



**Student Handbook  
2010-2011**

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## MISSION STATEMENT

**We are a Catholic, coeducational liberal arts university founded in 1843 by the Sisters of Charity of the Blessed Virgin Mary in Dubuque, Iowa. We, the faculty, students, staff and administration are a caring, learning community committed to excellence in education. We provide a supportive environment that encourages personal and intellectual growth, promotes global awareness and social responsibility, and deepens spiritual values. To foster our mission:**

**We encourage personal and intellectual growth by:**

- challenging ourselves to grow, experiment, and explore
- fostering critical thinking and informed decision-making
- requiring articulate communication of thoughts and ideas
- setting high standards of quality
- utilizing the best tools available for learning
- providing skills for success in the contemporary world
- developing creativity, aesthetic awareness and appreciation
- encouraging personal initiative and leadership
- promoting physical well-being
- instilling a passion for life-long learning.

**We promote global awareness and social responsibility by:**

- supporting and caring for one another
- recognizing the responsibility to serve others
- reaching out actively to serve the community
- respecting individual rights, privacy, and diversity
- raising consciousness regarding contemporary issues
- emphasizing peaceful resolution to conflict
- modeling collaboration in leadership
- bringing about positive changes as responsible members of a world community.
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**We deepen spiritual values by:**

- supporting the Catholic tradition
- enhancing one's own search for the Sacred
- applying spiritual values in our lives
- challenging ourselves to understand other traditions
- experiencing community celebrations of faith.

**Therefore, we envision our graduates to be persons who believe in and demonstrate:**

- intellectual rigor and curiosity
- critical analysis and informed decision-making
- spiritual depth and values
- aesthetic sensitivity and cultural appreciation
- active community involvement
- contemporary professional skills in field of choice
- personal and social responsibility
- acceptance of diversity in people and ideas
- self-knowledge, self-confidence and self-motivation.

## CLARKE HISTORY

Clarke University has moved into the century with a long and impressive tradition of excellence in education. Established in 1843, the university is named for an Irish woman, Mary Frances Clarke, who founded a congregation of religious women, the Sisters of Charity of the Blessed Virgin Mary (BVMs). When the community arrived in the river town of Dubuque in 1833, it was pioneer territory; though the city has changed radically in succeeding years, its vibrancy and Mississippi River beauty continue.

The antecedent institution of Clarke University, St. Mary's Academy, was established in 1843 by BVM sisters, three years after Iowa became a state. After occupying several locations in its early years, the school was re-named Mount St. Joseph Academy and moved permanently in 1881 to its present location. The academy became St. Joseph College, a liberal arts institution, in 1901 and was chartered by the State

of Iowa in 1910. First accredited by the North Central Association of Colleges and Secondary Schools in 1918, the institution was named Clarke College in 1928.

In 1884, Mary Frances Clarke wrote to her community of sisters almost all of whom were teachers: "Let us...keep our schools progressive with the times in which we live...In teaching, we must...endeavor to make (students) think." These directives of over a century ago have continued to inspire a faculty and staff of dedicated women and men to offer a challenging and growth-producing education to all Clarke students.

Academic excellence has persisted as a goal in a variety of new programs and degrees that have been developed over the years. Graduate studies were added in 1964 and evening programs for non-traditional students began in 1968. In 1979, the college became a co-educational institution, admitting both women and men in full-time undergraduate programs.

On May 17, 1984, a devastating fire destroyed four historic campus buildings. Undaunted by the disaster, students hung a banner the next day proclaiming "Clarke Lives!" This spirit sustained the college community through a period of vigorous rebuilding. In October 1996, a dedication was held for a new library, music performance hall, chapel, bookstore, administrative offices, and central atrium, which now constitute the core of the campus. In more recent years additional buildings were added to accommodate a growing student population: a recreation and sports complex in 1994; a student apartment building in 1998; and the Student Activity Center in 2000.

Throughout its growth and change, Clarke University has been "progressive with the times." As new programs have developed, faculty has continued to challenge and support students, who are the heart of the institution, in their intellectual and personal growth. In an institution known for its long tradition of excellence in education; students, faculty and staff work together to maintain and strengthen that heritage.

## CLARKE UNIVERSITY CAMPUS & FACILITIES

**Clarke's 55-acre campus** is situated in a quiet residential area in the city of Dubuque. Our unique blend of modern architecture and historic buildings symbolizes the university itself; a long history of educational excellence combined with a commitment to providing cutting-edge technology and innovative programs.

### ❖ CATHERINE DUNN APARTMENTS (APT)

Named after Clarke's 14th president, the Catherine Dunn Apartments, completed in 1998, contain 16 apartment suites and can accommodate up to 96 students. Each unit contains six bedrooms, two bathrooms, and a common living/dining/kitchen area.

### ❖ CATHERINE BYRNE HALL (CBH)

Catherine Byrne Hall is the main classroom building which houses the Alumnae Lecture Hall, faculty offices, greenhouse, planetarium, language laboratory, science laboratories, nursing multimedia center, gross anatomy lab, and multimedia physical therapy classroom.

### ❖ ELIZA KELLY HALL (EKH)

Eliza Kelly Hall was completed in 1908 and is named for a member of Clarke's founding community. Eliza Kelly Hall, originally called the Fine Arts Building, is the home to art studios, electronic graphic design studio, computerized drama set and scenery lab, music studios, music practice rooms, faculty offices, classrooms and a sculpture garden.

### ❖ JANSEN MUSIC HALL (JMH)

Jansen Music Hall, which can seat 235, is an impressive performance hall that features state-of-the-art acoustics for music department productions, cultural events, lectures and music classes. The hall is named for long-time trustee and friend of Clarke, Evangeline K. Jansen.

### ❖ KELLER COMPUTER CENTER (KCC)

Keller Computer Center, named for Mary Kenneth Keller, BVM, who founded Clarke's computer science program in 1965, provides computing and telecommunications support to the students, faculty, and staff members of the Clarke University community.

### ❖ KEHL CENTER (KEHL)

The Robert and Ruth Kehl Center is Clarke's sports/recreation complex. The 54,000-square-foot facility houses three basketball/volleyball courts, one racquetball court, 1/10th mile elevated running track, indoor

batting cages/pitching mound with dirt-floored practice area, locker rooms, trainers room with whirlpool, weight room, athletic offices, conference room and the Allendorf Classroom. Adjacent to the Kehl Center is the Physical Activity Center (PAC), dance/aerobic area and fitness area, and the Nicklaus Fitness Center weight room.

❖ **MARY BENEDICT HALL (MBH)**

Mary Benedict Hall was built in 1965 and is named for Mary Benedict Phelan, BVM, who served as president of Clarke from 1957 to 1969. It was originally known as West Hall and houses approximately 230 female students. Mary Ben, as it is called, has five floors that include the formal lounge, and the Lion's Den.

