Mount Mary
UNIVERSITY

2026-2027
UNDERGRADUATE AND GRADUATE STUDENT HANDBOOK

www.mtmary.edu
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Introduction to the Undergraduate and Graduate Student Handbook

Preamble

Mount Mary University is a Catholic university whose mission is to provide an academic base rooted in the liberal arts and to develop women of conviction, sensitive to Christian principles and moral values, and competent to take their place as educated women (and men) in the community at large, to lead and to accept responsibility for the attainment of social justice. Mount Mary University recognizes the following rights and responsibilities on the part of the student body, individually and severally, as essential to the fulfillment of its mission.

Student Rights

1. The right of admission to the University and its programs on the basis of individual merit and without regard to race, religion, age, ability, sexuality, national origin, and other protected classes. Mount Mary retains the status as a women's university and reserves the right to accept those identifying as women to its Bachelor degree programs, unless otherwise indicated by specific programs. All graduate programs and post-baccalaureate programs are open to all.
2. The right to a clear and precise written statement from the University regarding the regulations, obligations, and responsibilities pertaining to educational and curricular activities and to residence living. This includes the right of procedural due process as established by the University.
3. The right to be evaluated solely on academic performance by those who teach their classes.
4. The right to review and discuss their academic performance with those who teach their classes.
5. The right to protection through orderly procedures from prejudiced or capricious academic evaluation.
6. The right to expect that administrative staff and faculty members hold confidential any personal information which they acquire through their work.
7. The right to privacy as guaranteed by the Family Educational Rights and Privacy Act of 1974 and implemented by the University.
8. The right to be secure in their person, residence, papers, and personal effects against unreasonable surveillance, searches, and seizures.
9. The right to elect a student government and establish appropriate student organizations, as defined by the University.
10. The right to examine and discuss all questions of interest to them and to express opinions both privately and publicly. It should be made clear, however, that the public expressions of students and student organizations represent their own opinions and not necessarily those of the University.
11. The right to a clearly defined means of participating in the formulation and implementation of policies affecting academic and student affairs.
12. The right to establish and issue publications free of censorship or other pressure aimed at controlling editorial policy, with free selection and removal of editorial staffs reserved to the organization sponsoring these publications. In reserving these rights, students are expected to conform to the canons of responsible journalism and to be respectful of the Catholic tradition of the University.
13. The right to exercise their full rights as citizens of community, state and nation, provided they do not claim to represent the University.

Disclaimer of Liability

Mount Mary University disclaims liability for any injuries to or property damages suffered by a student, regardless of cause. This liability disclaimer applies to, but is not limited to, the following: Any injury or damage

sustained on property owned by or under the control of the University to include classrooms, structures, buildings, public areas and grounds, vehicles, etc. Any injury or damage incurred while attending a classroom or related activity, whether for credit or non -credit, and regardless of cause. Any injury or damage suffered in an intercollegiate, intramural, contest or event (athletic or otherwise) as a participant, spectator, or other, including transit to or from. Any injury or damage resulting from fire, theft, the elements or by other cause or any injury or damage as a result of any act or omission by any University personnel (faculty, staff, employee, officer, trustee), student, or contractor. Students accept the foregoing disclaimer and agree to be bound thereby upon admission, readmission, or continued enrollment with Mount Mary University. Any student is bound to follow all of the University's rules and regulations. Mount Mary University student who fails to read this handbook will not be excused from compliance with the policies and requirements herein.

Purpose of Handbook

It is in the best interest of students to familiarize themselves with the information in this handbook, as it contains important information about University policies and procedures, as well as information about the student conduct code. While this student handbook is intended to be a fair summary of certain matters of interest to students, its readers should be aware that it is not a complete statement of all procedures, policies, rules and regulations of Mount Mary University. This handbook is not a contract and in no way creates contractual obligations. The University has the right to change any procedures, policies, or programs that appear in the student handbook. The various departments of the University may have their own procedures and policies that apply to students that are not noted within this handbook. In addition, except where expressly noted herein, this student handbook is not, nor is it intended, to create a contract between any student and the University.

About Mount Mary University

Mission

Mount Mary University is a diverse and inclusive learning environment that educates students to transform the world.

We are an urban Catholic University for women sponsored by the School Sisters of Notre Dame, that provides an environment for the development of the whole person. The University encourages leadership, integrity, and a deep sense of social justice arising from a sensitivity to moral values and Christian principles.

Mount Mary commits itself to excellence in teaching and learning with an emphasis on thinking creatively and critically. The baccalaureate curriculum integrates the liberal arts with career preparation for women of diverse ages and personal circumstances; the programs at the graduate level provide opportunities for both men and women to enhance their professional excellence.

Mount Mary University Purposes

In order to achieve the mission of Mount Mary University, the following statement of purpose has been articulated. These purpose statements provide direction for planning, programming and administration of the University.

The purposes of the University are to:

1. Provide undergraduate and graduate programs that stimulate students to seek knowledge, think critically, communicate thought effectively and appreciate the rich diversity of the college community and the world around them.
2. Offer all students a basis for intellectual convictions, ethical values based on Christian principles and an aesthetic framework to enrich their lives.
3. Effectively integrate the liberal arts with career preparation.
4. Prepare students to use leadership qualities to demonstrate a strong sense of social responsibility by providing curricular and co-curricular opportunities for growth, both on campus and in the larger community.
5. Foster excellence in teaching based on an environment of academic freedom and a commitment to ongoing professional development.
6. Continue to serve in the tradition of the School Sisters of Notre Dame whose mission includes providing for the needs of women in a changing and diverse society.
7. Operate with fiscal responsibility in the context of implementing the mission of Mount Mary University.

Mount Mary University Seal

The seal of Mount Mary University is circular in form, with the circle suggesting its traditional symbolic meaning, eternity, the true and final measure of all human values. The ring surrounding the central design indicates the harmony that unites faculty and students in the pursuit of common aims and ideals. The words, VIRTUS ET SCIENTIA, inscribed in the open Book of Wisdom, epitomize the ideals and aims of the college. The book is wreathed with oak, symbol of strength, and palm, sign of victory won and success achieved. The M above the book stands for the Blessed Virgin Mary, the Seat of Wisdom, under whose protection the School Sisters of Notre Dame have placed the college where virtue and knowledge are sought.

Mount Mary University Beliefs

- We believe that education is to be within the framework of Christian principles.
- We believe that, as a University, we must manifest a Christian commitment to the betterment of society.
- We believe that Mount Mary, as an institution, should provide an atmosphere conducive to the development of leadership.
- We believe that a woman-centered educational institution is an important educational alternative.
- We believe in the rights and dignity of each person.
- We believe that maturity develops along a self-directed path.
- We believe that the student brings her abilities and talents to the University, and the University offers her the opportunity to direct these qualities in a common effort with others for her own welfare and that of society at large.
- We believe that the administration, faculty, and students share the freedom of the educational process and depend on one another to stimulate it.
- We believe in an equitable exposure to a core of studies rooted in the liberal arts: the humanities, the arts, the social and natural sciences.
- We believe that choices should be provided within the liberal arts framework.
- We believe that holistic development is an inherent dimension of the college experience.
- We believe that professional and pre-professional training can be integrated with a liberal arts education.

- We believe the educational process flourishes in a pleasant and aesthetic atmosphere.

Mount Mary University Colors and Mascot

The official University colors are blue and white, and our mascot is the Blue Angels.

Mount Mary University Traditions

The traditions of Mount Mary University, whether they begin in 1929 when the University opened its doors in Milwaukee or more recently, are celebrations of college life rooted in the past and growing with the future. You will join with Mount Mary University in celebrating life on campus with a sense of the traditions and spirit of what you feel life as a Mount Mary student can become.

Academic Investiture

This event welcomes students into the academic community and takes place during the fall semester. Mount Mary Investiture ceremony dates back to 1931. As part of this initiation, each new student is formally welcomed into Mount Mary University. The assembly recites the "cap and gown pledge," written by Dr. Edward A. Fitzpatrick, president from 1920-1954. As the pledge is taken, the group becomes a part of the community of scholars at Mount Mary University

Graduation

Graduation exercises are held in May. On the eve of Graduation, a baccalaureate liturgy is celebrated, followed by the tradition of a Lantern (now called the "Light of Learning") procession, and a reception for family, guests, faculty, administration, and seniors.

The Lantern procession began in 1926 in Prairie du Chien, the original location of Mount Mary University. Seniors sang songs at different stops on and around the campus before ascending the steps to sing to parents, faculty, and the student body. Each senior handed a lantern to a junior, symbolizing the passing on of the light of learning. When Mount Mary University relocated to Milwaukee, part of this tradition was kept. Today, graduating seniors gather to sing to family, faculty, and classmates and share their "Lights of Learning" with significant others in their lives. The Graduation ceremony is held the following day.

Alumnae Reunion and Madonna Medal/Tower Award

An alumnae reunion and celebration for all community members is held at the University each year and includes the annual awarding of the Madonna Medals and the Tower Award. These awards are given to alumnae who have excelled in the areas of professional performance, community service, and service to the University/Alumnae Association.

Student Honors

There are several opportunities for students to earn honors during their academic career. Qualified juniors and seniors may be inducted into Kappa Gamma Pi and Delta Epsilon Sigma, national honor societies. The School Sisters of Notre Dame annually confer the Blessed Mother Theresa Gerhardinger Award to a senior who shows significant commitment to global awareness, building community, compassionate service and academic leadership. SSND also presents the Mother Caroline Friess award to a junior who shows a commitment to local organizations, community building and academic leadership. High achieving students are eligible for membership in the honors program which provides the opportunity to develop a strong intellectual identity with fellow

students. Fulfilling the various requirements in this program, students receive the distinction of graduating in the honors program.

Students excelling in their academic work or co-curricular activities are recognized with other awards and scholarships.

Mass of the Holy Spirit

Each academic term begins with a Eucharistic celebration in honor of the Holy Spirit. Check with Campus Ministry (Caroline Hall, First Floor) for dates, times, and additional information.

Founders Day

The community gathers toward the end of February each year to honor the founders of Mount Mary and all of the School Sisters of Notre Dame. The event includes memorials for past employees who have died and celebrates present members who have been nominated for living the mission and values begun by SSND.

Academic Policies and Procedures

Below is a list of important, but not all, academic policies and procedures that are outlined and available in the current *Academic Catalog*. To view Mount Mary University's academic policies and procedures in their entirety, please see the necessary *Academic Catalog* on MyMountMary.

- Academic Dismissal
- Academic Standing
- Academic Honesty and Integrity Policy
- Procedure for Violations of Academic Integrity
- Adding/Dropping a Course
- Attendance Policy
- Grade and Other Academic Appeals
- Leave of Absence
- Re-entry to the College after an Official Leave of Absence
- Registration
- Withdrawal

General University Policies and Procedures

Alcohol and Other Substance

Federal Law

The Drug-Free Schools and Communities Act Amendments of 1989 (amends the Higher Education Act) 20 U.S.C. **20 U.S.C. § 1011i**; **34 C.F.R. § 86.1** et seq.: 55 Fed. Reg. 33,580 (Aug. 16, 1990)

This law requires institutions receiving federal financial assistance to establish drug and alcohol abuse prevention programs for students and employees. Students and employees must receive materials annually that contain standards of conduct, a description of the various laws that apply in that jurisdiction regarding alcohol and drugs, a description of the various health risks of drug and alcohol abuse, a description of counseling and treatment programs that are available, and a statement on the sanctions the university will impose for a violation of the standards of conduct.

Students and employees are entitled to a paper copy of this policy. Students can request a paper copy by contacting the Vice President for Student Affairs. Employees can request a paper copy by contacting Human Resources.

Health Risks: The risks associated with the use of illicit drugs and the abuse of alcohol are numerous and include physical and mental impairment, emotional and psychological deterioration and devastating effects on family and friends. There are obvious risks such as suffering a hangover, being charged with driving under the influence or while intoxicated, and sustaining or causing personal injury. There are a number of less obvious risks associated with alcohol and other drug abuse that students might not realize, including: Poor academic performance, poor job performance, poor social interactions, unwanted and inappropriate sexual activity, sexually transmitted diseases, including HIV/AIDS and pregnancy.

Prevention: The decision to use alcohol or drugs is a choice that has potentially serious health, academic and legal consequences. According to the American College Health Association (2008), you can reduce your risk for abuse by doing the following: Know your limits – Consider your personal or family history for substance abuse and take action to avoid situations that may lead you to use alcohol or drugs. Develop your own risk reduction strategies – If you decide to use drugs, but you regularly violate your risk reduction strategies, you should seek help from someone you trust (also see resources listed below). Consider your reasons for using alcohol or drugs – After evaluating your reasons for substance use (i.e. to feel good, to be more social comfortable), identify other avenues by which to achieve the same results. If you need help determining alternative ways to achieve these results, you should seek help from someone you trust (also see resources listed below).

