- Helping members achieve academic success and college degrees.
- Assisting members in establishing career direction.
- Increasing cultural awareness and enhanced appreciation for the arts.
- Encouraging attention to physical well-being.
- Instilling a sense of social responsibility.
- Recognizing individuals’ diverse backgrounds and learning styles.
- Increasing financial literacy and fiscal responsibility.
- Promoting continued education at the graduate level.

These goals are achieved through a variety of services, including learning and study skills enhancement, tutoring, personal and career counseling, mentoring, technology assistance, and cultural awareness opportunities. There is also collaboration between faculty and staff in order to create a strong network of support for the TRiO members.

Lourdes University students must meet eligibility requirements for membership. To apply for the TRiO Student Support Services Program, contact the Director who is located in SFH 110, or online at the Lourdes University website, www.lourdes.edu/trio.
Upward Bound Program: The Upward Bound Program is designed to generate the skills and motivation necessary to enter and complete a program of post-secondary education. The program provides educational and cultural opportunities to encourage both academic and personal growth. Instruction in literature, composition, foreign language, mathematics and science are provided to eligible high school students in the Toledo area.

Community Standards Code

MISSION STATEMENT OF THE OFFICE OF COMMUNITY STANDARDS
As members of the Lourdes University community we have rights and responsibilities. These rights and responsibilities help us to create an atmosphere of concern and caring, one conducive to the teaching/learning process. We are committed to providing a fair and equitable conduct process that values educational sanctions. We value the integrity of each person as well as the importance of community and as such seek to balance the common good with the needs of the individual.

PREAMBLE
Lourdes University, rooted in Catholic and Franciscan traditions, provides a values-centered education that enriches lives and advances academic excellence through the integration of the liberal arts and professional studies.

Lourdes University expresses its Franciscan identity as:
• a Community of Learning
• a Community of Reverence
• a Community of Service

We are first and foremost a Community because community is fundamental to the Franciscan tradition. As a Franciscan institution we acknowledge and celebrate our relationship to God, to self, to others, and to all of creation. The mission of Lourdes University is carried out in the context of a community that begins on the Lourdes campus among students, faculty, and staff and flows outward to embrace the religious and civic communities whom we engage. As a community we are called to grow, to be hospitable and inclusive, and to be peacemakers and justice seekers.

We are a Community of Learning. In the Franciscan tradition the love of learning stems from a desire to grow in our understanding of God, of creation, and of each other. The quest for truth and understanding allows for growth and transformation to take place both in ourselves and in the world around us.

We are a Community of Reverence. Reverence recognizes and respects the dignity and worth of each human person and all creation. Reverence takes us beyond tolerance and calls us to treasure the diversity of the human family with its various ethnicities, cultures and faith traditions.

We are a Community of Service. The Franciscan tradition is intimately tied to service. The members of the university community challenge one another to cultivate a spirit of gratitude, to be mindful of those who feel unconnected and who are in need, and to develop and share our gifts with the broader community.

Recognizing that the diverse expressions within the human family enrich the learning and life of our community, Lourdes University, as a Catholic institution, is committed to nurturing an atmosphere that engages students, faculty, and staff in a dynamic exploration of a broad spectrum of ideas and cultures that leads to a multidimensional understanding of the world. Lourdes University fosters an intellectual community enriched by the full range and depth of human experience where diverse voices and viewpoints are represented.

Lourdes University reflects its Franciscan values of community, learning, reverence, and service through initiatives that include professional, pedagogical, and student development, as well as community events that actively promote and support a diverse population.

STUDENT RIGHTS AND RESPONSIBILITIES
All members of the academic community have rights and responsibilities. These help create an atmosphere of concern and caring, one conducive to the teaching/learning process.

Student rights include the following:
1. Freedom from threats.
2. Freedom from acts of violence.
3. Freedom from unfair or obscene treatment from others.
4. Freedom from interference from others in an unreasonable and unauthorized manner while in class, activities and University events.

5. Freedom from theft and willful destruction of personal property.

6. Right to study and learn in an atmosphere of academic freedom.

7. Right to fundamental fairness in University disciplinary action.

8. Right to be governed by justifiable academic regulations.

9. Right to be informed of the regulations for academic and social conduct, and graduation requirements of the University.

10. Right to petition for redress of grievances, academic and non-academic.

**Student responsibilities include the following:**

1. To respect the rights and property of others.

2. To be fully acquainted and comply with the published rules and regulations of the University.

3. To comply with all local, state, and federal laws.

4. To recognize that student actions reflect upon the individuals involved as well as upon the entire University community.

5. To recognize the University’s obligation to provide an environment conducive for learning and academic inquiry.

6. To adhere to the academic requirements determined by individual instructors.

**ARTICLE I: DEFINITIONS**

1. The term University means Lourdes University.

2. The term “student” includes all persons taking courses at the University, either full-time or part-time, pursuing undergraduate, graduate, or professional studies. Persons who withdraw after allegedly violating the Community Standards Code, who are not officially enrolled for a particular term but who have a continuing relationship with the University or who have been notified of their acceptance for admission are considered “students” as are persons who are living in University residence halls, although not enrolled in this institution. For the purposes of administering Community Standards the term “student” shall also refer to a student organization recognized by the Student Activities Office.

3. The term “faculty member” means any person hired by the University to conduct classroom or teaching activities or who is otherwise considered by the University to be a member of its faculty.

4. The term “University official” includes any person employed by the University, performing assigned administrative or professional responsibilities.

5. The term “member of the University community” includes any person who is a student, faculty member, University official or any other person employed by the University. A person’s status in a particular situation shall be determined by the Director of Community Standards (DCS).

6. The term “University premises” includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the University (including adjacent streets and sidewalks) and University sponsored activities on or off campus. This term also refers to any land, building, facility or other property that the University is leasing or renting for a University function.

7. The term “organization” means an organization that is acknowledged, or recognized, by the Student Activities Office and Lourdes University. A registered student organization has an updated roster, at least 3 student members, a completed constitution, and an advisor and is expected to uphold the Community Standards Code of Conduct.

8. The term “Community Standards Board” means any persons authorized by the DCS to conduct a hearing to determine whether a student has violated University policy and to recommend sanctions, subject to the DCS approval, that may be assigned when it is determined that a violation has been committed. Generally, a Community Standards Board has three members, one of which is a designated chairperson: one faculty member, one staff member, and one student member; however, there may be extreme circumstances, as determined by the DCS, in which a Community Standards Board make-up is altered because it is not reasonable to hold the hearing in a timely
9. The DCS may authorize a University official to fill the DCS role in extraordinary situations. This University official designated to fill the DCS role may have some or all of the powers/roles assigned to the DCS for the cases in question.