❖ **MARY FRANCES HALL (MFH)**

Mary Frances Hall was built in 1924 to house over 125 students and was named for foundress Mary Frances Clarke, BVM. Designed by a student of Frank Lloyd Wright, the hall has a character all its own. Today, it houses approximately 100 upper-class students. Located on the renovated first floor, the Stoltz Student Life Wing houses the offices for student life, campus ministry, career services, the Clarke Student Association (CSA), Clarke Activities Board (CAB), the counseling center, multicultural center, residence life and student activities.

❖ **MARY JOSITA HALL (MJH)**

Mary Josita Hall was named in honor of Mary Josita Boschnagel, BVM, superior general and president of the Sisters of Charity of the Blessed Virgin Mary from 1943 to 1955. Originally built in 1955 to house 220 students, it now houses approximately 120 male students on three floors, graduate student housing, and contains faculty offices on the first floor. The hall's ground level includes the Student Dining Room, conference rooms, computer lab, health services, safety and security, art studio, and the drama department costume shop.

❖ **QUIGLEY GALLERY**

Quigley Gallery features art exhibits throughout the academic year, including those by faculty, students and guest artists from around the world.

❖ **SACRED HEART CHAPEL**

Sacred Heart Chapel is the location for liturgy, ecumenical and spiritual events, or individual prayer and contemplation.

❖ **NICHOLAS J. SCHRUP LIBRARY**

The Nicholas J. Schrup Library houses the instructional services area, which includes the Instructional Resource Center, art slide collection, music materials collection, media center, and the Margaret Mann Academic Resource Center, which include the Learning Center and Writing Center. Archives and rare books/special collections are also located here.

❖ **WAHLERT SPORTS COMPLEX**

The Wahlert Sports Complex consists of the soccer field, and walking fitness trail around the perimeter of the campus.

❖ **STUDENT ACTIVITY CENTER (SAC)**

Clarke's Student Activity Center, completed in January 2000, contains the Crusader Café, Whitlow Bookstore, Campus Mail Center, Conlon Game Room, Gallagher Movie Lounge and Kehl Terrace. The activity center is the location for a wide variety of activities such as dances, concerts, comedians and other student gatherings.

❖ **TERENCE DONAGHOE HALL (TDH)**

Terence Donaghoe Hall is Clarke's 600-seat theatre and the main venue for the drama department productions as well as numerous major university events, i Arts at Clarke performances and Convocation.

❖ **WAHLERT ATRIUM**

The prominent Wahlert Atrium, a 56-foot high glass structure, is considered the main entrance to the university and is the scene for many campus activities, including special dinners, dances and cultural events. The Atrium complex contains the Haas Administrative Offices, including the admissions office, financial aid, registrar's office, student accounts, business office, Lott Board Room, president's office, marketing and communication, institutional advancement, the TimeSaver office, and adult and graduate studies. The Schrup Library, Music Education Lab, Jansen Music Hall, the Electro-Acoustic Music Studio,

Art Print Studio, Two-Dimensional Art Studio, Quigley Gallery, and Sacred Heart Chapel are also within the Atrium complex.

## **STUDENT LIFE DEPARTMENT**

Clarke University is a caring community committed to excellence in education. In partnership with the academic community, student life facilitates the growth of the whole student both in and outside the classroom. In accordance with the university's stated mission, student life strives to foster exploration and incorporation of genuine human values to prepare students to occupy a productive and meaningful role in society. This is accomplished by providing facilities, services, information, and role models, which challenge and support the students in reaching their fullest potential. The vice president for student Life serves as the contact with parents and is available for consultation and referrals.

### **Vice President for Student Life**

The vice president for student life is the university official charged with supervising and coordinating the offices and programs within student life areas, including: athletics, campus ministry, career services, commuter life, the counseling center, health services, multicultural student services, orientation, residence life, student activities and the university switchboard.

### **Athletics**

Clarke University believes that the purpose of intercollegiate athletics is to provide each student the opportunity to develop as a whole person in the pursuit of fulfilling individual and team potential. The university strives to promote an environment that fosters academic success, discipline, and leadership in a spirit of sportsmanship.

The Clarke Crusaders are nationally affiliated with the NAIA (National Association of Intercollegiate Athletics). Clarke is a member of the Midwest Collegiate Conference and the MAMVIC (Mid-America Men's Volleyball Intercollegiate Association). Clarke fields teams in baseball, basketball, bowling, cross-country, golf, soccer, softball, track and field, and volleyball.

**Intramural Sports:** The Intramural program offers structured sports competition, aerobic, recreational and outdoor activities for all members of the Clarke community.

### **Athletic Facilities**

#### **Robert and Ruth Kehl Center**

Named in honor of Robert and Ruth Kehl, the Kehl Center is the heart of Clarke's recreational facilities. The center contains 54,000 square feet of space housing three basketball/volleyball courts, one racquetball court, a cardio room, an elevated jogging track, offices, a training room, and a classroom. The cardio room features stair climbers, a recumbent bicycle, treadmills and various machines. The Nicholas Fitness Center weight room is located adjacent to the Kehl Center. It provides a circuit of Magnum and Life Fitness equipment in addition to leg press, multi-hip, leg extension, leg curl, lat row, and lat pull-down machines as well as a bench press station, adjustable incline, power rack, and various free weights. Hours are posted and published in the building's bulletin.

#### **Physical Activities Center (PAC)**

The PAC is located adjacent to the Kehl Center. It is an auxiliary gymnasium provides areas for basketball, dance and aerobic activities.

#### **Fitness Trail**

A mile-long fitness trail winds around the campus. It is equipped with several exercise stations.

### **Campus Ministry**

#### **Mission Statement**

Rooted in Catholic tradition and welcoming people of all faiths, Campus Ministry fosters the spiritual life of each member of the community. We build and empower the community of faith through our ministry of presence and programming. Campus ministry offices are located in the Foley Campus Ministry Center in the Stoltz Student Life Wing of Mary Frances Hall.

Students, staff and faculty join campus ministry staff in serving the college community through Sunday Mass, spiritual enrichment experiences, retreats, service opportunities, faith sharing groups, social justice programs, global awareness opportunities, social gatherings, spiritual direction, and ecumenical prayer. Many campus ministry programs, especially those giving service, qualify as diversity studies experiences.

### **Mass**

Mass is celebrated each Sunday during the academic year in Sacred Heart Chapel. Students are encouraged to participate in the ministries of the assembly, lectors, Eucharistic ministers, musicians and hospitality.