University Standards of Conduct and Sanctions

Drug Use: Mount Mary is a Drug Free Campus. Possession, use, manufacturing, distribution, and/or sale, and student involvement in illicit use of narcotics, amphetamines, barbiturates, LSD, marijuana or any other harmful drug is illegal and is prohibited. Students shall not possess any illegal or controlled substance in crude or refined form except under the direction of a licensed physician. Students shall not possess any items that are designed for the use of drugs (pipes, blow tubes, bowls, bongs, etc.). Any items that are fashioned for the purpose of facilitating or disguising drug use will also be considered a violation of this policy. Student involvement in such matters is a Mount Mary University concern whether they occur on or off campus and irrespective of any action by civil authorities.

Alcohol Use: Mount Mary University adheres to state laws and the legal drinking age. Proof of age must be shown at events where alcohol is available on the Mount Mary campus. The unauthorized sale, possession or consumption of alcoholic beverages by students on campus is prohibited unless permission has been granted for its use at specific University-sponsored functions. Off campus use or possession of alcoholic beverages is governed and controlled by state and/or local laws. Each group sponsoring social activities where alcohol will be served on campus must publish procedures in compliance with state law and Mount Mary policy.

Use of Alcohol in University-Owned Residences: Wisconsin law states that the age to use alcoholic beverages is 21. University sponsored housing extends that right as a privilege to those who meet the legal qualifications. Our goal as an educational institution is to create an environment that encourages individuals to make responsible decisions. Mount Mary University does not encourage the use of alcoholic beverages, nor does it condone underage consumption. It respects the privilege extended by the state of Wisconsin.
A person is expected to be responsible for their behavior at all times. Conduct which is in violation of the state, county, and municipal laws or the University regulations relating to the use of alcoholic beverages will involve the student in University disciplinary procedures, with sanctions ranging from a warning to expulsion and referral for prosecution, regardless of the action that may be taken by civil authority.
University action may be taken if an individual's conduct is inappropriate to an educational institution and to a residential community, whether or not their actions may be due to the consumption of alcoholic beverages.

State and Federal Laws and Sanctions

Alcohol – There are substantial restrictions against the sale, possession and distribution of alcohol in Wisconsin. It is against the law to sell alcohol to anyone not of the legal drinking age of 21 and there is a concurrent duty on the part of an adult to prevent the illegal consumption of alcohol on their premises, Wis. Stats 125.07 (1)(a). Violation of this statute can result in up to $500 forfeiture for a first offense, with higher fines and imprisonment for subsequent violations. It is against the law for an underage person to attempt to buy an alcoholic beverage, falsely represent her age, or enter a licensed premise except to conduct lawful business. First offenders can be fined up to $500, ordered to participate in a supervised work program and have their driver's license suspended, Wis. Status.125.07(4).

Drugs – Wisconsin laws prohibit drug possession and delivery through the Uniform Controlled Substances Act, Wis. Stats. 961. These mandates stiff penalties, including large fines and long periods of imprisonment. For a first-time conviction of possession of a controlled substance, a person can be sentenced up to one year in prison and fined up to $5000, Wis. Stats. 964.41(2r). The penalties will vary depending on the amount and type of drug confiscated, the number of previous offenses by the individual, and if the individual intended to manufacture, sell or possess the drug. Wis. Stats. 961.41. In addition to the stringent penalties for possession or delivery, the sentences can be doubled when exacerbating factors are present, such as when a person distributes a controlled substance to a minor, Wis.Stats.961.46(1).

The federal government revised the penalties against drug possession and trafficking when it adopted the Federal Sentencing Guidelines that reduce or eliminate the discretion that federal judges may use in sentencing offenders of federal drug statutes. Under current statutes, courts can sentence a person up to one year of imprisonment and a $5000 fine for unlawful possession of a controlled substance such as marijuana. Federal law creates special penalties for the possession of certain drugs such as cocaine base, also known as crack. For the possession of 5 grams of cocaine base, a federal judge is obligated to sentence a person to at least 5 years (and up to 20 years) imprisonment. A sentence of life imprisonment is required for a conviction for the distribution of a controlled substance that results in death or bodily injury. The Federal Sentencing Guidelines eliminated parole in the federal judicial system.

Mount Mary University Alcohol and Other Drug Resources

Anyone interested in receiving assistance with an alcohol or other drug issue should contact one of the following offices:

Counseling Center - Haggerty Library

Campus Safety – Bergstrom Hall 079

Assistant Director of Residence Life (for resident students) – Caroline Hall 155

Community Alcohol and Other Drug Resources

Hotlines:

Addiction Resource Council – (262) 524-7921

Alcoholics Anonymous – (414) 771-9119

Milwaukee Council on Alcoholism and Drug Dependence (Impact) – (414) 289-6085

Community Information Line (IMPACT) – 1-866-211-3380

Community Treatment Facilities:

Aurora Sinai Behavioral Health Services - (414) 773-4312

Aurora Psychiatric Hospital-Wauwatosa- (414) 454-6600

Meta House (women) – (414) 962-1200

Genesis Behavioral Services Inc. – (414) 395-1603

St. Mary's Hospital Milwaukee – (414) 585-1000

National Resources:

SAMHSA (Substance Abuse and Mental Health Services Administration) 24-hour Helpline 1-800-662-4357 OR 988

Bulletin Boards and Posting

Students and individuals wishing to post flyers or other information must adhere to the campus posting policy, which can be found on the Student Engagement page of My Mount Mary. All posters must be in line with the Mount Mary University code of conduct and must not violate any Mount Mary policies including MMU's equity policy, discrimination and harassment policies or any other listed in the student handbook. Any materials that violate the student handbook/code of conduct will be immediately removed from their location (s). Student Affairs has the right to investigate violations of this policy and pursue appropriate action through the conduct process if ever deemed appropriate.

Campus Hours

Mount Mary University campus buildings are considered open to the public between 8AM and 5PM. The campus grounds are open to the public between 5:00 AM and 11:00 PM. The campus is considered closed during the remaining hours, and any other periods deemed necessary (emergency campus closure, e.g.). Advanced public notice for any deviation to these hours or restrictions is not required.

In order to maintain reasonable safety standards for staff and students, the open period is limited in nature and comes with restrictions. The university reserves the right to limit or deny access to campus property for any

behavior deemed detrimental to the safety and well-being of students, staff, or other visitors. Photo identification and reason(s) for the visit may be required prior to approval.

Non-resident students are allowed access to the campus between the hours of 5:00 AM and 11:00 PM. Special arrangements for additional access (during mid-term and final exam periods, for example) can be made with the Department of Public Safety after staff/faculty approval.

During academic terms, all University students will have 24-hour access to the Caroline Hall student lounge, where University computers are available. Non-resident students are expected to sign in at the Caroline Hall front desk to notify Public Safety to their presence during the campus closed times. The use of this space is not meant for an overnight stay and must be related to academic and other Mount Mary-related efforts.

Please note that campus hours and space availability may change during official University closure times, holidays, breaks, or for other purposes. Residence Hall hours, visitor policies, and expectations for guest sign-in are noted later within this Handbook.

Change in Name, Phone, Address

Changes of address, phone, and other personal information are made online on my.mtmary.edu. Change of name is made through the Registrar's Office with proper documentation.

Children on Campus

Mount Mary is a family friendly university that welcomes children on campus. The University acknowledges that family needs and responsibilities may in some circumstances necessitate the presence of a child on the campus. The University also acknowledges that certain events, programs and activities on campus may lend themselves to having children participate.

Any individual who makes the decision to bring a child onto the University campus should be aware and respectful of the needs of others to have a quiet educational and/or work setting and shall comply with the specific policies and procedures set forth below.

For policies specific to the unique needs of children and families in Trinity Woods, please refer to that handbook for additional expectations. **The policies below apply to the Mount Mary campus proper, not Trinity Woods.**

1. Mount Mary assumes no responsibility for the care or supervision of children on campus.
2. Children who are sick are not permitted on the Mount Mary campus.
3. Children must be in the presence of and under the direct supervision of a parent, legal guardian, or responsible adult at all times. Children may not be left unsupervised in the classrooms, hallways, or common areas of academic buildings at any time.
4. Babysitting is not allowed on the Mount Mary campus; children may not stay overnight on resident floors of Caroline Hall. Children visiting students in the residence hall must be under the supervision of a parent, legal guardian, or responsible adult at all times.
5. Due to the inherent safety, health hazards and the nature of the equipment and the level of supervision necessary, children will not be allowed in laboratories, the fitness center, chemical storage areas, mechanical rooms, construction areas, student computer laboratories, or similar restricted areas. The Vice President of Academic Affairs and Senior Director of Human Resources may grant an exception for a specific activity and may impose specific conditions.

6. For classrooms and faculty or staff offices, children may be allowed at the discretion of the instructor or supervisor. Permission should be granted only for rare occasions due to a temporary, unforeseen emergency or circumstance. Children are not allowed in the classroom in the following situations:
    a. As an alternative to procuring regular childcare or
    b. When the child is too ill to attend regular childcare or school
7. Children may not, at any time, be left alone ANYWHERE on campus except children from the ages of 12 to 16 who may use the library facilities up to 5:00 p.m. After 5:00 p.m., these children must be accompanied by a responsible adult.
8. The Library and its technology resources are intended primarily for the use by university faculty, staff and students. Children may use the technology resources in the Library if they are under the direct supervision of a students or employee and there are no other employees or students needing to use the technology. They must always be directly supervised by a Mount Mary student or employee.
9. Parents, legal guardians, and responsible adults are responsible for ensuring that their children behave appropriately while on campus. Parents and legal guardians are responsible and liable for any and all injuries or damages sustained to or caused by their child while on campus.
10. The parent, legal guardian, or responsible adult of a child who is considered disruptive or unsupervised will be asked to remove the child immediately.

Discrimination and Harassment

The University is committed to action that supports diversity and enables all members of the University community to build and enhance relationships in a safe environment. Mount Mary University is committed to providing and maintaining a healthy learning and working environment for all students, staff, and faculty members, free of harassment and of any kind against any person or group of individuals based on race, gender (including, but not limited to, identity, expression, and pregnant/parenting status), sexual orientation, age, national origin, religion, marital status, disability or other basis protected by law that applies to the University.

In accordance with Mount Mary's values, its role as an educational institution, and local, state and federal laws, the University condemns any such form of harassment or discrimination in the University community. Any student found to have engaged in such conduct is subject to University disciplinary procedures and sanctions, up to and including suspension and/or expulsion. In addition, any student who violates any state, federal, or municipal law shall be subject to disciplinary action for said offense(s). The adjudication of such violations may proceed regardless and/or independently of any action taken by state, federal or municipal agencies.

Policy Definitions

Harassment is defined as any behavior (verbal, written, or physical) that abuses, assails, intimidates, demeans, victimizes or has the effect of creating a hostile environment for any person based on race, gender, sexual orientation, age, national origin, religion, marital status, disability or any other basis protected by federal, state or local law.

Discrimination is defined as a distinction made against a person based on race, gender, sexual orientation, age, national origin, religion, marital status, disability or any other basis protected by federal, state or local law.

Filing a Complaint or Grievance

If a student feels that they need to file a formal complaint or grievance, there are several options, depending on the type and nature of the complaint. Students may initiate a formal reporting procedure if complaints cannot be settled on a personal basis with those involved (such as through a mediated conversation).

Students who have been discriminated or harassed against because of race, ethnicity, gender, religion, age, ability, national origin, or any other protected class, may submit a complaint to the University via the Equity and Bias Policy. Please note that a specific policy exists s for any grievances related to sex-based discrimination and harassment which can be found within this Handbook and is included in the University Policy Against Sex-Based Discrimination and Harassment.

For students wanting to file a formal complaint through the Equity/Bias Policy, please go to the reporting link, referenced in the Equity Policy section of this handbook or located on My Mount Mary. You may also access the reporting form via QR code outside of Caroline Hall 151 or contact the Vice President for Mission and Justice or email mmu-diversity@mtmary.edu. Grievances related to a charge of faculty misconduct/harassment that do not fall under Title IX or the Bias/Equity Policy should be reported to the Vice President for Academic Affairs. Other grievances should be reported to the Vice President for Student Affairs. An investigation of any complaint will be initiated by appropriate university personnel, including employees, based on the circumstances of the complaint.