10. The term “Appellate Board” means any person or persons authorized by the Vice President for Student Life to consider an appeal from a Community Standards Board’s determination as to whether a student has violated the Community Standards Code or from the sanctions assigned by the DCS.

11. The term “shall” is used in the imperative sense.

12. The term “may” is used in the permissive sense.

13. The Director of Community Standards (DCS), currently Andy Ham, is that person designated by the Vice President for Student Life to be responsible for the administration of the Community Standards Code. The DCS can be reached at 419 824-3873 or aham@lourdes.edu.

14. The term “policy” means the written regulations of the University as found in, but not limited to, the Community Standards Code of Conduct, Student Handbook, Residence Life Handbook, the University web pages and computer use policy, and Graduate/Undergraduate Catalogs.

15. The term “Complainant” means any member of the Lourdes community who submits an incident report alleging that a student violated this Community Standards Code. If a student believes they have been a victim of another student’s misconduct but are not the person who filed an incident report for that incident they shall have the same rights under the Community Standards Code as a Complainant who did file an incident report.

16. The term “Accused Student” means any student accused of violating this Community Standards Code.

17. The term “Guest” refers to a person not considered to be a member of the University community but who is on University premises accompanying a member of the University community.

18. The term “Student Impact Statement” refers to information, presented either orally or in written form, supplied by any member of the University community concerning the impact an incident has had upon their ability to pursue their education related activities at Lourdes University.

19. The term “Incident Report Form” refers to the document which is completed when a potential violation of Community Standards has occurred. This form may be completed by any member of the Lourdes University community.

**ARTICLE II: COMMUNITY STANDARDS CODE AUTHORITY**

1. The DCS shall determine the composition of Community Standards Boards and determine which Community Standards Board shall be authorized to hear each matter. The Dean of Students shall determine the composition of any Appellate Boards and which Appellate Board shall be authorized to hear each matter.

2. The DCS in partnership with the Title IX Coordinator shall develop policies for the administration of the student conduct system and procedural rules for the conduct of Community Standards Board Hearings that are consistent with provisions of the Community Standards Code.

3. Decisions made by a Community Standards Board and/or DCS shall be final, pending the normal appeal process.

**ARTICLE III: PROSCRIBED CONDUCT**

A. **Jurisdiction of the University Community Standards Code**

Jurisdiction shall apply to conduct that occurs on University premises, at University sponsored activities, and to off-campus conduct that adversely affects the University Community and/or the pursuit of its objectives.

Each student shall be responsible for their own conduct from notification of acceptance to the University through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (and even if their conduct is not discovered until after a degree is awarded). The Community Standards Code shall apply to a student’s conduct even if the student withdraws from school while a disciplinary matter is pending. The DCS shall decide whether the Community Standards Code shall be applied to conduct occurring off campus, on a case by case basis, in his/her sole discretion.
Online learners are expected to comply with university policies and procedures as outlined in the student handbook. Additionally, online learners are expected to uphold the same respect and etiquette in an online course, virtual meetings, and within their communities as is required for all students on the Lourdes campus.

B. Code of Conduct

Any student found to have committed or to have attempted to commit the following misconduct is subject to the disciplinary sanctions outlined in Article IV:

1. Acts of dishonesty, including but not limited to the following:
   a. Cheating, plagiarism, or other forms of academic dishonesty.
   b. Furnishing false information to any University official, faculty member, or office.
   c. Forgery, alteration, or misuse of any University document, record, or instrument of identification.

2. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, normal University operations, athletic events, other University activities, including its public service functions on or off campus, or of other authorized non-University activities when the conduct occurs on University premises.

3. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct which threatens or endangers the health or safety of any person.

4. Any sexual misconduct that occurs without the consent of the victim, or that occurs when the victim is unable to give consent.
   a. Sexual misconduct involves:
      i. Sexual harassment- Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature that expressly or implicitly imposes conditions upon, threatens, interferes with, or creates a hostile environment, and the conduct is sufficiently serious to limit or deny someone’s ability to participate in or benefit from the school’s educational program and/or activities.

Example of sexual harassment—a professor insists that a student have sex with him/her in exchange for a good grade.

   ii. Sexual violence—refers to physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent. A number of different acts fall into the category of sexual violence including rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

   b. The term “consent” as it applies to sexual misconduct refers to all parties engaged in sexual activity giving permission to proceed with the activity in a way that a reasonable person would consider the words or actions of all parties to have manifested a mutually understandable agreement between them to do the same thing, the same way, at the same time, with the same parties.

   i. Consent cannot be obtained through fraud, intimidation, or force (actual or implied);

   ii. Consent cannot be given by a child to an adult;

   iii. A person who is physically incapacitated cannot give consent even if they verbally agree to sexual activity;

   iv. A person who is incapacitated due to drug or alcohol consumption, or who is unconscious, unaware, or otherwise physically helpless cannot give consent;

   v. It is up to the initiator of sexual conduct to determine if the other parties are incapacitated using what a reasonable person would consider incapacitation;

   vi. A person with a mental disability cannot give consent to sexual activity if they cannot appreciate the fact, nature, or extent of the
sexual situation in which they find themselves.

c. Additional clarifying rules of consent
   i. A person who is the object of sexual aggression need not physically or otherwise resist a sexual aggressor in order for sexual misconduct to have occurred.
   ii. Silence, previous sexual relationships, and/or current relationship with the respondent do not constitute consent.
   iii. Consent cannot be implied based upon the way a person is dressed or inferred from the purchase of meals, alcohol, or gifts.
   iv. Consent to sexual activity can be withdrawn at any time, as long as the withdrawal is communicated clearly, and all sexual activity must immediately cease.
   v. Consent has an expiration date. Just because a party gives consent once, it does not mean that consent is given for all future activity.

5. Attempted or actual theft of and/or damage to property of the University or property of a member of the University community or other personal or public property, on or off campus.

6. Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization. The express or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing are not neutral acts; they are violations of this rule.

7. Failure to comply with a directive of a University official or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.

8. Unauthorized possession, duplication or use of keys or student I.D. cards to any University premises or unauthorized entry to or use of University premises.