### **Social Justice**

The struggle for social justice is an integral part of the mission of campus ministry. We raise awareness of critical social issues, including among others, those of peace and war and reverence for life in all phases of its development as we reflect on Catholic social teaching and seek to apply to our daily lives.

### **Retreats**

Campus ministry sponsors a number of retreats to encourage students to grow in their spiritual lives. *Antioch* is a weekend retreat rooted in the Catholic tradition, designed to deepen our relationship with ourselves, Jesus, and others in community, as well as strengthen our commitment to serve. *Journey* is a reflective retreat blending communal and quiet times for those who want to deepen their relationship with God. Other retreat experiences include evenings of reflection and input regarding life decisions, the Mass and topics requested by students.

### **Service (Mission) Trips**

Service (mission) trips are frequently offered over the October mid-semester break, January and/or Winter/Spring break to participate in service to the poor. Teams of students, faculty and staff have served in Mississippi, Appalachia, New Orleans, and internationally.

### **Community Service**

Multiple community-service opportunities are available throughout the year and are posted on our website. *Into the Streets*, a Clarke community-wide service day, is held each semester. Please record any community service given on the survey monkey survey on the campus ministry website.

### **Pastoral Counseling and Outreach**

The campus ministry staff is available to meet with students on an individual basis for any needs.

### **Illness or Death**

Prayer requests in the event of an illness or death of a loved one or friend of a Clarke student, staff or faculty member, or for a special intention, can be sent to the campus ministry office or written in our special prayer request book in front of the chapel. If sent to the campus ministry office, prayer requests will be posted on the Web site for the campus community and especially remembered during Mass.

### **Career Services**

Clarke students are encouraged to schedule an appointment with a Career Services professional regarding any aspect of career planning.

Career Services maintains an informative web site, provides classroom presentations, and participates in *Grad Finale* and other career-related events.

Career Services offers the following services for undergraduate, graduate, and TimeSaver students:

1. **Career Coaching** assists students in the areas of self-assessment, career exploration, and career decision making through individual appointments.
2. **Resume / Cover Letter Critiques** help students improve their abilities to represent themselves, their skills, and their education.
3. **Mock Interviews** improve students interviewing skills.
4. **Job Search Assistance** helps students in planning and executing their job search strategies.
5. **Internship for Credit Program** combines traditional classroom learning with practical experience in the workplace. Students are eligible to apply for the Internship for Credit Program when they have earned at least 30 credits with a minimum GPA of 2.0.
6. **Internship Postings** are listed on the Career Services web site.

7. **Networking with Employers** – Sponsor Career Extravaganza each spring and provide additional interviewing opportunities through the Iowa College Recruiting Network.
8. **Career Services Library** houses books about career fields, company information, graduate/professional schools, and other career topics.
9. **Study Abroad** – Career Services serves as the initial contact for studying abroad.

## **CONNECT**

A five-day program designed to welcome new traditional-aged freshman and transfer students precedes the first day of classes in the fall semester. New students learn about Clarke's services and programs, meet with faculty advisors, and have fun through a variety of social activities. Parents are invited to join us on Wednesday to learn about services and programs and have opportunities to meet faculty, administrators and staff. Upper-class students are selected each year to serve as Tuckpointers to assist new students and parents as they transition to life at Clarke.

## **Counseling Center**

The Counseling Center staff is here to assist the students in their pursuit of a contented and balanced life as they strive for academic, personal and intellectual growth. For many students, this is a time of new challenges as they learn to balance scheduling academics, work and athletics with leisure activities, relationships and quiet time. Taking time to address these issues in a comfortable and confidential setting can have a positive impact on academic, physical and personal performance.

The staff is comprised of capable professionals, highly trained in the mental health issues that arise on a college campus. The Counseling Center offers a variety of services to help meet the needs of today's students. For further information, please visit our Web site which can be found under the student life section of [www.clarke.edu](http://www.clarke.edu).

## **Health Services**

Health Services promotes health in body and mind while assisting students to be successful at Clarke University. By maintaining good health, students are better able to succeed academically and learn balanced independent life skills. Students are served through direct services, referral and health education.

The health services office is staffed by a registered nurse from 9 a.m. to 4 p.m. Monday through Friday. Nurse practitioner services are available by appointment. A completed health form, with record of immunizations, is required and kept on file in the office. All health services are confidential. No medical information will be released without student permission.

## **Multicultural Center**

In an increasingly diverse American society and in the midst of a growing sense of global awareness, students and graduates will be called upon to interact with people of many races, colors, and cultures. Clarke University strives to foster an environment, which encourages the development of cultural appreciation, social responsibility, and the acceptance of diversity. The Multicultural Center is designed to promote the intercultural exchange and community involvement that is the backbone of such development. Anyone with culture is welcome to participate in the Multicultural Center, and EVERYONE HAS CULTURE!

In keeping with Clarke's commitment to encourage personal and intellectual growth, promote global awareness and social responsibility, and to deepen spiritual values, the Multicultural Center:

- affirms the value of multicultural understanding
- aims to promote/support diversity at Clarke University
- celebrates diversity within the campus community.

The Multicultural Center is located in the Stoltz Student Life Wing of Mary Frances Hall, room G27.

## **Residence Life**

Living in campus residence halls plays an integral role in growing and developing emotionally, intellectually, and socially while at Clarke. This living opportunity provides potential for learning to how balance your rights as an individual to act, speak, and live as your conscious dictates, with your responsibilities to create a

respectful, engaged, courteous living environment as a member of a community. When you sign your Housing Contract you agree to abide by a certain set of expectations that are necessary for the safe and smooth operation of the halls, and to the development of an environment conducive to learning. Information on specific and general policies is listed in other sections of this handbook. You also accept a certain degree of responsibility for your community. We ask you to respectfully voice your objections when others infringe on your rights, to work with staff and other residents to establish the necessary norms and standards for living together, and to assist staff in their efforts to hold residents accountable to those norms and standards which you are expected to help create and live by.

### **Residence Life Staff**

The residence halls are staffed with resident directors (RDs), senior managers, and resident assistants (RAs). RAs are student staff that live on the floor. They have been selected based on their leadership characteristics and knowledge of the resources on campus. If you need assistance, or have a concern or suggestion, your RA is a good person to see. RAs are responsible for facilitating a community atmosphere, ensuring that community standards are upheld, and residents are encouraged to take responsibility for their actions. RAs also act as a referral agent for students to other campus resources.

Senior Managers are undergraduate student staff who work closely with a RD to assist in the community development, safety and security, mentoring and growth of the RA staff, and administrative processes that are necessary in the creation of a positive living and learning environment.

RAs are supervised by the RDs who are professionally trained to work with students. As leaders of their residential communities, RDs wear many hats—educator, counselor, manager, disciplinarian and problem solver. You will have the opportunity to meet your RD during the year. He or she manages all services and programs for your residence hall. Each RD has an office located in the residence hall. Residents should stop by the office with maintenance or housekeeping concerns, key problems, suggestions and ideas, or to meet with the RD.