Student names may be kept confidential if desired. Persons choosing to file complaints on a confidential basis need to understand that there may be limits on the University's ability to investigate and resolve a complaint on an anonymous basis. The University does, however, take such complaints seriously and will investigate and address complaints within the bounds of the confidentiality requested. While the University will take requests for confidentiality seriously, it must also consider its responsibility to provide a safe and nondiscriminatory environment for all students, including the student who reported the harassment, when that person is known to the University. The University prohibits retaliation against anyone who has reported any incidents of harassment or discrimination.

Dress Code

While recognizing that personal tastes and styles may vary, Mount Mary University expects standards of dress that reflect the values of the University and are suitable to the academic environment at a Catholic institution of higher learning. Proper personal appearance will be expected for many students in their chosen professions, and students should begin practicing appropriate dress while in college. For example, shoes must be worn in all public areas and in the dining room; sleep/bedroom attire, including slippers, are not acceptable on the first floor of Caroline Hall or in the University dining rooms. Students should be aware that administration, faculty, or staff members might adopt additional standards for dress/appearance, particularly when students are representing the University in internship opportunities, at University-affiliated events, or on days when the University has special guests on campus.

Emergency Campus Closing

In case of extreme snowfall or other hazardous weather, Mount Mary University will contact the local media to cancel classes. Decisions about evening classes will ordinarily be determined in the afternoon. Mount Mary administration will notify local radio and television stations as soon as possible when evening classes are not being held. Please keep in mind that the emergency school closing policy pertains to situations that may be

unrelated to weather, e.g., broken water pipes or heating system, or flooding. When classes are canceled, the University will be closed.

Additionally, Mount Mary University utilizes the RAVE Emergency Alert System. In the case of weather-related school closings or other campus emergencies, the system will push alerts directly to your cellphone and campus email account. To receive these alerts 24/7, be sure your cell phone number is on file with the IT Department at the University.

Emergency closings during final exams: If there should be a weather emergency in effect at 7:00 a.m. on an examination day, all daytime (8:00 a.m.--4:30 p.m.) examinations will automatically move to the day following the last day of exams. Separate announcements will be made regarding evening classes. Friday and Saturday will be used, if necessary, to complete the exam schedule.

Emergency Evacuation

In every potential emergency, including an armed intruder/active shooter, weather, fire, biological/chemical, bomb threat, etc., a unique response is required. Please go to https://mtmary.edu/alert/emergency-alert-procedures.html for the most detailed and updated information regarding emergency procedures. The Mount Mary University Public Safety Department is staffed 24 hours per day, 7 days per week. In the event of an emergency, Mount Mary University works closely with the Milwaukee Police Department, Milwaukee Fire Department, and the City of Milwaukee Health Department to help mitigate the emergency.

A scheduled fire drill is conducted each semester in Caroline Residence Hall. The drill requires evacuation of the building. It also tests and evaluates the total response to the fire alarm. Students are expected to leave the building at any time that a fire alarm sounds; additionally, students should never tamper with fire safety alarms, including pulling alarms when no fire is present or intentionally setting off an alarmed door.

The RAVE Alert text messaging system is tested on an annual basis.

There are three responses to life-threatening emergencies: Run, Hide, Fight. In the event of a significant emergency or dangerous situation involving an immediate threat to the health or safety of student, staff, or visitors to campus, the University community will be given instructions on the safest response to the situation. The notification may be in the form of verbal instructions given in person, utilizing building loudspeakers where equipped, activating fire alarms, and/or sending a message via the campus emergency notification system (RAVE). Evacuation instructions are also posted throughout University buildings.

Mount Mary University will, without delay and taking into account the safety of the University community, determine the content of the notification and initiate the notification system, unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

Equity Policy

Mount Mary University is committed to action that supports inclusion and enables all members of the University community to build and enhance relationships in a safe environment. This includes a commitment to providing and maintaining healthy learning and working environments for all students, staff, and faculty members. In accordance with the University's mission and values, its role as an educational institution, and local, state, and federal laws, the University should be free of bias, discrimination, harassment, and/or hate of any kind against any

person or group of individuals based on race, color, religion, sex, gender, sexual orientation, national origin, age, ethnicity, pregnancy, disability (physical or mental), genetic information, and other groups protected by federal, state, or local law. Any University community member found to have violated this policy may be subject to university disciplinary sanctions, up to and including suspension, expulsion, or termination.

Responses to bias incidents may include educational opportunities for the individuals and groups involved, as well as for members of the campus community when reporting patterns suggest broader issues that move beyond the immediate incident. This policy seeks to mediate conflict and provide outcomes that are aligned to inclusion efforts of Mount Mary University. Reports will be referred to a formal disciplinary body if the behavior violates other college policies or if they meet a threshold for discrimination, harassment, and/or hate (as defined in this policy).

Proceedings in which the accused is a student will be conducted in accordance with the University's student conduct procedures (see Mount Mary University Undergraduate and Graduate Student Handbook). Proceedings in which the accused is an employee will be conducted in accordance with the procedures set forth in the University's employee handbooks (see Mount Mary University Faculty or Employee Handbooks). In addition, any person who violates any municipal, state, or federal law may be subject to disciplinary action for said offense(s). The University adjudication of such violations may proceed regardless and/or independently of any action taken by municipal, state, or federal agencies.

Equity Response Team

The Equity Response Team is not a disciplinary body but acts in response to and in investigation of concerns for the campus community surrounding issues of bias, discrimination, harassment, and hate. The Equity Response Team is an ad hoc University committee and reports to the President of the University. Membership includes the Vice President for Mission and Justice, Senior Director for Human Resources, and the Director of Public Safety.

The Vice President for Mission and Justice is responsible for initial intake and assessment of complaints, assignment of complaint investigations to appropriate parties, facilitating communication to the complainant. The Equity Response Team regularly keeps the President informed of active investigations and outcomes, and monthly provides a report to the President's Council regarding complaint trends. Once complaints are routed to appropriate personnel, University proceedings will follow, as outlined in relevant applicable handbooks.

Policy Definitions

Bias is defined as an action in favor of or against one thing, person, or group compared with another, usually in a way considered to be unequitable. Bias incidents may or may not be intended to cause harm, and may include microaggressions (including micro assaults, microinsults, and microinvalidations), and typically do not violate another University policy or federal, state, or local law.

Discrimination is defined as a distinction made against a person based on race, color, religion, sex, gender, sexual orientation, national origin, age, ethnicity, pregnancy, disability (physical or mental), genetic information, and other group protected by federal, state, or local law.

Harassment is defined as any behavior (verbal, written or physical) that abuses, assails, intimidates, demeans, victimizes, or has the effect of creating a hostile environment for any person based on race, color, religion, sex, gender, sexual orientation, national origin, age, ethnicity, pregnancy, disability (physical or mental), genetic information, and other group protected by federal, state, or local law.

Hate is defined as any behavior that involves violence, threat of violence, actions that are likely to incite violence, or other acts violating University policy that are directed at persons or groups based on race, color, religion, sex, gender, sexual orientation, national origin, age, ethnicity, pregnancy, disability (physical or mental), genetic information, and other group protected by federal, state, or local law.

Filing a Complaint

Any individual who has experienced an act of bias, discrimination, harassment, or hate, based on identity (whether actual or perceived), or any individual who believes their rights have not been protected, is encouraged to report violations of this policy to the University. Please note that a separate process exists for complaints related to sex-based discrimination and harassment under the Policy Against Sex-Based Discrimination and Harassment.

The following are University-based reporting options for victims of and witnesses to bias, discrimination, harassment, or hate, which will be reviewed by the University's Equity Response Team:

- Submit an online complaint utilizing the reporting form found here. This link is also on MyMountMary and on the Diversity, Equity, and Inclusion page of Mount Mary's Website.
- Scan the QR Code outside of the office of Mission and Justice at Caroline Hall 151.
- Submit an in-person complaint to a university employee:
    - Vice-President for Mission and Justice
    - Senior Director of Human Resources
- Email mmu-diversity@mtmary.edu
- If the incident is believed to be a hate-crime, contact Public Safety at (414) 930-3333 or call 911 if an emergency

If a person believes themselves to be a victim or witness to bias, discrimination, harassment, or hate, and prefers not to disclose their identity, they can file an anonymous complaint. Persons choosing to file anonymous complaints must understand that there may be limits on the University's ability to investigate and resolve a complaint on an anonymous basis, including communication of the resolution. The University does, however, take such complaints seriously and will investigate and address complaints within the bounds of the confidentiality requested. For the University to investigate concerns properly, it is important for the reporting individual to provide as many details and supporting documentation as possible about the allegations.

While the University will take requests for confidentiality seriously, it must also consider its responsibility to provide a safe environment for all students and employees. The investigation of a complaint will be kept confidential to the extent feasible, and information will be disclosed only on a need -to-know basis. Some incidents may warrant notification to Public Safety and/or the Milwaukee Police Department. The reporting individual will be informed of the various support services available through the University, including counseling, and may choose to use or refuse these services.

Family Education Right to Privacy Act (FERPA) Notification of Rights

The Family Education Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These are:

1. The right to examine the student's records: A student may request access to review and inspect his/her educational records. Students should submit to the Registrar or Academic Dean written requests that must

identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed. Upon receipt of the written request, the University official has 45 days to comply. The University is not required to provide photocopies, but if provided, students will be charged a fee. FERPA does not provide the student with the right to access certain records, including but not limited to financial records of a parent, and confidential letters and statements of recommendation for admission, employment or honorary recognition which the student has waived the right to inspect and review.

2. The right to request the amendment of the student's education records that the student believes is inaccurate or misleading: Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. However, FERPA was not intended to provide a process to be used by the student to question substantive judgments that are correctly recorded. The FERPA rights of challenge are not intended to allow a student to contest, for example, a grade in a course because he/she felt a higher grade should have been assigned. FERPA is intended to ensure the factual and accurate nature of the information in the student's educational records and the student's right to verify that information. If the University decides not to amend the record as requested by the student the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedure will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personal identifiable information contained in the student's education records, except to the extent the FERPA authorizes disclosure without consent.
   One exception which permits disclosure without consent is 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 (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. As of January 3, 2012, the U.S. Department of Education's FERPA regulations expand the circumstances under which your education records and personally identifiable information (PII) contained in such records be accessed without your consent to include certain types of studies. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill her or his professional responsibility.
4. The right to file a complaint with the US Department of Education concerning alleged failures by Mount Mary University to comply with the requirements of FERPA. Such complaints should be sent to: Family Policy Compliance Office, US Department of Education, 600 Independence Avenue, SW, Washington, DC 20202-4605. More information can be found at the U.S. Department of Education's Family Policy Compliance Office.

Directory Information

Under the Family Educational Rights and Privacy Act (FERPA), directory information is public information unless the student files a request for confidentiality in the Office of the Registrar. The information that Mount

Mary University considers directory information is as follows: name, address, email address, telephone listing, field of study, weight and height of athletes, most recent previous school attended, date and place of birth, participation in officially recognized activities and sports, dates of attendance, degrees and awards. Please visit the U.S. Department of Education website for additional information (Family Educational Rights and Privacy Act (FERPA)). A student has the right to restrict the release of his/her public directory information by placing a FERPA restriction on that data. Prior to enacting a restriction, a student should carefully consider how the decision may affect him or her in unexpected ways. For example, should a student place a restriction on his/her degree or name, a prospective employer requesting degree confirmation would be denied such information or the student's name would not appear in the commencement brochure. Mount Mary will honor a student's request to restrict the release of directory information but cannot assume responsibility to contact the student for subsequent permission to release the information. Regardless of the effect upon a student, Mount Mary assumes no liability for honoring a student's request that directory information be restricted. A student who has ceased attending Mount Mary, and whose directory information was not restricted in his/her last term of attendance, does not have the right to restrict the release of directory information until such time as he/she re -enrolls at Mount Mary.

Deceased Student Records

Upon a student's death, education records are not protected under FERPA. Mount Mary University maintains full discretion in deciding whether, and under what conditions, education records of deceased students should be disclosed.

In general, the Registrar's Office, on behalf of the University, will not re lease education records but may do so under the following conditions:

- The Registrar's Office will release such records if the University receives a valid subpoena requesting such records.
- The Registrar's Office may choose to release such records with the written authorization of the executor of the deceased student's estate or next of kin, if an executor has not been appointed. Such individual would need to provide proof of the student's death (i.e., death certificate or obituary notice).

Financial Arrangements and Tuition Payments

Mount Mary's undergraduate and graduate bulletins specify that students will either pay in full or sign up for a payment plan by 11:59pm on the fifth calendar day after classes begin. Each semester's account balance must be paid in full by the fifth day of classes, or you must sign up for a payment plan, with payment in full by the end of each semester. A student may not register for a subsequent semester nor occupy a room in the residence hall if they have an outstanding balance greater than $999.00 and is NOT current on their current semester payment plan.