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

10. Violation of any federal, state or local law.

11. The use of non-prescribed controlled substances, possession and trafficking (manufacturing, dispensing, or selling) of controlled substances,
   a. Improper use of prescription medications
   b. Possession of drug related paraphernalia (i.e., bongs, bowls, pipes, and other common containers) is not permitted on the Lourdes University campus.

12. Unlawful use, possession, manufacturing, or distribution of alcoholic beverages; or use/misuse/abuse of alcohol related to disorderly conduct and/or any associated disruption on the University premises. Alcoholic beverages may not, in any circumstance, be used by, possessed by or distributed to any person under twenty-one (21) years of age.
   a. Lourdes University reserves the right to notify parents or guardians of students younger than 21 years of age who violate the University’s drug or alcohol policies. Parents may also be notified if a student requires medical attention as a result of any violation.

13. Possession of firearms, explosives, other weapons, or dangerous chemicals on University premises.

14. Participating in an on-campus or off-campus demonstration, riot or activity that disrupts the normal operations of the University and/or infringes on the rights of other members of the University community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area.

15. Obstruction of the free flow of pedestrian or vehicular traffic on University premises or at University sponsored or supervised functions.

16. Conduct that is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to
breach the peace on University premises or at functions sponsored by, or participated in by, the University or members of the academic community. Disorderly Conduct includes, but is not limited to: Any unauthorized use of electronic or other devices to make an audio or video record of any person while on University premises without his/her prior knowledge, or without his/her effective consent when such a recording is likely to cause injury or distress. This includes, but is not limited to, surreptitiously taking pictures of another person in a gym, locker room, or restroom.

17. Theft or other abuse of computer facilities and resources, including but not limited to:
   a. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
   b. Unauthorized transfer of a file.
   c. Use of another individual's identification and/or password.
   d. Use of computing facilities and resources to interfere with the work of another student, faculty member or University official.
   e. Use of computing facilities and resources to send obscene or abusive messages.
   f. Use of computing facilities and resources to interfere with normal operation of the University computing system.
   g. Use of computing facilities and resources in violation of copyright laws.
   h. Any violation of the University Computer Use Policy.

18. Abuse of the Student Conduct System, including but not limited to:
   a. Failure to obey the notice from a Community Standards Board or University official to appear for a meeting or hearing as part of the Student Conduct System.
   b. Falsification, distortion, or misrepresentation of information before a Community Standards Board.
   c. Disruption or interference with the orderly conduct of a Community Standards Board proceeding.
   d. Institution of a student conduct code proceeding in bad faith.
   e. Attempting to discourage an individual's proper participation in, or use of, the student conduct system.
   f. Attempting to influence the impartiality of a member of a Community Standards Board prior to, and/or during the course of, the Community Standards Board proceeding.
   g. Harassment (verbal or physical) and/or intimidation of a member of a Community Standards Board prior to, during, and/or after a student conduct code proceeding.
   h. Failure to comply with the sanction(s) imposed under the Community Standards Code.
   i. Influencing or attempting to influence another person to commit an abuse of the Student Conduct System.

19. Students are required to engage in responsible social conduct that reflects credit upon the University.

20. Members of the University community are responsible for the actions of their guests on University premises even if the relevant conduct occurs off campus. Members of the University community whose guests are in violation of a University policy are considered to be in violation of that same policy and may be held responsible for their guest's actions.


22. Smoking anywhere on University property including, but not limited to buildings, parking lots, vehicles, outdoor areas, cloister walks, entrance and exit ways, etc. is not permitted except for the two designated smoking areas at Lourdes Commons (the cement picnic table located behind Rosaria Hall and the cement picnic table between Justinian and Bonaventure Halls). Smoking of any kind is explicitly prohibited inside the Lourdes Commons residence halls and any other campus buildings. The smoking ban also extends beyond the 89 acre campus.
to include adjacent properties (Franciscan Academy of Lourdes University, The Den, Mission & Ministry house, the path between Lourdes Commons and Convent Blvd) and includes Lourdes owned or operated vehicles. This smoking ban does not apply to public rights-of-way (sidewalks, streets) on the perimeter of the campus. “Smoking,” as used in this policy, means smoking any substance including, but not limited to, tobacco, cloves, or marijuana. The use of smoke producing products including cigarettes, cigars, pipes, electronic cigarettes, etc. is also prohibited.

23. Any other action deemed contrary to the stated mission goals, policies and procedures of the University.

C. Violation of Law and University Discipline

1. University disciplinary proceedings may be instituted against a student charged with conduct that potentially violates both the criminal law and this Community Standards Code (that is, if both possible violations result from the same factual situation) without regard to the pending civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under this Community Standards Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of DCS. Determinations made or sanctions imposed under this Community Standards Code shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of University rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant.

2. When a student is charged by federal, state, or local authorities with a violation of law, the University will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also being processed under the Community Standards Code, the University may advise off-campus authorities of the existence of the Community Standards Code and of how such matters are typically handled within the University community. The University will attempt to cooperate with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators (provided that the conditions do not conflict with campus rules or sanctions). Individual students and other members of the University community, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

ARTICLE IV: COMMUNITY STANDARDS CODE PROCEDURES

A. Charges and Community Standards Board Hearings

1. Any member of the University community may file an incident report against a student for violations of University policy. An Incident Report Form shall be prepared and directed to the DCS. This online form can be found on the Lourdes University website at: www.lourdes.edu/communitystandards. When an online Incident Report is submitted it is sent directly to the email account of the DCS. The Incident Report Form is also available in hard copy at the Welcome Center. The DCS may choose to accept incident reports submitted in formats other than the official form depending on individual circumstances and based upon his or her sole discretion. Any Incident Report should be submitted as soon as possible after the potential violation occurs, preferably within 48 hours. There is no deadline for which to file an Incident Report although the longer the complainant waits the more difficult it may be to investigate the incident.

2. The DCS will forward to the Title IX Coordinator any incident reports that allege or relate to gender-based discrimination, harassment, or sexual misconduct. Please refer to the Lourdes University website for procedures governing Title IX incidents and investigations. The webpage for Title IX can be found at: http://www.lourdes.edu/campus-life/public-safety/title-ix-sexual-misconduct-policy/

3. If the incident report does not allege a Title IX issue, the DCS will present all charges to the accused student in written form.

4. If the incident report does not allege a
Title IX issue, the DCS may conduct an investigation to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the DCS with sanctions acceptable to the DCS. Such disposition shall be final and there shall be no subsequent proceedings.