### **Hall Council**

Hall Council consists of student leaders living in campus residence that want to become involved with the governance of the hall community. Hall Council's primary responsibilities are to plan campus events, increase awareness, and make recommendations to improve the on campus living environment. The meetings are open for all students to attend.

## **GENERAL ON-CAMPUS POLICIES AND INFORMATION**

1. **Abandoned Property:** Any personal items abandoned after the student moves out will be disposed of after 10 business days or by the close of each semester.
2. **Alcoholic Beverages:** Please see page 35 of the Student Handbook.
3. **Appliances:** The use of electrical appliances is limited for protection against fire and/or power failure due to overloaded circuits. Shavers, hair dryers, curling irons, clocks, VCRs, radios, stereos, and televisions are permitted. Small refrigerators no more than 4.0 cubic feet and microwaves up to 1,000 watts are allowed in rooms. Appliances having an open flame, burner or heating element (i.e. hot plate) are not permitted. Halogen lamps are not permitted. If an extension cord, a multi-plug adapter, is needed you must use a 14-gauge power strip that is equipped with a circuit breaker. Please, do not walk on extension cords or lay them under carpets. This can cause excessive heat and/or damage to the wires. Ask your RA if you have questions about appliances or need assistance. Air conditioners and space heaters may not be used in any hall unless for medical reasons. A student requesting the use of an air conditioner must submit a letter to the residence life office from his/her doctor that clearly states the health condition and the reason the student needs an a/c unit installed in their room. If permission is granted, the facilities management office will provide and install the appliance for a fee of \$100. The facilities management staff will install and remove the unit once a year.
4. **Bicycles:** To prevent hazards in the halls, bicycles may be stored only in designated areas. They may not be stored in stairwells, or chained to railings or furniture. Motorbikes or motor scooters are not permitted in the residence halls.

5. **Cable:** Cable television is provided in each residence hall room. The channel lineup provides a variety of entertainment, educational, and informational channels.
6. **Campus Alert System:** Clarke University has a Campus Alert System in place to notify members of the Clarke community in the event of an emergency. Through the system, notifications can be sent via e-mail, phone and text message. By default, all students will receive e-mail alerts through their Clarke e-mail. Students may also elect to receive phone calls and text messages through the system.
7. **Candles/Incense:** For reasons of health and fire safety, candles, incense and other open flames are not allowed in the residence halls.
8. **Compliance with Staff:** Residents are required to follow all directions issued by authorized representatives of the university, including RDs, RAs, and security personnel. Non-compliance may result in disciplinary action.
9. **Computers and Internet:** Student-owned computers may be connected to the university network from your room enabling you to access e-mail and the Internet. Wireless is also available in each room and common area. Call the help desk at 563-588-6390 for any assistance with your computer. (See "Internet/E-mail" in the *Service and Facilities* section). All student-owned computers must be certified by the computer center each year. The online certification process is prompted the first time you attempt to access the university network.
10. **Consolidation:** Students are assigned to double occupancy rooms under the assumption the room will be occupied by two people unless alternative arrangements are made. If a vacancy occurs in a room due to the withdrawal or relocating of one of the residents, the remaining resident must select from one of the following options by the end of the semester:
  - a. Pay the additional fee necessary to occupy the room as a private (Upper class student option only)
  - b. Request a room change with someone who currently has no roommate
  - c. Allow the RD to assign a new resident to the room or move you to another room that has only one occupant
11. **Damages:** Residents are responsible for the condition of their room and door. Any damage, other than normal wear and tear, will be assessed and billed to the student. Residents are responsible for damage in common areas of the building and are required to report any destruction they witness or in which they are involved to the RD. When damage occurs in a common area that cannot be attributed to any known individual(s), the cost of repairs will be shared equally among the residents in their building or individual wing.
12. **Darts and Dart Boards:** These items are not permitted in the residence halls.
13. **Disposal of Garbage and Recyclable Materials:** Dubuque has received national recognition for its recycling efforts. As you now reside in Dubuque, it is expected that you follow the guidelines for discarding trash and recyclable materials. Dumpsters are located behind each of the residence halls – one for the disposal of garbage and the other for recycling. Each resident is responsible for disposing of his/her trash and recyclable materials. No trash or recycling is to be left in the common areas, bathrooms or hallways.
14. Each residence hall room is supplied with a recycling bin. The following items should be placed in your recycling bin, and then discarded into the recycling dumpster near your hall:
  - a. Paper (All types)
  - b. Cardboard
  - c. Beverage cans and bottles
  - d. Plastic containers coded 1-5 & 7
  - e. Washed out metal food cans and aluminum foil
    - i. For a detailed list of what can and cannot be recycled please visit <http://www.cityofdubuque.org/admin/DocumentView.aspx?DID=862>
15. **Drugs:** The use, possession or sale of illegal drugs, controlled substances and drug paraphernalia are not permitted. Violations of this regulation may result in suspension from the university and referral to the Dubuque Police Department. Please see page 36 of the Student Handbook.