1. The following will have occurred prior to the student paying in full or signing up for Transact Payments:
    - Student has registered/enrolled
    - Mount Mary has provided an actual or estimated bill
    - Mount Mary has applied estimated or actual aid to the student's balance
    - Mount Mary will have educated students about payment options

    Some estimates will be involved, and subsequent changes in payment plan amounts are likely.
2. Education and activities around registration, payment and Transact Payments signup

- Prior to New Student Registration ("NSR") events
    - Provide information to new students and their families about relevant financial and payment information so that information presented at NSR does not surprise them
- For new students who attend NSR
    - Financial Aid and Business Office provide education, handouts and are available for appointments
    - Students sign Financial Responsibility Contract (FRC) – Required for registration
    - Students can pay in full (or, commencing with the semester registration, sign up for Transact Payments, once the plan becomes available for enrollment)
- For continuing students and new students who do not attend NSR
    - Provide information to new students and their families about relevant financial and payment information
    - Financial Aid and Business Office provide education, handouts and are available for appointments
    - Students sign Financial Responsibility Contract (FRC) – Required for registration
    - Business Office sends invoice and includes instructions with payment options
    - Students can pay in full or signup for a Transact Payment Plan commencing with their semester registration, once the plan becomes available for enrollment.
    - Any student who does not pay in full or formally accept the terms of their Transact payments plan by the required deadline will lose access to MMU email, CANVAS and all other electronic MMU resources. That access can be restored by taking one of the required actions.

3. Implications of non-adherence to payment plan responsibilities
    - Missed payments
        - At the first missed Transact payments the Business Office will contact the student to schedule a meeting or phone conversation to rectify the nonpayment.
        - If a student does not respond to the Business Office after repeated attempts all within 5 business days of the non-payment, the Business Office will refer the student to Student Affairs for intervention.
        - The Student Affairs team will have 5 business days to get a meeting set up.
        - If a student fails to set an appointment within 5 business days they will be given a 3-day warning of IT shutoff. At the end of three days (on the 4th day) all IT access will be shut off and a message will come up each time a student tries to log in giving them a phone number to call to return their IT privileges.

          Students flagged for financial aid verification or having legitimate problems beyond their control that can be verified will temporarily avoid the IT shut off if they are working

conscientiously and communicating weekly with the Business Office or the Financial Aid Office.

- Upon the second missed payment, student will be automatically withdrawn from the Transact Payment Plan, and will be contacted by the Business office to resume payments in office. The student will be restricted from registering for the next semester until the balance is paid in full.
- Exceptions can only be approved by the President.

Food and Hygiene Resource Center

The Food and Hygiene Resource Center, located in Caroline Hall 144, provides students with a free, confidential resource for basic needs including non-perishable food and hygiene products. This resource is meant to address food insecurity on a temporary basis for students. For long-term food and hygiene security needs or questions about the Food and Hygiene Resource Center, please contact parizekm@mtmary.edu

Hazing

The term "hazing" as used in this handbook means any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any student or other person, or which subjects the student or other person to extreme mental stress, including extended deprivation of sleep or rest or ex -tended isolation.

Whoever knows that another person is or has been the victim of hazing, should report all relevant information to an appropriate law enforcement official or the Vice President for Student Affairs as soon as reasonably practical and to the extent that she can do so without danger to herself or others.

Health and Immunizations Records

All students live in on-campus residents are required to submit a Student Health Record Report, available on MyMountMary, which includes an immunization history. All international students are required to provide this form as part of the enrollment process.

Furthermore, Wisconsin state law (Wis. Stat. section 252.09) requires that Mount Mary University provide all students with information on the risks associated with Meningococcal disease and Hepatitis B. Mount Mary has made this information available on My Mount Mary (my.mtmary.edu) in the "Compliance" section under the "Campus Life" tab. Please familiarize yourself with these documents and contact Student Affairs with any questions or concerns.

Illness, Injuries, and Accidents

In the event of an illness, injury or accident that is life-threatening and requires emergency care, students should call 911 immediately and direct them to the closest side of the University. After calling 911, please call Public Safety at 414-930-3333. A Public Safety Officer will respond to the emergency and render aid until an emergency vehicle arrives. Public Safety officers are CPR certified and trained in basic first-aid skills.

If the situation is not life-threatening and is not an emergency, contact Public Safety at 414-930-3333. The student should give their name and the location of the accident or health problem. The student should remain at the scene until help arrives. If help is not on the scene within two or three minutes, the student should follow up with a return call to Public Safety.

All accidents should be reported promptly, even though they may not require immediate aid. The University encourages the person sustaining the accident to seek medical attention and to file an accident report as soon as possible with the Public Safety Department.

Several Urgent Care Clinics near campus include:

- Advanced Healthcare Mayfair Road Clinic: 3289 N. Mayfair Rd., (414) 771-7900
- Aurora Health Center – Mayfair: 10400 W. North Avenue, (414) 771-7900479-2520
- Ascension SE at Mayfair: 201 N. Mayfair, Road, (414) 259-7200

Students are responsible for any charges for services rendered off-campus.

Information Technology and Responsible Computer Use

Acceptable Use Policy

All students, faculty, administrators, and staff, as members of the Mount Mary community, have access to many shared computing and networking resources. Mount Mary strives to provide an atmosphere that encourages access and sharing of information on local, national, and international levels. As users in the Mount Mary Community, individuals must bear the responsibility to use these resources in keeping with the professional and ethical standards of conduct that the university promotes. Use of these resource s should be considered a privilege and be treated as such. Full details on Mount Mary's Acceptable Computer Use Policy can be located at https://my.mtmary.edu/ICS/Help/ (sign-in required).

Technology Discount Programs

Dell Computers offers laptops, desktops and certain computer accessories to students at a discounted rate. Available discounted equipment can be viewed and purchased at https://www.dell.com/en-us/lp/students .

Apple offers limited academic discounts. Available deals can be viewed at https://www.apple.com/us- hed/shop.

Additional software discounts are provided by journeyEd. You can access these deals by visiting http://www.journeyed.com/waicu, and selecting Mount Mary College as your campus.

Annual IT Security Training

As a condition of access to Mount Mary IT systems, all students and employees are required to complete annual online cybersecurity training. Details on how and when to complete the training will be communicated to students via their official Mount Mary email address. Failure to complete the required training may result in the loss of access to university IT systems – including Canvas, Zoom and Mediasite.

Communications

The primary channel for official university communications with students, outside of the learning management system, is via a student's university (@mtmary.edu) email address. All formal university email communications

will be sent to your university address, rather than any external address. Students are expected to check their university email at least once per day.

IT Support

Students in need of technical support should contact the IT Services Help Desk at 414-930-3048 or mmu-helpdesk@mtmary.edu. Support for student personal technology devices is generally limited to assistance in connecting to the campus Wi-Fi network. The Help Desk can also assist with any technical issues related to campus IT systems.

The IT Services Help Desk is open Monday through Friday from 7:30 AM to 5 PM.

Residence Hall Network Connectivity

Wi-Fi access is provided to the students living in the Caroline Hall residence. Be aware, however, that devices connecting to the dorm Wi-Fi must support WPA2 Enterprise level authentication. This type of authentication is supported by most computers and mobile devices, but most other consumer-level devices (e.g. smart TVs, game consoles, home assistants) do not support Enterprise authentication.

An ethernet port for connecting a computer via a hardwire network connection is also available for each student in the Caroline Hall residence. Ethernet cables must be provided by the residents.

In order to ensure the reliability and security of the campus network, it is not permitted to connect any Wi-Fi router to the campus network, or to create a personal Wi-Fi network in the residence hall. Creating an unauthorized Wi-Fi network provides an opportunity for attack by malicious actors, and interferes with the signal broadcast by the university's access points. IT Services routinely scans for and deactivates rogue networks, which may result in the deactivation of the hard-wired network port to which any unauthorized device is connected.

Intellectual Property Rights

In many cases, software and data that reside on Mount Mary computer systems is owned by an individual, a third party, or the institution, and is protected by copyright law, license, or contract agreements. Users must abide by these agreements. Such agreements may prohibit copying software or data, resale or use of software or data for personal gain, and public disclosure of information without the owner's authorization.

Remediation

The University reserves the right to restrict and/or interrupt communications through or by use of any of its computers or computer services, which is believed to be harmful to the University or to others.

Mount Mary University community members are expected to cooperate with investigations by resource managers or other University officials. Failure to cooperate with official investigations may be grounds for suspension or loss of access privileges or other action determined by the University. Cases of abuse or violation of University guidelines, policies or procedures will be referred to the appropriate University body for action.

Issues concerning these guidelines or allegations of harassment or other irresponsible use of Information Technology Resources should be directed to the Vice President for Student Affairs, the Director of Human Resources, or the Senior Director of Information Technology. Questions regarding this policy should be directed to the IT Help Desk at 414-930-3048 (x3048 on campus) or mmu-helpdesk@mtmary.edu.

In addition to registering a general emergency contact, students residing in on-campus housing have the option to identify confidentially an individual to be contacted by Public Safety in the event the student is determined to be

missing for more than 24 hours. If a student has identified such an individual, Public Safety will notify that individual no later than 24 hours after the student is determined to be missing. A resident student who wishes to identify a confidential contact can do so through filling out a Personal Data Card with the Director of Residence Life. A student's confidential contact information will be accessible only by authorized campus officials and law enforcement in the course of the investigation.

Missing Person

In addition to registering a general emergency contact, students residing in on-campus housing have the option to identify confidentially an individual to be contacted by Public Safety in the event the student is determined to be missing for more than 24 hours. If a student has identified such an individual, Public Safety will notify that individual no later than 24 hours after the student is determined to be missing. A resident student who wishes to identify a confidential contact can do so through filling out a Personal Data Card with the Director of Residence Life. A student's confidential contact information will be accessible only by authorized campus officials and law enforcement in the course of the investigation.

If a member of the University community has reason to believe that a student who resides in on-campus housing is missing, they should immediately notify the Director of Residence Life or Public Safety. Public Safety will generate a missing person report and initiate an investigation. After investigating a missing person report, should Public Safety determine that the student has been missing for 24 hours, Public Safety will notify the Milwaukee Police Department and the student's emergency contact no later than 24 hours after the student is determined to be missing. If the missing student is under the age of 18 and is not an emancipated individual, Public Safety will notify the student's parent or legal guardian immediately after Public Safety has determined that the student has been missing for 24 hours.

Furthermore, University officials may check with roommates, close friends, and emergency contacts to ascertain the location of the missing student. A call may be placed to instructors to check if the student has been in class. University officials may also call parents or family members to check if they have information regarding the missing student's whereabouts.

Parent/Guardian Notification

The Vice President for Student Affairs is responsible for determining if and by what means parents/legal guardians will be notified when students are found to have committed serious or repeated violations of federal, state, local law, or University policies related to the possession, use, or distribution of alcohol or a controlled substance.

Notification of parents/legal guardians is indicated in any of the following circumstances:

- The violation involved harm or threat of harm to self, other persons, or property.
- The violation involved an arrest in which the student was taken into custody.
- The violation suggests a pattern of alcohol or controlled substance abuse.
- The student who committed the violation required medical intervention or transport due to alcohol or a controlled substance.

- The violation resulted in or could result in the student being disciplined by the University including but not limited to the following: housing contract probation, housing contract cancellation, disciplinary probation, suspension, or dismissal.

The University supports students assuming personal responsibility and accountability for their actions as they learn to establish their own independence. The University also recognizes that the process of establishing personal independence requires support and, at times, assistance or intervention. In the appropriate circumstances, notification of parents/legal guardians can be a means of support in that transition. Consistent with this approach, the Vice President for Student Affairs will involve the student in a discussion about the decision to notify parents/legal guardian and will inform the student that notification will take place.

Nothing in these guidelines will prevent University officials from notifying parents/legal guardians of health or safety emergencies.

Protest and Petitions

A student has the right to present a petition, to protest, or to circulate papers in their own name as an individual, but they may not pose as a representative of the University or as its spokesperson when presenting their views to the press.

Orderly and peaceful demonstrations on the campus are permitted. However, the University has the obligation to ensure the safety of individuals, the protection of property, and the continuity of the educational process. When picketing or other forms of peaceful protest take place outside University buildings, the University insists on the right of free passage for all through the areas where members of the University community have a right to be. When such demonstrations take place inside University buildings, the University insists on orderliness, free passage to all rooms, lack of excessive noise, and no interference with classes, library, offices, assemblies, or normal administrative functions. Students participating in off-campus demonstrations will be subject to University discipline for reasons stated above as well as for the deliberate misrepresentation of the position of the University, outrageous abuse of the name of the University, or participation in demonstrations adjacent to the campus that disrupt University functions.