5. If the charges are not admitted and/or cannot be disposed of by mutual consent, the Accused Student has the right to choose to
   a. have a Community Standards Board hear their case and make a decision, based upon gathered information, regarding whether a violation has occurred and deliver sanction recommendations to the DCS.
   Or
   b. have the DCS make a determination regarding whether a violation has occurred based upon gathered information and determine sanctions.

6. If the Accused Student chooses a Community Standards Board hearing a time shall be set for the hearing not less than one nor more than fifteen calendar days after the Accused Student has been notified of the charges. Maximum time limits for scheduling of Community Standards Board Hearings may be extended at the discretion of the DCS.

7. Community Standards Board Hearings shall be conducted by a Community Standards Board according to the following guidelines subject to necessary procedural changes as determined by the DCS.
   a. Community Standards Board Hearings normally shall be conducted in private.
   b. The Complainant and the Accused Student have the right to be assisted by an advisor they choose. The advisor must be a member of the University community and may not be an attorney providing legal representation to the student. The Complainant and/or the Accused Student is responsible for presenting his or her own information, and therefore, advisors are not permitted to speak or to participate directly in any Community Standards Board Hearing before a Community Standards Board. A student should select as an advisor a person whose schedule allows attendance at the scheduled date and time for the Community Standards Board Hearing because delays will not normally be allowed due to the scheduling conflicts of an advisor. Lourdes is not responsible for the compensation of any Community Standards Board hearing advisors.
   c. The Complainant, Accused Student and their advisors, if any, shall be allowed to attend the entire portion of the Community Standards Board Hearing at which information is received (excluding deliberations). Admission of any other person to the Community Standards Board Hearing shall be at the discretion of the Community Standards Board Chairperson and/or the DCS.
   d. In Community Standards Board Hearings involving more than one Accused Student, the DCS, in his or her discretion, may permit the Community Standards Board Hearings concerning each student to be conducted either separately or jointly.
   e. The Complainant, the Accused Student and the Community Standards Board may arrange for witnesses to present pertinent information to the Community Standards Board. The University will try to arrange the attendance of possible witnesses who are members of the University community, if reasonably possible, and who are identified by the Complainant and/or Accused Student at least two weekdays prior to the Community Standards Board Hearing. Witnesses will provide information to and answer questions from the Community Standards Board. Questions may be suggested by the Accused Student and/or Complainant to be answered by each other or by other witnesses. This will be conducted by the Community Standards Board with such questions directed to the chairperson, rather than to the witness directly. This method is used to preserve the educational tone of the hearing and to avoid creation of
an adversarial environment. Questions of whether potential information will be received shall be resolved in the discretion of the chairperson of the Community Standards Board.

f. Pertinent records, exhibits, and written statements (including Student Impact Statements) may be accepted as information for consideration by a Community Standards Board at the discretion of the chairperson.

g. All procedural questions are subject to the final decision of the DCS.

h. After the portion of the Community Standards Board Hearing concludes in which all pertinent information has been received, the Community Standards Board shall determine by majority vote whether the Accused Student has violated each section of the Community Standards Code which the student is charged with violating.

i. The Community Standards Board’s determination shall be made on the basis of whether it is more likely than not that the Accused Student violated the Community Standards Code.

j. If the Community Standards Board determines a violation has been committed, a recommendation concerning sanctions will be made to the DCS subject to his/her approval.

k. Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in Community Standards Code proceedings.

8. There shall be a single verbatim record, such as an audio recording, of all Community Standards Board Hearings before a Community Standards Board (not including deliberations). Deliberations shall not be recorded. The record shall be the property of the University.

9. If an Accused Student, with notice, does not appear before a Community Standards Board Hearing, the information in support of the charges may be presented, considered, and a determination of responsibility made even if the Accused Student is not present.

10. The Community Standards Board may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the Complainant, Accused Student, and/or other witness during the hearing by providing separate facilities, by using a visual screen, and/or by permitting participation by telephone, videophone, closed circuit television, video conferencing, videotape, audio tape, written statement, or other means, where and as determined in the sole judgment of DCS to be appropriate.

11. If the Accused student is not an enrolled student at the time of the alleged incident, s/he will be provided with all charges in written form and have the opportunity to respond. The DCS may conduct an investigation to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the DCS. Such disposition shall be final and there shall be no subsequent proceedings. If the charges are not admitted and/or cannot be disposed of by mutual consent, the DCS shall make a decision based upon any information gathered. In instances involving accused students who are not enrolled at the time of the alleged incident, the DCS, in her/his sole discretion, may offer the option of a Community Standards Board Hearing to the Accused Student.

B. Sanctions

1. The following sanctions may be imposed upon any student found to have violated the Community Standards Code:

   a. Warning – A notice in writing to the student that the student is violating or has violated institutional regulations.

   b. Probation – A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to violate any institutional regulation(s) during the probationary period.

   c. Loss of Privileges – Denial of specified privileges for a designated period of time.
d. Fines – Monetary fines may be imposed at the discretion of the DCS.

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

f. Discretionary Sanctions – Work assignments, essays, service to the University, or other related discretionary assignments.

g. Residence Hall Suspension – Separation of the student from the residence halls for a defined period of time, after which the student is eligible to return. Conditions for readmission may be specified.

h. Residence Hall Expulsion – Permanent separation of the student from the residence halls.

i. University Suspension – Separation of the student from the University for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.

j. University Expulsion – Permanent separation of the student from the University.

k. Revocation of Admission and/or Degree – Admission to the University may be revoked for violation of University policy, or a degree awarded from the University may be revoked for fraud, misrepresentation, or other violation of University standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.

l. Withholding Degree – The University may withhold awarding a degree otherwise earned untill the completion of the process set forth in this Student Conduct Code, including the completion of all sanctions imposed, if any.

m. Removal from university athletic and leadership position. This may also include any aid/scholarship provided by the university.

2. More than one of the sanctions listed above may be imposed for any single violation.

3. (a) Other than University expulsion or revocation or withholding of a degree, disciplinary sanctions shall not be made part of the student’s permanent academic record, but shall become part of the student's disciplinary record. Upon graduation, the student’s disciplinary record may be expunged of disciplinary actions other than residence hall expulsion, University suspension, University expulsion, or revocation or withholding of a degree, upon application to the DCS. Cases involving sanctions other than residence hall expulsion, University suspension, University expulsion or revocation or withholding of a degree shall be expunged from the student's disciplinary record seven years after final disposition of the case.