16. **Emergencies:** Report any emergency to Security at 563-588-6393 and to the RA and RD on call.
17. **Fire** - When the fire alarm sounds, leave the building immediately via the nearest stairwell exit. Do not use the elevator. If possible, before you leave your room: turn on lights, close windows, and close your door. Also remember to wear shoes and carry a towel. If you should happen to be away from your room when the alarm sounds, do not return, but leave the building via the nearest exit. Failure to exit the hall when requested or when an alarm is sounding may result in an automatic fine of no less than \$50. Tampering with fire equipment including fire extinguishers, exit signs, smoke detectors, fire alarms and fire doors is a serious violation of law and university regulations. Anyone found responsible for such conduct may be fined no less than \$500 by the university and may be subject to prosecution.
18. **Medical** - Medical emergency assistance can be requested by dialing **911 (9-911 from a campus phone)**. For nonemergency medical attention please call security at 563-588-6393.
19. **Tornado** - In case of a tornado, residents are to move to a lower-level area, preferably underground, away from glass and other potentially dangerous objects. The staff will inform students when it is safe to return to their rooms.
20. **Fireworks:** Because of the serious threat to individual safety, firecrackers, cherry bombs, smoke bombs, and other similar devices are strictly prohibited on campus.
21. **Furniture Removal:** Students may not place furniture from their rooms in hallways, bathrooms, study rooms or lounges. Students will be billed the replacement value for pieces of furniture not present at checkout. Moving lounge furniture to your room is considered theft. Students who move lounge furniture to their room may be subject up to a \$50 fine. Students in the apartment building or the letter wing of Mary Josita Hall may not remove any campus furniture from their room or apartment.
22. **Grill Usage Policy:** Grills will be of the small portable, charcoal type only. No gas or wood grills allowed. Only charcoal briquettes can be used in the grill. It is recommended that charcoal briquettes that do not need lighter fluid are used, as no lighter fluid or other combustible materials are allowed in the residence halls. No wood, cardboard, or trash can be burned in the grill. Grills must be used in a safe manner for cooking of food ONLY. They cannot be used as a container for "camp fires." Grills cannot be left unattended. Once cooking is completed the charcoal must be extinguished with water. Ashes must sit for 24 hours before being properly disposed of. Hot ashes are not to be placed in any trash receptacle. Ashes cannot be dumped on the ground. Grills cannot be used in front of the building. They must be used in the back or side of the building and out of view from the front of the building. Grills cannot be used within 25 feet of any structure. Grills and small amounts of charcoal must be used and stored in a safe manner in accordance with packaging instructions. No grills or litter of any kind will be left on the lawn. The Director of Residence Life may designate specific areas for grill usage. Violation of this policy may result in disciplinary action.
23. **Housing During Break Periods:** All students will be required to complete a supplemental housing contract with their RD prior to the beginning of the periods in which the university is closed. An additional fee may be applied to the student's account for on-campus housing. For security reasons, it is imperative that no student remains on campus during breaks without prior approval. Non-compliance may result in disciplinary action.
24. **Insurance and Personal Property:** Clarke University does not assume liability for the loss, damage, or theft of personal property. Residents wishing to protect themselves from the possibility of losses should consider purchasing an insurance policy, or ensure their parent's insurance policy includes a residence hall room.
25. **Keys and Locks:** The residence halls are locked for security reasons. Residents are issued both an outside door "chip" and room key that permits access to the assigned buildings and rooms. The key and "chip" are given for that particular person's personal use and are not transferable. Students must lock up whenever they leave their room, as they are responsible for their personal

security and university property. Students who lose a key or “chip” must immediately report the loss to their building’s resident director or, if not available, to security. Lock changes and/or lost room keys will be assessed a \$100 fee. A lost “chip” can be immediately deactivated and a replacement fee of \$10 assessed.

26. **Laundry:** Coin operated washers and dryers are located in each hall for your use. Report loss of money in the machines to the student accounts office, 202 Haas Administration Building. You should not leave personal belongings unattended in the laundry rooms. Clarke University is not responsible for lost or stolen items.
27. **Lofts:** All lofts must be free standing and must meet university requirements. All lofts must be made of sturdy material and be completely safe. No holes may be made in the walls or ceilings for any reason. When you check out at the end of the year, your room must be returned to its original condition. Copies of complete regulations for lofts are available from the residence life office. Loftable campus furniture must be returned to the third notch from the bottom prior to check-out or a \$50 fine may be charged.
28. **Noise/Quiet Hours / Courtesy Hours:** Our goal is to provide residence halls where a student’s right to sleep and study is given priority. During periods designated as quiet hours, no noise should be audible outside the closed doors of a student’s room. On the nights that precede class days, quiet hours will begin at 10 p.m. and will continue until 10 a.m. the next day. On those nights that do not precede class days, quiet hours will begin at midnight and will continue until 10 a.m. the next day. As a group, wings/floors may decide to extend quiet hours. Quiet hours remain in effect from midnight on Friday preceding final examinations until the conclusion of the examination period. Students found violating quiet hours may be required to leave housing immediately. Courtesy hours are defined as times when activities that might produce noise are limited out of courtesy toward other students. Courtesy hours are 24 hours a day, seven days a week. Residents should confront violations of this policy first. If unsuccessful, contact the RA on duty. Residents responsible for excessive noise and/or disruptive behavior may be required to remove stereos or other equipment from campus. If you bring a stereo to campus, you should bring headphones as well.
29. **Parties:** Residents of all residence halls and the Apartment building interested in hosting a private party of eight or more people must obtain approval, two weeks in advance, from the Director of Residence Life. No alcoholic beverages may be served at parties. Students sponsoring parties take personal legal responsibility for the behavior of persons attending their parties whether invited or not.
30. **Pets:** For health purposes, students may not have pets (with the exception of fish) in the residence halls.
31. **Posting and Decorating:** Residents are encouraged to add a personal touch to their rooms. When hanging pictures, posters, etc., only adhesive picture hangers or a special poster tape should be used. Nails, tacks, plastic tape or adhesive tape that will damage walls, woodwork, doors, furniture or fixtures are prohibited. Displays of offensive materials, drug paraphernalia, and alcoholic beverage signs are not permitted in public areas including doors and hallway walls. Signs may not be placed in room windows. Collections of alcoholic bottles and cans are not permitted. Any damage made will be assessed and charged to the student’s account. Hallways & Stairwells: To provide a safe means of exit from a residence hall during times of emergency, and to comply with applicable local, state, and federal regulations the following restrictions must be adhered to: In stairwells, no decorations, or furnishings of any kind are allowed. In hallways, posters may be affixed to the wall, in such a manner so as not to damage the wall, and as long as not more than 10 percent of the total surface of the wall is covered. Strings of small lights for temporary decorations such as Christmas lights may be used to outline the doorframe of a room from November 1 to February 1. The lights may be plugged into an outlet if it is next to the door, or the cord must run under the door to an outlet inside the room. The cord running under the door must be protected from damage. No strings of lights, extension cords, or other decorations may be strung along, or across the ceiling, or floor of any hallway. No decorations of any kind, paper, or other items may be fastened to or hung from any lights, emergency warning systems, sprinkler systems, emergency exit lighting / signs, or other emergency equipment in any hallway or room of the residence hall. No item of any kind may be hung so as to restrict visibility of any exit or emergency equipment. Only a

few, small decorative items such as a bow or short ribbon, about 12 inches long, may be placed in any hallway. The Director of Residence Life may authorize decorating for special events, such as Halloween, for a period of time not to exceed 48 hours. Violation of this policy may result in disciplinary action.