Quiet Hours

To afford opportunity for quiet study, students should avoid unnecessary noise in corridors during all class periods. Please see the Residence Hall section for specific quiet hour expectations of this space.

Sexual Harassment and Other Misconduct Policy

University Policy:

Mount Mary University promotes an atmosphere of care and respect grounded in the University's core values, Christian principles, and mission to develop the whole person. As such, the University has a zero-tolerance policy for sex-based discrimination and harassment. All members and guests of the Mount Mary community are required to conduct themselves in a manner that is respectful of others and does not adversely impact the academic environment, whether based on sex or otherwise.

Sex-based discrimination and harassment are expressly prohibited by the University and are serious violations of University policy. All complaints of such discrimination, misconduct or harassment will be taken seriously, and no student or employee making a good faith complaint will suffer retaliation or be subject to adverse action by the

University. The University will not tolerate retaliation against any individual who alleges that they have been subjected to harassment and discrimination based on sex. Read the complete Mount Mary University Policy Against Sex-Based Discrimination and Harassment at https://mtmary.edu/_files/documents/policies/2025-sexual-harassment-title-ix-policy-and-procedure_ada.pdf

Statement of Nondiscrimination:

Mount Mary University does not discriminate and prohibits discrimination against any individual based on any category protected under applicable federal, state, or local laws.

Mount Mary University Title IX Coordinators

Rachel Fischer, Ed.D., Title IX Coordinator
Vice President for Student Affairs
Caroline Hall 145
2900 Menomonee River Parkway
Milwaukee, WI 53222
fischerr@mtmary.edu
Phone: (414) 930-3195

Daniel Brauer, Deputy Coordinator
Senior Director of Public Safety
Bergstrom Hall 079
2900 Menomonee River Parkway
Milwaukee, WI 53222
brauerd@mtmary.edu
Phone: (414) 930-3121

Shay Franke, Deputy Coordinator
Senior Director of Human Resources
Notre Dame Hall 252
2900 Menomonee River Parkway
Milwaukee, WI 53222
frankes@mtmary.edu
Phone: (414) 930-3174

Title IX Coordinators can also be reached by email at mmu-titleixcoordinator@mtmary.edu

Sexual Harassment and Other Misconduct Report Form

This anonymous report allows Mount Mary to gather information related to incidents of sexual misconduct and harassment on or around our campus and allows us to share this information with community members and others appropriately. The information will be referred to the campus Title IX Coordinators for investigation and may be included in the annual campus security report. Completing this form is not the same as filing an official report with a University official or making a police report. For more information on other reporting measures, please refer to the "Complaint Process" section of Mount Mary's Sexual Harassment and Other Misconduct Policy.

When appropriate, the University will take steps to address the incident described in the report and to deter recurrence, although any investigation or action will be limited by the scope of the information available. If the information you disclose suggests an ongoing, serious, or continuing threat to you or anyone else in the Mount Mary community, appropriate steps will be taken to ensure that all in the community are protected. View the Sexual Harassment and other Misconduct Reporting Form at https://my.mtmary.edu/ICS/Campus_Life/Sexual_Misconduct_and_Harassment_Reporting_Form.jnz

Resources:

Milwaukee Police Department, District 7
(414) 935-7272 (non-emergencies)
911 (emergencies)

Mount Mary University Public Safety
Bergstrom Hall 079
(414) 930-3333

Mount Mary University Counseling and Wellness Center
(privileged and confidential resource for students and employees)
Haggerty Library, First Floor
(414) 930-3022
https://mtmary.edu/campuslife/resources/counseling.html

Director of Campus Ministry
(privileged and confidential resource for students and employees)
Caroline Hall 154
(414) 930-3315

Dating Violence, Sexual Assault, Stalking (DVSAS) Program Director
(privileged and confidential resource for students and employees)
Caroline Hall

Healing Centers
24-hour telephone line: (414) 219-5555
Confidential Text Line: (414) 219-1551

Aurora Healing Center
130 W. Bruce Street, 4th Floor
Milwaukee, WI 53204
(414) 671-4325

Aurora Healing Center at Aurora Sinai Medical Center
945 N. 12th Street
Milwaukee, WI 53233
(414) 219-5938

Aurora Healing Center at Sojourner Family Peace Center
619 W. Walnut Street
Milwaukee, WI 53212
(414) 810-1498

Aurora Healing Center at Aurora West Allis Medical Center
8901 W. Lincoln Ave.
West Allis, WI 53227
(414) 219-5938

Smoking

In an effort to promote a healthy environment for everyone, which is consistent with Mount Mary University's Mission Statement, all buildings on campus are smoke-free. This includes smoking of traditional tobacco products as well as electronic cigarettes, water pipes, and other related means.

Smoking will be permitted no less than 45 feet away from any building, with the exception of certain designated areas. These areas are the concrete aprons on either side of the front doors of Haggerty Library; the tables and benches outside the southeast entrance; the west exit of Kostka Hall at the parking lot; the linden arches of Caroline Hall; and east of the exit at the Post Office. These areas are provided with receptacles for smoking materials. Students in non -compliance may face disciplinary action.

Student Guests on Campus

Students must escort their guests at all times while in campus buildings. Students and their visitors may access the Caroline Hall Lounge, the Center for Culture, Identity, & Belonging, Parkway Place, campus dining halls, the Haggerty Library, the Chapel, and the Cyber Cafe.

If students wish to escort guests to their campus residence, they must register with the Caroline Hall front desk per policy. See the Student and Residence Life Handbooks for more information. Guests shall not be brought to class without prior permission from the instructor. Students and their guests wishing access to Trinity Woods may be subject to additional restrictions. See the Student and Residence Life Handbooks for more information.

Students are responsible for the behavior of their guests while on University property or in attendance at its sponsored events.

The host students assume full responsibility for their guests' compliance with all University policies and procedures, including those specific to building hours and residence hall visitation. Students whose guests do not comply with University policies and procedures may be subject to consequences, including but not limited to being assessed a Student Conduct violation.

Please see Children on Campus and Residence Hall policies for specific expectations for children guests.

Student Health Insurance

The University does not require proof of mandatory health insurance from all students; however, students are encouraged to have health insurance. Students living in Caroline Hall, student athletes, and international students will be required to have insurance, and must provide this information to Student Affairs as instructed. Other educational programs may also require and ask students for health insurance information as is needed. For more information on student health insurance, including plan information, international student hard waiver plan information, and other forms, please visit the Campus Life tab on MyMountMary.

Student Organizations

Student organizations are responsible for knowing and abiding by University procedures and policies, including those that govern all student organization activities. Further information can be found in the student organization handbook or by contacting the Office of Student Engagement.

Suicide Prevention and Intervention

Mount Mary University is committed to, and places high importance on, the wellness of all students. The MMU community places significant emphasis on mental health stability in order to promote a positive learning environment and effective development throughout one's educational journey.

MMU takes an active stance on suicide prevention and intervention. Threats of suicide are defined as statements about, or activity that inflicts, serious physical harm to self, such as overdose of pills, wrist incisions, attempts to jump from heights, a preoccupation with or repeated jokes about suicide, etc. Suicidal ideation and/or suicide attempts will be taken seriously and will be referred to the Counseling and Wellness Center for support. Please see the following details based on the student status:

Residential Students Procedure:

Resident students are defined as students who are living in Mount Mary University Housing. Resident students have special rights and responsibilities within the community of Caroline Hall and Trinity Woods. MMU is proactive in promoting the well-being of all students, including the mental health of all resident students. In the event that a residential student is experiencing suicidal ideation or a suicide attempt, the following procedure will take place:

- The Counseling and Wellness Center (CWC) has counseling staff available for immediate support during work hours, and the crisis phone line is an option in the off hours. 988 is an additional resource for all students. (Previously known as the National Suicide Prevention Lifeline, offers 24/7 call, text and chat access to trained crisis counselors who can help people experiencing suicidal, substance use, and/or mental health crisis, or any other kind of emotional distress.)
- After an incident of suicidal ideation or suicide attempt, the resident may be readmitted to University housing only after the following guidelines have been discussed (and all suicide attempts will include decisions on whether residential living is the most appropriate option for the student).
- A resident must receive a written statement signed by a licensed mental health professional that states the resident is fit to return to campus living and that the resident is undertaking an appropriate counseling/therapy program.

- The resident must sign a release form that states that the University has the right to check that the resident has kept appointments with an outside counselor and for other expectations. The counseling program must continue until determined otherwise.

Commuter Students Procedure:

Commuter students are defined as students who are not living in Mount Mary University Housing. Commuter students make up the majority of our student body. The well-being of all students are our priority here at MMU. In the event a commuter student is experiencing suicidal ideation or attempt and becomes known to MMU faculty/staff, the following procedure will take place:

- The Counseling and Wellness Center is available 24/7 and will be contacted for immediate support.
- The student will need to complete a health Suicide Risk Assessment with the Counseling and Wellness Center to determine proper care planning. The student will work with the Counseling and Wellness Center counselor and director to determine which services will best support the student needs to determine if it is through MMU Counseling and Wellness Center or within their local community.
- The student will need to provide written evidence from a licensed mental health professional that they have established clinically appropriate care to support their overall wellness. This will need to be submitted to the Clinical Director at MMU and the Vice President for Student Affairs.
- The student must sign a release form that states that the University has the right to check that the student has kept appointments with an outside counselor and for other expectations. The counseling program must continue until determined otherwise. This will need to be submitted to the Clinical Director of the CWC at MMU and the Vice President for Student Affairs.

Transgender and Non-Binary Policy

Mount Mary University ("MMU" or "the University"), sponsored by the School Sisters of Notre Dame, is a Catholic university that believes and acts in accordance to the tradition of caring, respect, and educational access. MMU strives to create an environment that is inclusive of all gender identities and intersectionality. At the undergraduate level, all individuals who identify as women (including cisgender and transgender women), intersex individuals who do not identify as male, and non-binary individuals are eligible for admission to MMU. For graduate level programs, all individuals, regardless of gender, gender identification, or gender expression, are eligible for admission.

Once admitted, the University will continue to support students regardless of changes in their gender identity and/or gender expression.

The University shall use students' preferred names and pronouns in accordance with a student's gender identity while attending MMU and may change University records and diplomas if documentation of a legal name change is provided.

In accordance with Title IX of the Education Amendments of 1972 and the University's Policy Against Sex-Based Discrimination and Harassment, the University has a responsibility to provide a safe and non-discriminatory environment for all students, including transgender and non-binary students. MMU has an obligation to provide students equal access to educational programs and activities, even in circumstances in which other students, parents, and community members raise objections or concerns.

As a NAIA University, MMU adheres to current NAIA policies, including NAIA policies on transgender student athlete participation. In this context, different definitions of gender beyond the University's control may apply.

The University intends for this policy to be interpreted broadly, to the greatest extent possible. In the event there is a conflict between this policy and applicable law or regulation, the applicable law or regulation shall apply.

Unescorted Visitors on Campus

Unescorted visitors wishing to access campus buildings must register with a Public Safety Officer, Library staff, or Caroline Hall Desk staff. Valid picture ID must be presented, along with a reason for the visit, and a Visitor ID badge must be worn and visible at all times. Access will generally be limited to the dining halls, Cyber Café, Chapel, and Haggerty Library. Visitors will not be allowed unescorted access to classrooms or faculty and staff offices without prior permission from faculty and/or staff.

University Communication with Students

Email

The University sends official correspondence to members of its community via electronic mail. Students are expected to check their @mtmary.edu email account on a daily basis and are responsible for University information sent there. If a student elects to forward their @mtmary.edu email to another email account, the student remains responsible for any material not received because of any defect in the forwarding mechanism or the destination account. For directions on how to forward your email to another account, see the IT section on my.mtmary.edu or visit the IT Department, HL 016.

MyMountMary

This site is designed to help Mount Mary constituents maintain and access Mount Mary University institutional records and communications. To gain access to My Mount Mary, you will need your Mount Mary email and password. Questions regarding access to My Mount Mary should be directed to the IT Help Desk at 414-930-3048 (x3048 on campus) or mmu-helpdesk@mtmary.edu.

Depending on your relationship with the University, different tabs are available to you. For instance, students can register for courses, check grades, view financial aid and student account information.

University-Sponsored and Related Travel

University-sponsored student travel includes any trips off of Mount Mary's campus that are related to academics, co-curricular, athletics, or other engagement with the University, and include local, domestic, and international travel opportunities. University-sponsored travel may include transportation in University-owned vehicles, rental vehicles, trains, planes, ships, or, in some circumstances, use of personal vehicles.

At times, University employees will travel with the group of students who are representing the University; some travel will include only student participation and no accompaniment of University employees.

University-sponsored travel may include funding from the University, funding from the students participating, or a combination of the two.