(b) In situations involving both an Accused Student(s) and a student(s) claiming to be the victim of another student's conduct, the records of the process and of the sanctions imposed, if any, shall be included in the academic records of both the Accused Student(s) and the student(s) claiming to be the victim because the educational career and chances of success in the academic community of each may be impacted.

4. The following sanctions may be imposed upon groups or organizations:

a. Those sanctions listed above in article IV(B)(1)(a)–(l).

b. Deactivation. Loss of all privileges, including University recognition, for a specified period of time.

C. Interim Suspension

In certain circumstances, the DCS may impose a University or residence hall suspension prior to a hearing.

1. Interim suspension may be imposed by the DCS for reasons that include, but are not limited to; a) ensuring the safety and well-being of members of the University community or preservation of University property; b) ensuring students’ physical and/or emotional safety and/or well-being; or c) ongoing threat of disruption of, or interference with, the normal operations of the University.
2. During the interim suspension, a student shall be denied access to the residence halls and/or to the campus (including classes) and/or all other University activities or privileges for which the student might otherwise be eligible, as the DCS determines to be appropriate.

3. The interim suspension does not replace the regular process.

D. Appeals

1. A decision reached by the Community Standards Board or a sanction imposed by the DCS may be appealed by the Accused Student(s) or Complainant(s) to an Appellate Board within five (5) school days of the decision. Such appeals shall be in writing and shall be delivered to the DCS via email or delivered to the Welcome Center.

2. Except as required to explain the basis of new information, an appeal shall be limited to a review of the verbatim record of the Community Standards Board Hearing and supporting documents for one or more of the following purposes:
   a. To determine whether the Community Standards Board Hearing was conducted fairly in light of the charges and information presented, and in conformity with prescribed procedures giving the complaining party a reasonable opportunity to prepare and to present information that the Community Standards Code was violated, and giving the Accused Student a reasonable opportunity to prepare and to present a response to those allegations. Deviations from designated procedures generally will not be a basis for sustaining an appeal unless significant prejudice results.
   b. To determine whether the decision reached regarding the Accused Student was based on substantial information, that is, whether there were facts in the case that, if believed by the fact finder, were sufficient to establish that a violation of the Community Standards Code occurred.
   c. To determine whether the sanction(s) imposed were appropriate for the violation of the Community Standards Code which the student was found to have committed.
   d. To consider new information, sufficient to alter a decision or other relevant facts not brought out in the original hearing, because such information and/or facts were not known to the person appealing at the time of the original Community Standards Board Hearing.

3. The Dean of Student Life or designee will determine if the appeal meets one of the above standards and will then pass the appeal onto the appointed Appellate Board if it does.

4. If an appeal is upheld by the Appellate Board, the matter shall be returned to a Community Standards Board and DCS for re-opening of a Community Standards Board Hearing to allow reconsideration of the original determination and/or sanction(s). If an appeal is not upheld, the matter shall be considered final and binding upon all involved.

ARTICLE V: INTERPRETATION AND REVISION

A. Any question of interpretation or application of the Community Standards Code shall be referred to the DCS for final determination.

B. The Community Standards Code shall be reviewed at least every 2 years under the direction of the DCS.

Non-Discrimination Policy

The University is committed to upholding standards which promote respect and individual dignity in an open environment fostering learning and professionalism. It is the policy of the University to maintain an educational and work environment free from discrimination and harassment. Discrimination against or harassment of any member of the University community, based on race, color, gender, sex, age, marital status, religion, national origin, citizenship, political affiliation, disability, military or veteran status, or other legally protected category is prohibited. The University also prohibits retaliation against any person who brings a good faith complaint under this policy or is involved in the complaint process. Conduct that violates this policy may also violate state or federal law.

Any violation of this policy by a student or
employee of the University may result in disciplinary action which may range from reprimand to expulsion (for students), or termination of employment (for employees).

Individuals who believe that they have been harassed or discriminated against should direct their inquiries and complaint under this policy to:

**Accessibility Inquiries:**
Christine Miller  
Assistant Director of Accessibility Services  
SFH 109  
419-824-3523  
mcmiller@lourdes.edu

**Title IX Inquiries:**  
Michelle McDevitt  
Director of Campus Security  
Lourdes Commons  
419-517-8953  
mmcdevitt@lourdes.edu

**All other inquiries:**  
Terry Keller, Ph.D.  
VP Academic Affairs  
LH 132  
419-824-3535  
tkeller@lourdes.edu

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**Policies on Drugs and Alcohol**

Lourdes University is a member of the network of universities committed to the elimination of drug and alcohol abuse.

**Information in Compliance with the Drug-Free Schools and Communities Act Amendments of 1989 (public law 101-226).**  
The University is required by the Drug-Free Schools and Communities Act Amendments of 1989 to adopt and implement a program to prevent the illicit use of drugs and the abuse of alcohol by students and employees. The required program includes the annual distribution of a statement to each student and employee which addresses certain issues concerning the harmful effects of drug and alcohol abuse and the legal consequences for violations of local, state or federal laws relating to illicit drugs and alcohol. This guide is our response to the law.

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**I. HEALTH RISKS**

The effects listed depend, for the most part, on the amount consumed and the history of use. They are just some of the negative effects users have had. If you are a user and you also have ongoing health problems, (e.g., high blood pressure, diabetes, heart problems) there could be additional risks. This list is not all-inclusive; there may be other negative effects not listed, including effects that have not yet been discovered. There are two broad categories of risks: behavioral/psychological and health.