32. **Propping Doors:** Any student found to be forcing open and/or propping open an entrance door may be subject to disciplinary action. The safety and security of all residents depends on your help in this matter.
33. **Recycling:** Please see Disposal of Garbage and Recyclable Materials on page 10.
34. **Refrigerators:** You may purchase a small refrigerator, no more than four cubic feet in size. Food in rooms must be stored in airtight containers and/or refrigerated.
35. **Roofs/Ledges:** Since the roofs and ledges are unprotected areas and are not designed for the use of residents, students are not permitted to use the roof for any reason.
36. **Reporting Maintenance/Housekeeping:** Students are responsible for reporting items that need routine repairs to their RA/RD. Students should not contact the facilities management office directly. This includes items in their rooms, common areas, bathrooms and areas in their building. The housekeeping staff will perform routine cleaning of public and common areas. Housekeeping above and beyond the routine and/or resulting from abuse of the facility will be billed to the responsible students. Resident students are responsible for cleaning their own rooms and baths (if applicable).
37. **Room Changes:** Room change requests may be made after the second week of each semester by contacting your RD. A fee of \$25 is assessed for each room change. Unauthorized room changes will result in a fine of no less than \$25 and the students involved will be required to return to their prior living situation. If roommate conflicts occur, the student should seek assistance from their RA and RD.
38. **Room Entry:** Authorized representatives of the university shall have the right to enter any space at any time to perform all maintenance needs or projects, assist in any emergency, recover or prevent destruction of university property, perform scheduled health and safety inspections, or to investigate alleged violations of federal, local or university policies, rules or regulations.
39. **Room Deposit:** Each student is responsible to ensure they have \$100 room deposit on account in student accounts. Information on deposit refunds can be found in the Terms & Conditions section of the Residence Hall Contract. Further, the deposit will be returned, or credited to the student's account if the student has an outstanding balance, following the student's permanent departure from university housing.
40. **Room Furnishings:** All furnishings in the student's room at check-in must be in the room at checkout. Missing or damaged items will be charged to the student's account. Please refer to the Room Check-In/Out Room Condition Form.
41. **Roommate Rights:** Each roommate has the right to:
  - a. Read, study, and sleep without interference, noise, and distractions
  - b. Have personal privacy
  - c. Live in a clean environment
  - d. Have guests (in accordance with the visitation policy), and must take responsibility for their guests' behavior
  - e. Have free access to their room and hall facilities
  - f. Be free from fear of intimidation and physical and emotional harm
  - g. Air grievances to the residence life staff
  - h. Expect respect for their belongings
  - i. Have unique interests and values

42. **Screens:** Window screens may not be removed for any reason. They are a deterrent for insects, bats and intruders. If screens are broken or missing, the student assigned to that room will be charged \$75 for replacement costs per screen.
43. **Smoking:** Please see tobacco-free policy on page 37.
44. **Solicitation:** Solicitation, door-to-door canvassing, distribution of literature, and commercial activities, are prohibited in the residence halls.
45. **Storage:** Storage is provided in Mary Benedict Hall, Mary Josita Hall and Mary Frances Hall for suitcases, trunks and boxes. Every item stored must be marked on the outside with your name, room number, home address, and date. Clarke assumes no responsibility for the loss, damage, or theft of your personal belongings. Storage is available to you, the hall resident, only during the semester. During the summer months the storage areas are available on a space-limited basis for international students and students living 500 miles or more away from the campus. All items placed in storage need to be properly marked with the student's name, phone number, and item description. The item must be removed or re-tagged by the identified tag date. The university reserves the right to dispose of items untagged or remaining after the identified removal date. Clarke University is not responsible for any item loss, theft, or damage incurred while in University storage. There is no storage space in the Apartment building.
46. **Telephones:** Landline telephones are available in a common space on each residence hall floor. Access to a landline phone in your residence hall room is available upon request. A voice mailbox is also available upon request. Unlimited local calls are permitted both on campus and in the Dubuque area. Long distance calls may be made directly using your Clarke Telephone Authorization Code (AZ Code), which is available upon request. The AZ code must be used any time you make a long distance, calling card, or toll-free 1-8XX calls. Your AZ code is for your personal use only. You will be held responsible for any long distance charges associated with your AZ code. If your code is lost or stolen, notify the telecommunications office immediately and that code will be cancelled and a new one issued to you. It is against university policy to accept collect calls or bill third party or special services (1-900 calls, etc) calls to any Clarke telephone number. Unpaid telephone bills may result in cancellation of the AZ code. Any nuisance or harassing call is considered serious. If you receive such a call, note the time, date and nature of the call and report it immediately to your RA or RD. If you are interested in a landline phone in your room, an AZ code, or a voice mailbox, please speak with your RD.
47. **Tobacco-Free:** All campus buildings and grounds are smoke-free and tobacco-free. Please see the university policy on page 37.
48. **Visitation:** You may receive visitors in your residence hall room according to the following guidelines. Guests must abide by the rules and regulations of the university. Clarke students are responsible for the behavior of their guest and any expenses incurred by them. Roommates are to be considerate of one another when entertaining guests. Disputes between roommates about visitation practices should be discussed with your RA. Visitation hours extend from 10:30 a.m. to midnight, Sunday through Thursday, and 10:30 a.m. to 2 a.m., Friday and Saturday. During visitation, students and guests must observe all university policies and procedures. Upon departure, the student will escort the guest out of the building. It is the responsibility of the resident to escort their guests until they leave. Cohabitation is not permitted at anytime. Guests may be entertained in the residence hall formal lounges between the hours of 10 a.m. and 4 a.m. Formal lounges are located on the main floors of each hall. Siblings, 12 years of age or younger are permitted as overnight guests with approval of the resident director. No guest, including a Clarke student, may stay more than three consecutive nights. A maximum of two guests per room will be allowed at any one time. The student must register a guest with the RA according to the procedures specified by the RD. No guests are allowed in the residence halls during vacations and breaks. If there is a special circumstance please see your RD.
49. **Waterbeds:** Due to the structural damage that can be caused by a waterbed, their use is not permitted in the residence halls.
50. **Weapons:** Weapons of any kind, or toys that resemble weapons (including, but not limited to firearms of any type, slingshots, ammunition, fireworks, knives, bows and arrows, etc.), are not

permitted on campus property. This restriction applies to all areas of campus, including the residence halls and parking lots.

## ADULT STUDIES STUDENT SERVICES / PROGRAMS

Clarke serves the needs of students 24 years of age and older through traditional degree programs and the TimeSaver Adult Degree Programs. Students attend classes full-time or part-time. Classes, advising and admissions are tailored to adult academic needs. Adult students may apply for credit by alternative means such as the College Level Examination Program (CLEP), Defense Activity for Non-Traditional Education Support (DANTES), and Credit for Learning Experience (CLE). Clarke also offers continuing education opportunities through noncredit workshops and seminars for professional leadership development through the Clarke Center for Professional Excellence.

The TimeSaver Program was established in 1986 and is designed for adult students who want to complete a first or second degree. TimeSaver is the region's most recognized adult-degree program, designed to acknowledge and address the needs of today's working professional. Convenient, evening course schedules allow students to balance the demands of work, family, and community with the active pursuit of a bachelor's degree. Coursework is designed to draw from the rich experiences that TimeSaver students bring to the classroom.