While traveling on University-sponsored trips, it is expected that students will adhere to policies and standards of conduct as set forth by this handbook, related Bulletins, and other program-specific expectations. Consequences of failure to adhere to these expectations, as set forth by University officials or program-specific guidelines, may include students being sent home at that student's expense and other University-related sanctions (please see Student Conduct Code for details).

Specific circumstances will warrant different actions, which will be determined based off of the violation that occurred, relevant danger of actions, and other incident-specific considerations.

Voting

College students in Wisconsin are able to vote from either their permanent home address or from their campus address. In either case, students must meet the following criteria as outlined by Wisconsin State Law:

1. They are a United States citizen,
2. They are 18 years of age or older on Election Day,
3. They are not currently serving a sentence for a felony conviction,
4. They have lived at their current address for the 28 days prior to an Election Day, and
5. Are not otherwise disqualified from voting.

Students can register to vote at their municipality's central government office, at the poll on Election Day, and may have the option to register on campus with various designated offices. To register to vote, students will need to be able to provide proof of residence. To vote, students will need to provide photo ID including a WI Driver's License or state ID, a US passport, a military issued ID, or their Mount Mary student ID, if provided with a current tuition statement proving current enrollment.

Students are encouraged to visit the myvote.wi.gov website for more information. On campus resources may be found through the Office of Student Engagement.

Student Conduct Code

Preamble

As a learning community providing an environment for the development of the whole person, Mount Mary University has a responsibility for both the safety and well-being of members of our community. All Mount Mary University students possess certain rights and privileges together with corresponding duties and responsibilities. Every student is entitled to freedom of action and expression and is due respect of their personal dignity and property. In turn, each student is responsible for maintaining standards of behavior that do not interfere with the rights of others or the effective functioning of the University. Since students have chosen to experience their education at Mount Mary University, they additionally assume the obligation of abiding by the standards, policies, and procedures that the University has instituted. When violations occur, the University and its delegated personnel reserve the authority to impose sanctions upon the individual(s) and/or groups determined to have violated the standards. Those individuals charged with the enforcement of this code will endeavor to observe the process described so that each student experiences a just, consistent, and educational system. This code supports the mission, vision, and purpose of Mount Mary University.

The student conduct code as set forth below is applicable to all Mount Mary students, including, but not limited to, undergraduate, graduate, certificate, professional and special students. Within the University, entities (such as academic programs, intercollegiate athletics, and professional and student organizations) may have developed policies that outline standards of conduct governing their constituents and may provide procedures for responding to violations of those standards. A student may be subject to those policies and procedures as well as subject to those set forth in the Student Conduct Code.

In the case of graduate or professional students, if there is a conflict between two applicable regulations and procedures, the graduate/professional procedure will govern. If there are multiple components to a case, the components of the case may be separated and reviewed independently by the appropriate authority (e.g., academic program, Student Conduct Administrators, Title IX Coordinators).

During class time, student conduct is considered an academic matter, and is overseen by the course instructor. Such violations of the student conduct code, policies of academic integrity, and expectations of conduct outlined in course syllabi may have academic consequences through the instructor and the Deans of the Schools.

Article I: Definitions

A. The term “University” means Mount Mary University.

B. 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 Student 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 the University residence hall although not enrolled in this institution.

C. 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.

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

E. 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 Chief Conduct Officer, who is the Vice President for Student Affairs.

F. 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).

G. The term “organization” means any number of persons who have complied with the formal requirements for University student organization recognition.

H. The term “Student Conduct Administrator” means a University official authorized on a case -by- case basis by the Chief Conduct Officer to impose sanctions upon any student(s) found to have violated the Student Code. The Chief Conduct Officer may serve simultaneously as a Student Conduct Administrator. The Chief Conduct Officer may authorize a Student Conduct Administrator to impose sanctions in all cases.

I. The term “Appeals Officer” means a University official authorized by the Chief Conduct Officer to consider an appeal from the sanctions imposed by the Student Conduct Administrator.

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

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

L. The Chief Conduct Officer is that person designated by the University President to be responsible for the administration of the Student Conduct Code.

M. The term “policy” means the written regulations of the University as found in, but not limited to, the Student Conduct Code, Student Handbook, Residence Life Handbook, MyMountMary, the University web page, and Graduate/Undergraduate Bulletin.

N. The term “Complainant” means any person who submits a charge alleging that a student violated a University policy. When a student believes that they have been a victim of another student’s misconduct, the student who believes they have been a victim will have the same rights as are provided to the Complainant, even if another member of the University community submitted the charge itself.

O. The term “Accused Student” means any student accused of violating this Student Code.

Article II: Student Code Authority

A. The Chief Conduct Officer shall determine which Student Conduct Administrator and Appeals Administrator shall be authorized to hear each matter.

B. The Chief Conduct Officer shall develop policies for the administration of the student conduct system and procedural rules that are not inconsistent with provisions of the Student Code.

C. Decisions made by a Student Conduct Administrator shall be final, pending the normal appeal process.

D. Violations of the Academic Policies and Procedures, as outlined in the Bulletin, may also be considered when applying sanctions for violations of the Student Conduct Code.

Article III: Proscribed Conduct - Jurisdiction of the University Student Code:

A. The University Student Code 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 conduct from the time of application for admission 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 Student Code shall apply to a student’s conduct even if the student withdraws from school while a disciplinary matter is pending. The Chief Conduct Officer shall decide whether the Student Code shall be applied to conduct occurring off campus, on a case by case basis, in their sole discretion.

B. Conduct—Rules and Regulations

1. Any student found to have committed or to have attempted to commit the following misconduct is subject to the disciplinary sanctions:

    a. Acts of dishonesty, including but not limited to the following:

i. Furnishing false information to any University official, faculty member, or office.

ii. Forgery, alteration, or misuse of any University document, record, or instrument of identification.

b. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, 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.

c. Physical abuse or other conduct, which threatens or endangers the health or safety of any person.

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

e. 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.

f. 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 and acquiescence in the presence of hazing are not neutral acts; they are violations of this rule.

g. Failure to comply with directions of University officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.

h. Unauthorized possession, duplication or use of keys to any University premises or unauthorized entry to or use of University premises.

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

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

k. Use, possession, manufacturing, or distribution of marijuana, heroin, narcotics, or other controlled substances except as expressly permitted by law.

l. Use, possession, manufacturing, or distribution of alcoholic beverages (except as expressly permitted by University regulations), or public intoxication. Alcoholic beverages may not, in any circumstance, be used by, possessed by or distributed to any person under twenty-one (21) years of age.

m. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on University premises or use of any such item, even if legally possessed, in a manner that harms, threatens or causes fear to others.

n. 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.

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

p. 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.

    i. Disorderly conduct includes any unauthorized use of electronic or other devices to make an audio or video record of any person while on University premises without their prior knowledge or without their effective consent when such a recording is likely to cause injury or distress.

q. Sexual harassment, assault, or other related misconduct.

r. Theft or other abuse of computer facilities and resources, including but not limited to:

    i. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.

    ii. Unauthorized transfer of a file.

    iii. Use of another individual's identification and/or password.

    iv. Use of computing facilities and resources to interfere with the work of another student, faculty member or University Official.

    v. Use of computing facilities and resources to send obscene or abusive messages.

    vi. Use of computing facilities and resources to interfere with normal operation of the University computing system.

    vii. Use of computing facilities and resources in violation of copyright laws.

    viii. Any violation of the University Computer Systems and Data Networks Policy.

s. Abuse of the Student Conduct System, including but not limited to:

    i. Failure to obey the notice from a University official to appear for a meeting or hearing as part of the Student Conduct System.

    ii. Falsification, distortion, or misrepresentation of information within a Student Conduct proceeding.

    iii. Disruption or interference with the orderly conduct of a conduct proceeding.

    iv. Institution of a student conduct code proceeding in bad faith.

    v. Attempting to discourage an individual's proper participating in, or use of, the Student Conduct System.

vi. Attempting to influence the impartiality of the Student Conduct Administrator prior to, and/or during the course of, the Student Conduct proceeding.

vii. Harassment (verbal or physical) and/or intimidation of a Student Conduct Administrator prior to, during, and/or after a Student Conduct Hearing.

viii. Failure to comply with the sanction(s) imposed under the Student Code.

ix. Influencing or attempting to influence another person to commit an abuse of the Student Conduct System.

t. Any other violation of policies or expectations set forth through Mount Mary University or a University representative, whether in writing or provided verbally.

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 Student Code (that is, if both possible violations result from the same factual situation) without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of the Chief Conduct Officer. Determinations made or sanctions imposed under this Student 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 their status as a student. If the alleged offense is also being processed under the Student Code, the University may advise off-campus authorities of the existence of the Student 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, provide d 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: Student Conduct Code Procedures *(see policy in handbook on sexual misconduct and harassment for details on conduct related to those incidents).*

A. Charges and Student Conduct Hearings

1. Any member of the University community may file charges against a student for violations of the Student Code. A charge shall be prepared in writing and directed to the Chief Conduct Officer. Any charge should be submitted as soon as possible after the event takes place.

2. The Chief Conduct Officer, or an appointee, 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 an acceptable basis. 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 Student Conduct Administrator may continue to serve as a deciding Administrator. If the student admits violating institutional rules, but sanctions are not agreed to, subsequent process, including a hearing if necessary, shall be limited to determining the appropriate sanction(s).
3. All charges shall be presented to the Accused Student in written form. Students will be provided a minimum of five business days' notice of a Student Conduct Hearing, but no more than fifteen. Maximum time limits for scheduling of Student Conduct Hearings may be extended at the discretion of the Student Conduct Administrator. After notification of charges, the Accused Student may request, through the Student Conduct Administrator, to review evidence related to this case, including but not limited to incident reports and statements from a Complainant. Evidence cannot be copied, recorded, or duplicated. All evidence must remain the possession of the Student Conduct Administrator.
4. Student Conduct Hearings shall be conducted by a Student Conduct Administrator according to the following guidelines unless otherwise specified:
    a. Student Conduct Hearings normally shall be conducted in private.
    b. The Complainant (as appropriate), Accused Student, and their Advisors, if any, shall be allowed to attend the entire portion of the Student Conduct Hearing at which information is received (excluding deliberations). Admission of any other person to the Student Conduct Hearing shall be at the sole discretion of the Student Conduct Administrator.
    c. In Student Conduct Hearings involving more than one Accused Student, the Student Conduct Administrator, in their discretion, may permit the Student Conduct Hearings concerning each student to be conducted either separately or jointly.
    d. The Complainant and the Accused Student have the right to be assisted by an Advisor they choose, at their own expense. The Complainant and/or the Accused Student is responsible for presenting their own information, and therefore, Advisors are not permitted to speak or to participate directly in any Student Conduct Hearing. A student should select as an Advisor a person whose schedule allows attendance at the scheduled date and time for the Student Conduct Hearing because delays will not normally be allowed due to the scheduling conflicts of an Advisor. The University can recommend an Advisor to a student if they would like to have an Advisor but does not know someone to serve in this capacity.
    e. The Complainant, the Accused Student, and the Student Conduct Administrator may arrange for witnesses to present pertinent information during the Student Conduct Hearing. 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 business days prior to the Student Conduct Hearing. Witnesses will provide information to and answer questions from the

Student Conduct Administrator. 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 Student Conduct Administrator 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 Student Conduct Administrator. Witnesses will not stay or participate for the duration of a Conduct Hearing. Student Conduct Administrator will dismiss a witness when they are no longer needed as part of the Conduct Hearing.

f. Pertinent records, exhibits, and written statements (including Student Impact Statements) may be accepted as information for consideration by a Student Conduct Administrator.

g. There shall be a single verbatim record, such as a tape recording, of all Student Conduct Hearings, not including deliberations. Deliberations shall not be recorded. The record shall be the property of the University.

h. All procedural questions are subject to the final decision of the Student Conduct Administrator.

i. After the portion of the Student Conduct Hearing concludes in which all pertinent information has been received, the Student Conduct Administrator shall determine whether the Accused Student has violated each section of the Student Code which the Accused Student is charged with violating.

j. The Student Conduct Administrator's determination shall be made on the basis of whether it is more likely than not that the Accused Student violated the Student Code, following a preponderance of evidence standard.

k. The outcome of the Student Conduct Hearing will be presented within five business days of the Hearing.

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

5. If an Accused Student, with notice, does not appear before a Student Conduct Hearing, the information in support of the charges shall be presented and considered even if the Accused Student is not present.

6. The Student Conduct Administrator 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 the Chief Conduct Officer to be appropriate.