**ALCOHOL**

**Behavioral & Psychological risks include but may not be limited to:**
- Interference with social functioning
- Interference with job/study effectiveness
- Belligerence
- Poor judgment
- Dependence on alcohol to manage moods
- Addiction
- Engaging in behavior that is regretted later
- Depression
- Lowered self-esteem when not drinking
- Memory impairment
- Belief that alcohol helps sexual and social functioning
- Loss of non-using friends
- Risks associated with violent and/or unwanted sexual behavior, e.g. date rape

**Health risks include but may not be limited to:**
- Cancer
- High blood pressure
- Difficulty maintaining erection in males
- Cirrhosis; liver damage
- Brain damage
- Accidents (including those caused by drunk driving)
- Retardation and deformities in children of women who drink during pregnancy (Fetal Alcohol Syndrome)
- Malnutrition
- Bad Breath
- Tolerance: the need for more alcohol to achieve the same feeling; after even longer use, a small amount will produce intoxication; often leads to use of other illicit or controlled drugs
- Risk of liver disease when combining alcohol and over-the-counter medications (e.g. Tylenol)
- Withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions
AMPHETAMINES (Speed, Benzedrine, Dexedrine, Methedrine)

Behavioral & Psychological risks include but may not be limited to:
• Impaired judgment
• Paranoia and hallucinations
• Hypervigilance
• Sleeplessness
• Depending on dose, can feel outgoing, agitated or hostile
• Deteriorated social functioning
• Risk-taking so that more can be obtained
• Loss of non-using friends

Health risks include but may not be limited to:
• Addiction
• Tolerance: with regular use, you need more
• Cycles of drug binges and exhaustion
• Damage to brain
• Headaches
• Damage to cardiovascular system by over-driving the heart
• Increased respiratory rate and blood pressure
• Decreased appetite
• High doses can cause rapid or irregular heart rate, tremors, loss of coordination and even physical collapse
• Dizziness
• Injections may result in stroke, very high fever, or heart failure

ANABOLIC STEROIDS (These are legal drugs if prescribed.)

Behavioral & Psychological risks include but may not be limited to:
• Irritability
• Violence
• Psychological dependence
• Feelings of invulnerability
• Cessation of steroids may lead to depression

Health risks include but may not be limited to:
• In males, lowered sperm count and atrophy of testicles
• In females, leathery skin, five o’clock shadow, temporary infertility
• Increased cholesterol levels
• High blood pressure
• Liver damage
• Cancer
• Heart disease
• Urinary tract problems
• Baldness in men
• Acne
• Shortened life expectancy
• Cessation may lead to pronounced weakness

BARBITUATES AND OTHER SEDATIVES (quaalude, Sopor, Secobarbital, etc.)

Behavioral & Psychological risks include but may not be limited to:
• Slurred speech
• Poor coordination
• Impaired judgment
• Impaired concentration
• Impaired ability to work
• Irritability, combativeness
• Severe withdrawal reactions as with alcohol withdrawal
• Vulnerability to dealers
• Risk-taking so that more can be obtained
• Loss of non-using friends
• Decreased sexual interests

Health risks include but may not be limited to:
• Tolerance: The need for more to produce the same feeling
• Sedation
• Sleep
• Addiction
• Internal bleeding
• Coma
• Death (if diaphragm muscles relax or if mixed with other drugs)

COCAINE AND CRACK

Behavioral & Psychological risks include but may not be limited to:
• Impaired judgment
• Unwarranted feelings of self-confidence
• Anxiety
• Willingness to go into debt to obtain drug
• Mania
• Overdose may produce paranoia and hallucinations
• Intense need for more
• Feeling down when not using
• Vulnerability to dealers
• Risk-taking so that more can be obtained
• Loss of non-using friends

Health risks include but may not be limited to:
• Increased blood pressure, heart, and respiratory rates, and body temperature
• Occasional use may cause stuffy or runny nose; chronic use can ulcerate the mucous membrane of the nose
• May neglect nutrition and health needs
• Withdrawal is exceedingly uncomfortable
Physically addictive; tolerance develops rapidly
Injecting cocaine with contaminated equipment can cause AIDS, hepatitis, and other diseases
Preparation of free base, which involves the use of volatile solvents, can result in death or injury from fire or explosion
Insomnia
Loss of appetite
Seizures
Death by cardiac arrest or respiratory failure

**MARIJUANA (Pot, Grass)**
**Behavioral & Psychological risks include but may not be limited to:**
- Memory impairment
- Fragmented thoughts
- Feeling the need to keep using
- Attention impairment
- Poor judgment
- Reduced reaction time
- Increased appetite
- Disorientation
- Learning impairment
- Performance impairment (e.g., driving)
- Paranoia
- Psychosis
- Loss of non-using friends

**Health risks include but may not be limited to:**
- Accidents due to impaired coordination and judgment
- Respiratory problems: long term use impairs lung structure and function (marijuana smoke contains more cancer-causing agents than tobacco smoke)
- Itchy, dry eyes
- Increased appetite
- Suppressed male hormone
- Increased blood pressure
- Elevated heartbeat
- Potential harm to infant in pregnant & nursing women
- Decrease in ovulation in females

**OPIOIDS (Opium, Morphine, Heroin)**
**Behavioral & Psychological risks include but may not be limited to:**
- “Rush” followed in several hours by strong let-down
- Impaired coordination
- Vulnerability to dealers
- Risk-taking so that more can be obtained
- Loss of non-using friends
- Social withdrawal
- Strong desire for more

**PCP (Angel Dust)**
**Behavioral & Psychological risks include but may not be limited to:**
- Incoherence
- Hallucinations and delusions
- Uncontrollable behavior
- Extreme sensitivity to touch, sound, etc.
- Feeling separated from reality; a sense of distance and estrangement
- Vulnerability to dealers
- Risk-taking so that more can be obtained
- Loss of non-using friends
- Psychological dependence
- Paranoia

**PSYCHEDELICS (LSD, Peyote, Mescaline, and Psilocybin)**
**Behavioral & Psychological risks include but may not be limited to:**
- Impaired judgment
- Impaired concentration
- Impaired ability to work
- Quick mood shifts
- Effects depend partially on emotions when drug is taken
- Panic and anxiety attacks may occur
• Paranoia
• Severe depression
• Psychotic experiences requiring hospitalization
• Loss of non-using friends
• Hallucinations

Health risks include but may not be limited to:
• Flashbacks (recurrences of drug experiences)
• Increased body temperature, heart rate, and blood pressure
• Loss of appetite
• Insomnia
• Tremors
• A serious risk of using street drugs is that they may be impure and their strengths may vary over time and between dealers; there are no manufacturing standards that guarantee their contents. A hit today may be several times stronger than yesterday’s so it is difficult to determine how much to use or what the effects will be.

GHB – GAMMA HYDROXYBUTYRATE (Grievous Bodily Harm, G, Liquid Ecstasy, Georgia Home Boy)
GHB has become a popular drug at Raves. Increasingly involved in poisonings, overdoses, used in “date rapes,” and fatalities. At increased risk in nightclubs and Raves – liquid or powder can be slipped into a drink, and combined with alcohol, it is even more dangerous.