Clarke's dedicated faculty and staff create a supportive learning environment that is meaningful, valuable, and directly transferable to workplace scenarios. Faculty members, who are experts in their fields, provide practical approaches to real-world applications. They are easily accessible and strive to provide efficient, accurate feedback to student questions.

There are nine majors available in the TimeSaver Program. TimeSaver classes traditionally meet on Monday or Thursday evenings in convenient eight-week formats with a unique blend of online and classroom-based delivery. These sections are typically closed to traditional-age students. Regular course offerings may be scheduled at night and should not be confused with TimeSaver courses (TimeSaver courses are scheduled as section 6). The TimeSaver office publishes a monthly newsletter for adult students titled the *Night Edition*.

TimeSaver Office Hours: Monday-Friday, 8 a.m.-4:30 p.m. The TimeSaver satellite office in CBH 103 is open on Monday and Thursday nights from 4:30-8 p.m. when classes are in session. For more information, contact the TimeSaver office at (563)588-6354 or by e-mail at [timesaver@clarke.edu](mailto:timesaver@clarke.edu).

## AWARDS AND HONORS

The university annually recognizes outstanding achievement in leadership, scholarship, service, and citizenship. The following awards are presented:

**Dorothy Day Scholarship:** The Dorothy Day Scholarship Award was established in 1984 in honor of Dorothy Day, founder of the Catholic Worker movement. Through her life of scholarship and solidarity with the poor, she worked for justice and peace by her resistance to war and unjust labor practices. The award will be given to someone who, by choice of activities and studies, has demonstrated commitment to the ideals of Dorothy Day.

**Francis J. O'Connor Memorial Award:** Named in honor of a longtime Clarke trustee and friend, the O'Connor Award is recognized as the most prestigious award given to a graduating senior. The recipient is a person who has demonstrated leadership, cooperation, generosity, kindness, and academic achievement. He/she is selected by vote of seniors and faculty.

**Howard & Gertrude Thompson Award:** This award is presented each year to an outstanding non-traditional student. To be eligible the student must have completed at least 30 hours at Clarke University, have a 3.0 grade-point average or above and submit an essay describing the significance of education in their life.

**Joan Keleher Doyle, BVM Award:** Established in 1982 to recognize a student who has excelled in Christian ministry by consistent and active participation in a variety of campus ministry activities.

**John A. Miles Service Award:** This award is presented each year to a first year student who has demonstrated academic achievement and energetic service to the Clarke community. The recipient is chosen by nomination and a vote of students and faculty.

**Kappa Gamma Pi:** Kappa Gamma Pi is a national Catholic college graduate honor society. Membership is limited to not more than 10 percent of the graduating class. Seniors who have earned at least a 3.50 GPA for four years, who have demonstrated leadership and who have participated significantly in campus life are selected by vote of the faculty and the senior class.

**Mabel Rooney Hoffman Award:** This award is presented to a junior who has exhibited academic excellence and has served both the university and greater community in an outstanding manner. The recipient is nominated and chosen by vote of the faculty and members of the junior class.

**Martin Luther King:** This award has been established in honor of Dr. Martin Luther King who worked for freedom and justice through nonviolent action. It commemorates his commitment to the values of equality, suffering love and reconciliation as expressed in efforts to secure human and civil rights, economic fairness and peace. This will be given to a sophomore who, by choice of activities and studies, has demonstrated commitment to the ideals of Martin Luther King.

**Pauline Mathis Pfohl Leadership Scholarship:** This scholarship award is presented to a sophomore who has exercised significant leadership and service within the university community and has demonstrated outstanding academic achievement.

**Sister Marianne Joy, BVM Award:** This award was established by family and friends of Sister Marianne in memory of her significant contributions to the university and her unique commitment, care, concern and love for the residence life program. It is presented to a resident assistant who has demonstrated significant service in the college residential community.

**St. Catherine Medal:** The St. Catherine Medal is given by vote of the faculty and sophomore class to a student who demonstrates high standards in character, scholarship, service and the leadership required for election into Kappa Gamma Pi.

**Who's Who Among Students in American Universities and Colleges:** Seniors are elected by vote of the faculty and senior class on the basis of scholarship, leadership, and cooperation in educational and co-curricular activities, citizenship and future promise.

## CAMPUS ACTIVITIES

### Annual Traditions

Annual activities and traditions include Convocation and Tree Planting, Family Weekend, Homecoming, the Mr. Clarke Guy Pageant, Hunger and Homelessness Week, Christmas Dinner, Passport Dance, May Daze, and the Honors Banquet.

### Convocation and Tree Planting

Convocation is an assembly, which introduces the new school year for all students. This is a formal academic event with full academic procession of administration and faculty. New first year students are presented with a tassel and plant a class tree. The senior class names their tree.

### Cultural Events

Each year, the Arts at Clarke Series bring internationally known performers to the Dubuque community. Performers from across the country and around the world are guests of the university. The series also includes outstanding performances and exhibits by Clarke's art, drama and music departments. The Mackin-Mailander Lecture Series brings distinguished speakers to campus for presentations on current issues.

### Fine Arts Events

The art department sponsors art exhibits in Quigley Gallery 1550 by faculty, students and visiting artists from around the world. The drama department presents a season of four productions, including comedy, drama, plays with music and children's plays. The music department presents several concerts each season, including a Christmas concert, a spring concert, and a musical. Faculty and student performances and recitals are an important part of the season. The music department invites all interested Clarke students

regardless of major to audition for its vocal and instrumental ensembles. Ensembles include: Clarke Collegiate Singers, the Clarke Cantabile Singers, the Clarke Wind Ensemble and other instrumental chamber groups. Auditions normally occur during the first week of classes. For additional information about any of these ensembles contact the music department.

## **STUDENT ACTIVITIES and ORGANIZATIONS**

Clarke students are encouraged to be involved in co-curricular activities, organizations and events that are social, cultural, intellectual, spiritual and recreational. There are a variety of groups and organizations that provide leadership opportunities for students.