B. Sanctions

1. The following sanctions may be imposed upon any student found to have violated the Student Code; imposed sanctions will be based upon previous policy violations, precedence, severity of incident, and impact on self and community:
    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. Students may not be eligible for study abroad and other University-sponsored events while on probation.
    c. Loss of Privileges—Denial of specified privileges for a designated period of time.
    d. Restitution—Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
    e. Discretionary Sanctions—Work assignments, essays, service to the University, or other related discretionary assignments.
    f. Residence Hall Probation – A written reprimand for a violation of University policies. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if a student is found to violate any institutional regulation(s) during the probationary period. Students may not be eligible for study abroad and other University-sponsored events while on probation.
    g. Residence Hall Suspension—Separation of the student from the residence hall for a definite 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 Probation – A written reprimand for a violation of University policies. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if a student is found to violate any institutional regulation(s) during the probationary period. Students may not be eligible for study abroad and other University-sponsored events while on probation.
    j. 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.
    k. University Expulsion—Permanent separation of the student from the University.
    l. Revocation of Admission and/or Degree—Admission to 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.

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

2. More than one of the sanctions listed above may be imposed for any single violation.
    a. Other than University expulsion, suspension, 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 Student Conduct Administrator. Cases involving the imposition of sanctions other than residence hall expulsion, University suspension, University expulsion or revocation or with holding of a degree shall be expunged from the student's confidential record seven years after final disposition of the case.
    b. In situations involving both an Accused Student(s) (or group or organization) 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 considered to be the education 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.
3. The following sanctions may be imposed upon groups or organizations:
    a. Those sanctions listed above.
    b. Deactivation.
    c. Loss of all privileges, including University recognition, for a specified period of time.
    d. Individual students within the organization may also face conduct charges specific to the situation.
4. In each case in which a Student Conduct Administrator determines that a student and/or group or organization has violated the Student Code, the sanction(s) shall be determined and imposed by the Student Conduct Administrator. Following the Student Conduct Hearing, the Student Conduct Administrator shall advise the Accused Student, Group and/or Organization in writing of its determination and of the sanction(s) imposed, if any. Complainants may be notified of the finding of the case, but will not be notified of sanctions.
5. In any case where expulsion, revocation of degree, or withholding or degree is determined to be the appropriate sanction by the Student Conduct Administrator, the recommendation will be made to the Vice President for Academic Affairs who will make the final decision of sanction and notification.

C. Interim Suspension - In certain circumstances, the Chief Conduct Officer, or a designee, may impose a University or residence hall suspension prior to the Student Conduct Hearing. Interim suspension may be imposed only: 1) to ensure the safety and well-being of members of the University community or preservation of University property; 2) to ensure the student's own physical or emotional safety and well-

being; and 3) if the student poses an ongoing threat of disruption of, or interference with, the normal operations of the University.

1. 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 Chief Conduct Officer or the Student Conduct Administrator may determine to be appropriate.
2. The interim suspension does not replace the regular student conduct process, which shall proceed on the normal schedule, up to and through a Student Conduct Hearing, if required.

D. Appeals

1. A sanction imposed by the Student Conduct Administrator may be appealed by the Accused Student(s) or Complainant(s) to an Appeals Officer within five business days of the decision. If the Appellant does not meet the established criteria for an appeal, or does not appeal within the allotted timeframe, the appeal request will not be accepted, forfeiting their right to appeal.
2. The criteria for an appeal are limited to the following conditions:
    a. To determine whether the Student Conduct Hearing was conducted fairly in light of the charges and according to procedures outlined in the Student Conduct Code.
    b. To determine whether the decision reached was based on substantial information to establish that a violation of the Student Code occurred.
    c. To determine whether the sanction(s) imposed were appropriate for the violation of the Student Code which the student was found responsible.
    d. To consider new facts or material evidence which could not have been included, with reasonable effort, in the original hearing.
3. Appeals shall be in writing and attached to the Request for an Appeal form and delivered to the Vice President for Student Affairs, who will serve as the Appeals Officer. Appeals may be forwarded to the appropriate staff for an appeal decision, especially if the VPSA was involved in the original decision.
4. Once the appeal is received, the Appeals Officer shall, within five business days, determine whether or not an Appeal Hearing will be granted. If granted, the Appeals Officer will designate a time and place for the Appeal Hearing. The hearing will be scheduled with five business days' notice. The Appeals Officer will notify the Appellant of the time and place for the Appeal Hearing; the appellant's class schedule will be taken into account when determining the date and time of the Appeal Hearing.
5. If an Appellant, with notice, does not appear at the Appeal Hearing, the information submitted will be reviewed and considered, and deliberation will take place in absence of the Appellant.
6. The Appeals Officer will review all related information from the original Student Conduct Hearing and the Appeal Hearing.

7. There shall be a single verbatim record, such as a tape recording, of all Appeal Hearings, not including deliberations. Deliberations shall not be recorded. The record shall be the property of the University.
8. After the conclusion of the Appeal Hearing, the Appeals Officer will confidentially make a decision. Within five business days of an Appeal Hearing, the Appeals Officer will draft an explanation of the outcome, and will then notify the Appellant of the decision.
9. The Appeals Officer may decide to affirm or reverse the Student Conduct Administrator's decision in whole or in part. The Appeals Officer may also reverse a finding of not responsible and impose sanctions. The Appeals Officer may further increase the sanctions imposed by the Student Conduct Administrator if they believe that an increase in sanctions is reasonable.
10. The decision of an Appeals Officer is final; no further appeals will be considered.

Article V: Interpretation and Revision

A. Any question of interpretation or application of the Student Code shall be referred to the Chief Conduct Officer or their designee for final determination.

B. The Student Code shall be reviewed annually under the direction of the Chief Conduct Officer or their designee.

C. Respective timelines set forth in this policy may be revised at the discretion of the Chief Conduct Officer, Appeals Officer, or their appointees in cases where it determines good reason exists for such changes.

D. This Handbook can be updated at the discretion of the Chief Conduct Officer, based on need for policy changes. The University community will be notified when a new Handbook is posted on MyMountMary. Changes will be effective upon posting.

The Mount Mary University Student Conduct Code is adapted from the following resource:
Stoner, II, E.N. and Lowery, J.W. "Navigating Past the 'Spirit of Insubordination': A Twenty-First Century Model Student Conduct Code With A Model Hearing Script." *Journal of University and University Law* 31 (1), 2004.

UNIVERSITY RESOURCES AND INFORMATION

Accessibility Services

Accessibility Services is located in the Student Success Center, located in Haggerty Library. Mount Mary University is committed to providing equal opportunities in higher education to students with disabilities. Detailed information about policies, documentation requirements, services, and resources can be found on My Mount Mary and by contacting the Director of Accessibility Services directly.

Alumnae Relations and Alumnae Association

The Office of Alumnae Relations fosters relationships between our graduates and the University. Upon graduation, all students automatically become members of the Mount Mary Alumnae Association, joining a vast and diverse network of over 15,000 fellow graduates, also known as alums. Our alumnae share their time, talent, and treasure with the University by serving as guest lecturers and hosting on campus events like the annual Starving Artists' Show. Some alumnae also create student scholarships that help pay it forward to the next

generation of Mount Mary students like you. As a student, we welcome and encourage you to reach out to the Office of Alumnae Relations for volunteer opportunities and to watch the Campus Announcements for special events and programs featuring our alums.

Athletics

Mount Mary University offers six NAIA athletic teams—basketball, cross country, flag football, soccer, softball, and volleyball. Just as the University seeks to provide an environment to develop the whole person, intercollegiate athletics, while focusing on the development of active women, seeks to provide an environment for learning and healthy living. While participating in intercollegiate athletics, we expect student-athletes to make a commitment to their teammates for the success of the team. Mount Mary University requires all student-athletes to be in compliance with all NAIA eligibility requirements. Questions about athletic eligibility should be referred to the Director of Athletics or Compliance Director. Please visit our athletics website for Blue Angel Athletics news and team schedules.

Blue Angel Access (Course Materials)

Blue Angel Access, through eCampus is Mount Mary University's innovative program that automatically provides students with all required course materials on or before the first day of class. For more information, please visit https://mtmary.ecampus.com/

Buildings and Grounds

Buildings and Grounds oversee the operations of housekeeping, recycling, grounds, and building maintenance. Maintenance requests can be submitted to this office for any campus facility needs, including Caroline Residence Hall through MyMountMary.

Business Office

The Business Office can provide answers to general inquiries regarding students' financial responsibilities to Mount Mary University. Student account information is available in the Business Office as well as online at my.mtmary.edu. The office issues invoices, establishes payment plans, and accepts payments for tuition, fees, room, board, and other miscellaneous assessments. Cash or checks are accepted in the Business Office or in the locked box located outside of the office.

Campus Ministry

Campus Ministry at Mount Mary University assists all students in creating a sense of community through developing relationships, celebrating various faith backgrounds, giving service and connecting with other college campus ministry groups both locally and nationally. Campus ministry provides presence and support, both spiritually and emotionally, and encourages students in developing a positive relationship with their God. Through a variety of traditional and creative prayer experiences, spiritual mentoring/guidance, participation in retreats, inter-denominational services, liturgical celebrations and taking time for quiet and reflection, the Holy inside each person is discovered and experienced.

Career Services

The goal of Career Services is to support students in selecting personalized course schedules, academic and career exploration, and professional development. Through a holistic, student-centered approach, students are

empowered to transform the world utilizing their knowledge and gifts. Academic Advising and Career Development staff provide academic advising to all undeclared students and support campus-wide advising efforts. Other services available include individual career counseling, professional skill development, and support for job and internship searches.

Caroline Scholars

The Caroline Scholars Program is a four-year scholarship program for first-year, full time undergraduate students with a passion for social justice. This highly selective program provides challenging academic work, leadership development, service-learning opportunities and financial assistance that covers full tuition, food and housing. Caroline Scholars are the recipients and members of a unique scholarship for academically strong students who have a passion for social justice. Each year, high school students are recruited to apply for this prestigious full tuition, room, and board scholarship; six incoming first year students are selected and named as Caroline Scholars, joining the sophomore, junior, and senior Caroline Scholar cohorts to round out our program. Caroline Scholars provide 300 hours of service each year to community organizations. In addition, Caroline Scholars must maintain a 3.0 cumulative GPA, participate in a Caroline Scholar course each semester focused on service learning, social justice issues, leadership, and professional communication, and must continue to be persons of integrity.

Counseling and Wellness Center

Mount Mary University Counseling & Wellness Center provides individual and group counseling options for students and employees. Services are provided by licensed staff or provisionally licensed or graduate level students who are closely supervised by licensed Counseling & Wellness Center staff.

The following services are offered at the Mount Mary University Counseling & Wellness Center:

- Individual counseling to address issues such as: anxiety, depression, relationships, family issues, loss and grief, work/career, drug/alcohol abuse, trauma, life decisions, affectional and gender identity, homesickness, college -related transition, academic concerns, and work-related issues.
- Crisis intervention 24/7, 365 days.
- Support and Skill development for academic success, such as coping skills, test anxiety, test-taking skills, self-esteem work, stress management, time management, and motivational skills.
- Assessment and referral for campus and community resources.
- Programming for mental health related topics to promote campus wellness.

The Counseling Center is open Monday – Friday. Hours are limited during winter break, spring break, and summer sessions. The availability of services will vary from summer to summer depending on the availability of staff to provide services. Please contact the MMUCWC for winter break, spring, break, and summer hours.

Students are able to contact the Counseling Wellness Center to schedule appointments via the following methods:

- Phone: 414-930-3022
- Walk in (located in Haggerty Library)

- Self-referral link on the Mount Mary University Counseling and Wellness Center website - https://mtmary.edu/student-experience/campus-resources/counseling-and-wellness-center.html

Crisis Situations and After-hours and Weekend Emergencies:

Students are instructed to contact MMU Public Safety at 414-930-3333. Residential students are also encouraged to be in touch with the appropriate residence life staff. Calls will then be directed to the Clinical Director/On-Call Clinician. On call crisis intervention will be directed by the Clinical Director of the Mount Mary University Counseling and Wellness Center. In the event of an emergency, students can call Public Safety at (414) 930-3333 or (414) 807-9560, or 911, or 988.

Emergency Student Funding

For students who are struggling financially, a setback such as an unexpected car repair or medical bill may represent a major financial crisis, sometimes causing students to withdraw from college. To keep students on track to earn their degrees, Mount Mary University has established emergency aid. By quickly removing financial distractions, students can refocus on their studies and continue toward graduation. Students can contact the Success Advisors and/or Financial Aid Director for application guidance.