Behavioral & Psychological risks include but may not be limited to:
• Mind out of body experience
• Sexually oriented behavior
• Aggression possible (PCP behavior)
• “Carpeting out”–suddenly collapsing in a heap
• “Head snap”–involuntary forward snap of head
• Serious impairment issues (DUI)
• Addictive - daily users most likely to become dependent

Health risks include but may not be limited to:
• Rapid, high intoxication (within 10-20 minutes)
• Effects typically last up to 4 hours, depending on dosage
• Vomiting
• Seizure type movement
• Respiration very depressed – as the dose increases, sedative effects may result in sleep and eventual coma or death
• No gag reflex

• Overdose can occur rather quickly, and the signs are similar to those of other sedatives: drowsiness, nausea, vomiting, headache, loss of consciousness, loss of reflexes, impaired breathing, and ultimately, death.
• No antidote (life support measures taken)
• First time use can kill you.

ECSTASY—MDMA (Ecstasy, x, E, Euros, xTC)
Synthetic drug with both hallucinogenic and amphetamine-like properties, and can seriously damage the brain. Used at Raves and of great concern for our youth.

Behavioral & Psychological risks include but may not be limited to:
• Confusion
• Depression
• Sleep problems
• Drug craving
• Severe anxiety
• Paranoia
• Psychotic episodes
• Brain cell damage
• Memory and learning problems
• Changes in emotion (lack of concern or remorse)
• Traffic accident from “altered perception”
• Violence

Health risks include but may not be limited to:
• Effects last approximately three to six hours
• Surge of energy
• Increased heart rate and blood pressure
• Muscle tension
• Suppression of hunger
• Increased body temperature
• Involuntary teeth clenching
• Thirst
• Nausea
• Blurred vision
• Rapid eye movement
• Faintness, chills, sweating
• Dehydration
• Exhaustion
• Dental and jaw problems-teeth grinding, enamel dissolves
• At the very worst, can lead to shock, heart attacks, and permanent brain damage

KETAMINE(Special K, Ket, K, Vitamin K, Cat Valium)
Ketamine is a powerful anesthetic used by doctors and veterinarians. This drug is used at Raves and
is a source of growing concern for our youth. At risk for “date rape” - as a liquid it can be applied to marijuana and cigarettes, or placed in a drink.

**Behavioral & Psychological risks include but may not be limited to:**
- Mind out of body experience
- Brief “Gumby Doll” period
- Disorientation
- Dream-like state of mind
- Feelings of sexual stimulation
- Hallucinations
- No response to pain
- Abuse leads to high psychological dependence

**Health risks include but may not be limited to:**
- Large doses can lead to fatal respiratory problems
- Render taker incapable of moving
- Impaired motor function
- Vomiting
- Delirium
- Amnesia
- Convulsions
- Combined with alcohol enhances effects often to fatal levels
- Abuse leads to moderate physical dependence

**ROHYPNOL (roofies, riffies, roachies, rope, rib, La roche, “forget (me) pill”)**
Rohypnol is a tranquilizer like Valium, yet is 10 times more potent. Particular problem in the nightclub/Rave scene, can be used as a “date rape” drug. Rohypnol causes memory “blackouts,” periods of memory loss that follow ingestion of the drug with alcohol - it is a small, white pill that dissolves rapidly in alcoholic or non-alcoholic drinks, and is odorless and tasteless.

**Behavioral & Psychological risks include but may not be limited to:**
- Severe disorientation
- Reduction of anxiety
- Lowers inhibitions
- Inability to speak
- Unconsciousness
- Vulnerable to sexual assault-inexpensive to acquire and to make someone less inhibited
- Predators slip into beverages of women and men at clubs and social events
- Short-term amnesia -ideal aid for sexual assault

**Health risks include but may not be limited to:**
- Sedation occurs 20 to 30 minutes after administration, can impair a victim for 8-12 hours
- Decreased blood pressure
- Muscular relaxation –slows psychomotor responses
- Extreme drowsiness
- Visual disturbances
- Urinary retention
- Difficulty walking
- Paralysis
- Victims often feel nauseous day after receiving the drug
- In combination with alcohol and/or other drugs, dosage can become lethal.

### II. DRUG AND ALCOHOL TREATMENT, COUNSELING, REHABILITATION AND REENTRY PROGRAMS

Students and employees needing help in dealing with alcohol or drug dependency problems are encouraged to contact The Sophia Center for assistance or referral. A list of drug and alcohol counseling, treatment, and rehabilitation programs that are available in metropolitan Toledo can be found in Section VI of these Policies. Conscientious efforts to seek such help will not jeopardize any employee’s job, or any student’s educational standing, and will not be noted in any personnel report or student disciplinary file. Health insurance plans may also provide assistance or referral. Review your insurance policy for details.

### III. CODE OF CONDUCT AT LOURDES UNIVERSITY

The unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees, either on the property of Lourdes University or as part of any of its activities is prohibited. Any such possession, use, or distribution, as governed by Federal, State of Ohio, or Sylvania laws by a student or employee of Lourdes University is liable to disciplinary action by the University which may range from reprimand to expulsion (for students), or termination of employment (for employees).

Lourdes University does not condone the use of any illicit drug. Therefore, the possession, consumption, sharing, or sale of marijuana, narcotics, illegal synthetic drugs, non-prescribed prescription drugs or other illegal drugs is prohibited.

There are reasons other than legal implications that warrant the University’s concern about drugs. The availability of drugs in any large group setting subjects members to potentially serious security risks. The potential for drug use will continue to attract non-members of the University community who are
interested in drugs for reasons of personal profit. Student involvement in such matters is of concern to the University, whether it occurs on or off the campus and irrespective of any action of civil authorities. Involvement may subject the student to disciplinary action.

If illegal drugs are suspected in a resident’s room or apartment, authorization for a search will be requested by Public Safety from the Dean of Student Life or his designee and Public Safety staff or Residence Life personnel may enter the room/apartment and conduct a search. If illegal drugs are identified in the search, the Police will be summoned to test the substance, confiscate the substance if it is found to be illegal, and issue citations when appropriate.

University reserves the right to confiscate illegal drugs or drug paraphernalia that are discovered in students’ rooms/apartments, possessions, or public areas of the campus. If drugs or drug paraphernalia are found, the incident will be documented. All documented incidents of illegal drug use or possession will be processed internally through the University Student Conduct process.

If You Violate the Student Code of Conduct
If your behavior is inconsistent with University policy, whether the event occurs in or out of the classroom or on or off campus, the conduct process is initiated.
• You will be notified through your university email that a violation has been filed.
• You will be invited to a meeting with Director of community standards to discuss the community standard violation.
• At the meeting, you will be able to discuss the charges and a determination will be made.
• If you are found in violation, sanctions may be imposed on you.