Financial Aid and Veterans Service Office

The Financial Aid & Veterans Services Office assists students in securing funds to help with their education expenses. Financial Aid may come in two categories; gift aid and self-help. Gift aid consists of scholarships and grants, which do not have to be repaid. Self-help consists of loans, which require repayment and work-study which must be earned per hour working on campus. Funding sources for Financial Aid include the Departed of Education (Federal aid), the state of Wisconsin (State aid), Mount Mary University (Institutional aid) and private sources. Financial Aid is available for full-time and part- time students for summer, fall and spring semesters. To determine eligibility for Financial Aid, students should complete the Free Application for Federal Student Aid (FAFSA), every year. If the student is unable or not interested in completing the FAFSA they should contact the Financial Aid & Veterans Services Office at mmu-finaid@mtmary.edu.

Food Services

Students residing in Caroline Residence Hall must participate in a meal plan and are offered flexible plans that allow students to eat a combination of meals in different food service locations on campus. The Alumnae Dining Room in Bergstrom Hall specializes in full-meal dining, the Cyber Café located in the Gerhardinger Center offers a variety of sandwiches, salads, fruit, snacks, as well as a full coffee bar. Vending machines are available in a variety of campus locations.

Grace Scholars Program

Every year, Mount Mary University awards Grace Scholarships to 20 female high school students who live in Milwaukee or West Milwaukee, equipping them with everything they need to succeed in college and their chosen career path. The program provides Scholars with academic, professional, and financial support through a group-learning model that encourages community building and leadership development. Grace Scholars students receive financial aid and scholarship funds to cover 85% of tuition annually for four years. The Grace Scholars Program is a partnership between the Burke Foundation and Mount Mary University. Additional information can be accessed at https://mtmary.edu//admissions-and-aid/affordability/grace-caroline-program.html/index.htm

Identification Cards

ID cards provide students with a gateway to food services and library resources. They also serve as a means by which to verify a student's identity. The first ID is free; replacements due to lost or stolen cards cost $10. ID cards and lanyards can be obtained from Public Safety. All students are expected to have their ID card on their person and visible at all times. Employees and front desk student workers may ask students to show proof of being a Mount Mary student by showing their ID card. Failure to do so could result in a conduct hearing.

Information Technology

IT provides support for the computing needs of the students, faculty, and staff of the University community. The center is staffed by a director, technicians, network administrator, administrative systems support person, and student workers. Several computer labs are present on campus.

International Center/Study Abroad

The International Center is a resource center for individuals interested in study abroad and international education. The Director of International Studies serves as the study abroad advisor and contact person for information and guidance in planning study abroad, internships or service learning abroad. The International Center also offers a variety of workshops, guidance on pursuing scholarships to help students take advantage of study abroad opportunities, and arranges lectures and programming for International Education Week.

Learning Services

The Student Success Center provides free tutoring and learning assistance opportunities for all enrolled students. Individuals interested in improving their academic performance are invited to work individually with a professional or peer tutor, participate in group study, and/or attend skill building workshops. In addition to specializing in specific MMU Core Curriculum content areas including English, math, and science, professional tutors are trained to work with students using targeted assessment strategies to meet the unique needs of each student. Students may choose to work with a tutor in -person or online. Accommodated and Make-Up testing services are also available for all eligible students.

Tutoring and testing services are offered during regular business hours, with additional evening and weekend hours offered each semester. All services are free of charge. For more detailed information on hours and services, please visit the Learning Services page on MyMountMary.

Library

The mission of Haggerty Library is to support students' academic endeavors by providing carefully selected, useful research and study resources. The library offers group study spaces, a quiet floor, color printing, and computers for the entire campus community. In addition to books and DVDs, the library also provides online access to hundreds of thousands of journals, articles, e-books, and streaming videos. If Haggerty Library doesn't have an item, students can request through the Primo catalog locally or through Interlibrary Loan from libraries all around the country. In Canvas, find pointers in the Library and Research Toolkit. To find all the library's resources and services, head to the library home page.

Lockers

Lockers are available for student use in several areas on campus. Students may select a preferred locker location and place their own lock onto the locker. Periodically, students will be asked to clean out the lockers completely; the University reserves the right to cut off any lock at any time to inspect and/or remove contents.

Lounges

Several lounges are available at various locations on campus. The Caroline Student Lounge located in Caroline Hall is a spacious area with a variety of seating options, a TV with a Wii and Nintendo Switch, and a fireplace. It is ideal for large student gatherings as well. College Dining Room offers additional lounge, recreation, and dining space in Caroline Hall.

Gerhardinger Center offers table seating in the Cyber Café area and two lounges on the first floor. The Gerhardinger Student Lounge offers comfortable chairs. Vending machines and the Cyber Café are adjacent to it. The Jacobus Lounge, also located in the Gerhardinger Center provides several tables and chairs for students to use for studying, socializing, working on projects, etc.

Each residence hall floor in Caroline Hall provides a public lounge available for students residing in the hall. Each lounge has sofas, chairs, a TV, and is connected to a kitchen which houses a large refrigerator, electric stove, vending machines, and chairs. Cooking supplies may be checked out from the Caroline Hall Front Desk for use in the kitchens.

Mailroom

The mailroom is open Monday through Friday from 8:00am till 4:30pm. Mail is picked up and delivered during the week but not on weekends or holidays. Stamps can be purchased in the Mailroom and packages can also be shipped and received through the Mailroom. Please contact the Post Office for outgoing mail service times.

My Mount Mary (my.mtmary.edu)

This site is designed to help students maintain and access institutional records. With a password, students can access their grades, their bills, directory information, coordinate group projects/meetings, and a whole lot more. To gain access, students receive a User ID and password from Admissions. If you forget your password, simply enter your student ID number and “I forgot my password” and a new password will

be sent to your mtmary.edu email. If at any time you have additional difficulty with My Mount Mary, please contact the IT Department Help Desk.

Notary Public

The services of a notary public are available free of charge to all students during regular office hours at the Business Office.

Parking Information and Vehicle Registration

Parking is available free on campus in designated lots. All vehicles using the parking facilities must be registered and have a permit. Permits are obtained through Public Safety and must be hung on a rearview mirror. Vehicles without the official permit may be ticketed. Public Safety officers check all vehicles for appropriate permits and

check roadways to keep them free. Accessible parking spaces are clearly marked for all students, employees, and campus guests.

Parking for bicycles is also available in any of the racks on campus. Please note that bicycle racks will be periodically cleared out, and individuals will be notified of this clean out and related instruction.

Mount Mary University assumes no responsibility for damage or loss of vehicles, bikes, or other transportation.

Parkway Fitness Studio

Mount Mary University encourages MMU students, faculty, and staff to take advantage of the Fitness Center located on the lower level of Caroline Hall. The Fitness Center offers weight and exercise equipment, along with fitness balls and bands. Fitness Center hours are posted on the Mount Mary website. Questions about the Fitness Center should be directed to our Fitness Center Director.

President

The President is the executive leader of the University, and, as such, represents the University before the public, transacts business with outside agencies, and exercises guidance and direction to promote the harmonious integration of all departments and offices of the University. The President welcomes dialogue with students.

Promise Program

The Promise Program is a federally funded TRIO Student Support Services program that serves 140 first-generation and limited-income college students in an effort to help them remain in good academic standing, persist in college, and graduate with a bachelorette degree. Promise Scholars benefit from resources such as tutoring, academic and personal development workshops, FASFA assistance, financial literacy information and training, personal counseling, college success and career advising, and advanced degree planning. Eligibility and other information can be obtained by visiting the Promise Program website at https://mtmary.edu/_files/documents/admissions/promise-program-application_ada.pdf

Public Safety

Public Safety officers are available on campus 24 hours a day, 7 days a week. Mount Mary University officers have the authority to protect the campus community and to enforce the campus regulations within their jurisdiction. It is the responsibility of all students to report any unauthorized persons or actions on campus to the Public Safety Department. The University is not responsible for loss or damage to the personal property of students, faculty, or staff, whether such damage is caused by theft, fire, water, or other calamities. Students are urged to consult their homeowner's policy for protection of property when away from home. A safety escort program is available to all members of the campus community by contacting Public Safety

Registrar's Office

The Registrar's Office is responsible for the official educational records of Mount Mary University.

Registrar's Office staff can assist students in:

- Registration (adding and dropping courses)
- Changing majors/minors/certificates

- FERPA policy and allowing others access to your student record
- Credit Overload requests
- Off-Campus course requests
- Address changes
- Name changes (with documentation)
- Ordering transcripts
- Graduation process (including verifying that you are on track to graduate)
- Verifying enrollment and degrees
- International Student Enrollment

MyMountMary is an important self-service tool for most student registration processes and updates. Mount Mary University utilizes studentclearinghouse.org (National Student Clearinghouse) for students to order transcripts and complete enrollment verifications for student loans, insurance discounts, and other uses. The Registrar is the custodian of the official scholastic records of the University and the certifying officer of student academic records. Any questions regarding any of these procedures or forms can be directed to the Registrar's Office at (414) 930-3062, mmu-registrar@mtmary.edu, or NDH 153.

Residence Life

The Office of Residence Life oversees on-campus living at Mount Mary. Living on campus is an important part of the college experience. All full-time, traditional first-year students who are not living at home with parents or immediate relatives must reside in University housing their first year. The residence hall is staffed with a live-in professional and paraprofessionals, specifically trained to build community and respond to student needs. Caroline Hall provides accommodations for single and double occupancy with or without a private bathroom, and single or double suites in which multiple residents share an adjoining bathroom. Rooms without private bathrooms have a sink in each room and residents share common bathrooms on the floor. Rooms are furnished with a standard-sized single bed, desk, chair and dresser for each resident. Each room is also provided with a micro-fridge unit. All residence hall rooms have wired and wireless internet capabilities. All students residing in the residence hall are required to purchase a meal plan, as stated in the housing contract that each resident student signs. The student I.D. is used as verification for meal service. A variety of meal plan options exist for students to meet their needs and schedules. Students with specific dietary restrictions or medical needs should see the Director of Accessibility Services.

Service Learning

Service learning is a significant way in which Mount Mary fulfills its vision to educate students to transform the world. Students in the Leadership for Social Justice Seminar, the Caroline Scholars program, and various other courses are engaged in local, national, and international communities, using their skills to address societal issues. From the central city of Milwaukee to villages in Peru, students are providing service while learning about social justice issues. Through active participation in community service and reflection on their experiences, students are transformed in their values, attitudes, and knowledge.

Spirit Store

Mount Mary partners with local vendors for an online Blue Angels Spirit Store and on-campus Spirit Pop-Up Shop (variable hours). Spirit wear can be purchased online at https://bsg.chipply.com/

Student Engagement

The Office of Student Engagement oversees involvement and student leadership at Mount Mary University. Students can find information about all activity on campus, including programs, events, student organizations, new student orientation, and student leadership development. Events are open to all students at no cost (unless specified in advertising. Students may also obtain information regarding the Student Government Association (SGA) through this office.

Success Advisors

Success Advisors provide direct services including academic concerns, general advising, academic interventions, advocacy, on-campus referrals, and follow-up services for students who experience difficulties that may impact their ability to be successful at Mount Mary. The Success Advisors also address academic probation, retention, and advocacy issues for students.

Vice President for Academic Affairs

The Vice President for Academic Affairs includes Mount Mary University's four academic schools, Haggerty Library, Registrar's Office, and Burke Foundation Funded Grace and Caroline Scholars Programs. The Vice President for Academic Affairs works closely with faculty and Deans to ensure academic quality through inclusive and equitable learning practices for a diverse student body, while collaborating with offices of the President, Mission & Justice, Student Affairs, Enrollment Services, Finance, Advancement, Grants Management, Institutional Research, Human Resources, and Marketing & Communications to support student focused strategic initiatives. The Office of the VPAA supports and guides students with concerns related to curriculum and academic policy and standards through the Mission, Vision, and Values of the university.

Vice President for Mission and Justice

The Vice President for Mission and Justice is responsible for articulating, enhancing and promoting the University's Catholic mission to both internal and external constituencies in the spirit of the School Sisters of Notre Dame, the founding religious order. The Vice President for MJ also provides leadership, vision, and strategic direction to advance diversity, equity, and inclusion for the Mount Mary University campus community. Therefore, the office of MJ in collaboration with stakeholders strives to create a diverse and inclusive learning community that educates students to transform the world. The Vice President for MJ is responsible for Campus Ministry, including University religious and spiritual activities, the DEI Council, the HSI Council, MMU's Equity Policy and multicultural events and activities.

Vice President for Student Affairs

The Vice President for Student Affairs oversees the departments of Student Life, Promise, Athletics, Public Safety, Dining Services, and the Student Success Center. The Vice President for Student Affairs also serves as the lead Title IX Coordinator for the University. The office is also the contact for students who wish to access the WAICU Student Health Insurance policy offered by Mount Mary University. The Vice President for Student Affairs is

responsible for the Mount Mary University Student Conduct Code and its processes as well as the overall student success of all students.