IV. UNIVERSITY SANCTIONS
When students or employees are found in violation of any federal, state, or local laws governing drugs or alcohol, Lourdes University will impose sanctions according to fundamental fairness. Violations by students or employees will result in disciplinary action up to and including expulsion or termination, respectively. In addition to, or in lieu of discipline, violators may be required to complete an appropriate rehabilitation program. Violations by students and employees may also result in referral for criminal prosecution. The disciplinary process and procedures for students is outlined in the Student Handbook and for employees in the Employee Handbook.

V. LEGAL SANCTIONS
Underage Consumption, Purchasing or Possession of Alcohol
The legal drinking age in Ohio for consumption of an alcoholic beverage is 21. No person under the age of 21 can consume, purchase or possess alcoholic beverages including using false identification to consume, purchase or possess alcohol. The penalty for violation is a 4th degree misdemeanor which can result in up to 30 days in jail and fines no more than $250.00. ORC 4301.631

Providing Alcohol to an Underage Person
No person shall sell beer or intoxicating liquor to an underage person, or shall furnish it to an underage person. No person who is the owner or occupant of any public or private place shall knowingly allow any underage person to remain in the place possessing or consuming of beer or intoxicating liquor is given.
The penalty for violation is a 1st degree misdemeanor which can result in up to 6 months in jail and fines no more than $1,000.00. ORC 4301.69

Fake ID
No person shall manufacture, transfer or distribute in any manner any identification card issued for the purpose of establishing a person’s age that displays the seal of Ohio or any other state’s designation. This includes manufacturing, selling or distributing false identification for compensation. The penalty for the violation is a 1st degree felony which can result in up to 6-12 months in jail and fines up to $2,500.00. ORC 4301.636

Driving Under the Influence of Drugs or Alcohol (OVI)
No person shall operate any vehicle, street car or trackless trolley under the influence of alcohol, drug use or a combination of them. The penalty for violation is a 1st degree misdemeanor which can result in up to 6 months in jail and fines no more than $1,000.00. However, depending on the driver’s previous history or use the penalties can vary. ORC 4511.19

Open Container
No person shall have in possession an open container of beer or intoxicating liquor in public
place, while operating or being an passenger in a vehicle whether it be moving or stationary on any street, highway, or other public or private property open to the public for vehicular travel or parking. The penalty for violation is a minor misdemeanor which can result in fines up to $150.00. ORC 4301.62

Disorderly Conduct
No person shall recklessly cause inconvenience, annoyance, or alarm to another by any of the following: engaging in fighting, threatening harm to person or property, violent or turbulent behavior, making unreasonable noise or offensively course utterance, gesture, or display or communication unwanted and grossly abusive language to any person. Including insulting, taunting, or challenging another in which conduct is likely to provoke a violent response. No person shall hinder or prevent movement of persons on a public street, road or highway or right of way, as to interfere with the rights of others. No person shall create a condition that is physically offensive to persons or that create risk of physical harm to persons or property. This includes disorderly conduct while intoxicated. The penalty for violation is a 4th degree misdemeanor which can result in up to 30 days in jail and fines no more than $ 250.00.OCR 2917.11

VI. DRUG AND ALCOHOL TREATMENT AND PREVENTION PROGRAMS:

1. Sophia Center: 419-882-4529
2. Toledo Drug Treatment Centers: 
   (567) 298-4928
3. Harbor Behavioral Health of Promedica: 
   419-475-4449
4. Ohio Prevention & Education Programs for Drugs & Alcohol: 1-800-304-2219
Disclosure Requirements
Disclosure Requirements

Disclosure and Reporting Consumer Information

The Higher Education Opportunity Act (Public Law 110-315) (HEOA) was enacted on August 14, 2008, and reauthorizes the Higher Education Act of 1965, as amended (HEA). The Higher Education Opportunity Act of 2008 (HEOA) contains numerous federal reporting and disclosure requirements for information from various administrative areas of higher education institutions. In order to make this information readily available, Lourdes University has created this webpage which is designed to provide quick access to this data. For more information go to [http://www.lourdes.edu/campus-life/resources-disclosures](http://www.lourdes.edu/campus-life/resources-disclosures)
Questions?

Please address questions to the appropriate department:

Academic Affairs.................................................................419-824-3675
Academic Support Center..................................................419-824-3793
Accessibility Services.......................................................419-824-3523
Admissions..............................................................................419-824-3680
Advising....................................................................................419-824-3882
Athletics....................................................................................419-824-3897
Alumni Association..............................................................419-824-3751
Art Exhibits..............................................................................419-824-3685
Bookstore.................................................................................419-824-3694
Café Lourdes...........................................................................419-824-3766
Campus Ministry......................................................................419-824-3861
Career Services........................................................................419-824-3759
Community Standards & Code of Conduct.......................419-824-3873
Counseling Services (Sophia Center).................................419-882-4529
Financial Aid...........................................................................419-824-3732
Franciscan Center.................................................................419-517-8950
IT Help Desk.............................................................................419-824-3807
Library (Duns Scotus).............................................................419-824-3761
Lourdes Commons...............................................................419-824-3873
Multicultural Services..........................................................419-824-3866
Recreation...............................................................................419-824-3897
Registrar...................................................................................419-824-3817
Residence Life...........................................................................419-824-3873
S.A.V.E. Lecture Series..........................................................419-824-3691
Student Government Association......................................419-824-3943
Student Life..............................................................................419-824-3759
Title IX.......................................................................................419-517-8953
TRiO...........................................................................................419-824-3837
University Relations.............................................................419-824-3965
Veterans Affairs......................................................................419-824-8885
Welcome Center......................................................................419-885-3211

lourdes.edu
Through this website you may view the Lourdes University
Student Handbook.

419-885-3211 • 1-800-878-3210 • Fax 419-882-3987
Song of Lourdes University

Text: Joyce Gregor

Music: Randolph Currie

1. Seasonal settings, paths serenely, Beauty amid the sylvan green; We know and we cherish integrity that’s graced by common chords of community.

2. Gaining new knowledge, new dignity, Seeking a vision of clarity. With knowledge and we share this power of place; we know and we cherish integrity that’s graced by common chords of community.

This is our gateway for journey where we search and inquire of self empowered by the spirit of wisdom nurtured by love of God.

common chords of community.