### **Drama/Performing Arts**

- Advanced Chamber Ensemble
- Brass Ensemble
- Clarke University Players
- Clarke Collegiate Singers (CCSR)
- Clarke Cantabile Singers
- Flute Ensemble
- Instrumental Concert Ensemble
- Jazz Ensemble
- Wind Ensemble
- Woodwind Ensemble

### **Leadership Opportunities**

- Campus Ministry Interns
- Clarke Student Association (CSA)
- Class Officers
  - Senior Class (2011)
  - Junior Class (2012)
  - Sophomore Class (2013)
  - Freshman Class (2014)
- Resident Assistants (RAs)
- Tuckpointers

### **Student Organizations**

- ALIVE (Campus Ministry)
- Benchwarmers (Fan Club)
- Biology Club
- Champions of Character (CHAMPS)
- Clarke Activities Board (CAB)
- Clarke Alliance
- Clarke Association for Kinesiology Education (CAKE)
- Clarke Association of Nursing Students (CANS)
- Clarke Athletic Training Society (CATS)
- Clarke Leading Environmental Action Now (CLEAN)
- Clarke Organization of Student Physical Therapists (COSPT)
- Founders for Life
- The Gentlemen of Clarke (GOC)
- Hippo Society
- Latin American Student Association (LASA)
- Math Club
- RELIEF
- Residence Hall Council
- Students Working for Change (Social Work)
- Teachers for Tomorrow

### **Student Government**

Students have the opportunity for involvement at nearly every level of college governance. Student representatives work on committees with trustees, faculty and administrators regarding policy making for academics, student life, and admissions. Student leadership is provided by the Clarke Student Association. Every student who pays a student activities fee is a member of CSA. The officers include class officers and student body representatives. CSA plans activities and represents the opinions of the students with the administration and on committees. *A copy of the CSA Constitution is available in the Clarke Student Association office or on the [student government web page](#).*

## **Student Publications**

The opportunity to work on campus publications is open to all students. Media serving the college community include: *Courier*, the bi-weekly student newspaper, and *Catalyst*, the annual student magazine.

## **SERVICES AND FACILITIES**

### **Academic Advising**

Academic advising is a learning process designed to assist students in setting and achieving their educational goals. It provides students with opportunities to better understand the purpose of a college education and to plan an academic program that will give them the knowledge, values and skills necessary to be lifelong learners and competent professionals in their chosen careers.

Academic advising at Clarke is personalized and takes into account the needs of each student. Faculty academic advisers guide students in designing a quality academic program that meets individual life goals. The adviser guides the student's learning experiences through course and career planning and program review, and makes referrals to the appropriate campus services as necessary.

Clarke students are assigned a faculty adviser depending on their major area of interest. Although some group advising sessions may be held to clarify academic policies, programs and procedures, all advisers meet with individual students and offer guidance as they progress toward graduation. Ultimate responsibility for academic progress and decision making resides with the student.

### **Academic Affairs**

The academic affairs office is responsible for academic programs, advising, and faculty. The office assigns academic advisers, monitors academic progress and standing, and is available to answer questions or address concerns about academic programs.

### **Admissions**

The Clarke admissions office is located in the Wahlert Atrium. Admissions information and applications for admission can be obtained in the office. The office also provides tours of the campus to interested individuals. Students who are interested in becoming tour guides or hosting Clarke visitors may apply at the beginning of the year to be a member of Clarke Admissions Student Team (CAST). Applications and interviews are required. Please contact the admissions office at X6316. Office Hours are 8 a.m.-4:30 p.m., Monday to Friday.

### **Alumni Relations Office**

The alumni relations office is located with the administrative offices on the second floor of the Atrium in room 223. Graduates of Clarke are members of the Alumni Association. The office works to maintain connections with alumni through events held on campus and across the country. Alumni Association cards are available to all alumni to procure library access. The office also develops relationships with current students by supporting class activities. Please contact the alumni relations office at X6510. Office Hours are 8 a.m.-4:30 p.m., Monday to Friday.

### **Banking**

Your banking needs can be met at one of the banks or credit unions in the Dubuque area. Phone numbers and locations can be obtained in the yellow pages of the phone book. At Clarke, ATM machines are located in lower level of Mary Josita Hall and in the Student Activity Center. The ATM machine accepts Shazam, Cirrus, and other national credit cards. Checks can be cashed at the student accounts office. This service is extended to Clarke students only. Other than work-study checks, a check of \$50 or more requires one day's notice. No third-party checks are accepted. Any returned checks will be subject to a \$25 surcharge.

### **Bookstore**

The Whitlow Bookstore is located in the Student Activity Center. In addition to textbooks, a large selection of trade books are available as well as a full line of school supplies, convenience items, clothing and gifts are available. Payment can be made by check, cash, credit card (MasterCard, Visa or Discover), debit card or Clarke Access Card. Textbook returns are allowed only for courses that are dropped by the student or cancelled by Clarke University. The books must be in original condition and accompanied by a receipt. Books wanting to be returned outside of these criteria may be sold back to the university through the bookstore buy back during finals week at the end of each semester. During the academic year, the

bookstore is open Monday from 8:30 a.m. to 6 p.m.; Tuesday through Friday from 8:30 a.m. to 4 p.m.; Saturday from 10 a.m. to 1 p.m. Extended hours will be posted at the beginning and end of each semester. To reserve textbooks, shop or for up to date information visit the Whitlow Bookstore web site at [www.clarkebookstore.com](http://www.clarkebookstore.com).

**Campus Alert System:** Clarke University has a Campus Alert System in place to notify members of the Clarke community in the event of an emergency. Through the system, notifications can be sent via e-mail, phone and text message. By default, all students will receive e-mail alerts through their Clarke e-mail. Students may also elect to receive phone calls and text messages through the system.

### **Conference and Event Services**

The conference and event services office is dedicated to serving the needs of Clarke students as well as the Tri-Sate community with facilities, planning and conference services. The conference and event services office should be your first call when arranging on-campus events. Not only will this avoid scheduling/space conflicts, the office can assist with refreshments, audio-visual needs, seating arrangements, security and facilities management notification, and promotion/publicity. Office Hours are 8 a.m.-4:30 p.m., Monday to Friday. The office is located on the Mary Josita Hall concourse.

### **Margaret Mann Academic Resource Center**

The Margaret Mann Academic Resource Center (MMARC), located on the second floor of the library, consists of the learning center and the writing center. This resource center offers services to all students at Clarke University in the areas of tutoring services, study strategies, writing, time management and reading. It endeavors to support students' classroom experiences across disciplines and to help them develop and reinforce those skills essential to academic success and lifelong learning.

#### **1. Learning Center**

The Learning Center exists within a caring, learning community to provide assistance for learners of all abilities. It is part of a comprehensive, free-of-charge advising system for Clarke students; which includes assessment of skills, monitoring of academic progress, and one-on-one assistance in reading and writing. Reasonable accommodations for students with documented disabilities are available to enable students to reach their individualized goals.

#### **2. Writing Center**

The Clarke University Writing Center is committed to assisting students with all phases of the writing process, from brainstorming through publication. We provide an environment that affirms writers of all skill levels, and that fosters critical and creative thinking intrinsic to the act of writing. A community of writers ourselves, we offer assistance within a framework of collaboration, encouragement, and shared inspiration.

## **CENTER FOR PROFESSIONAL EXCELLENCE**

The Center for Professional Excellence (CPE) provides professional and executive development training to the area business community. Located in the adult studies office, the CPE delivers credit- and non-credit-bearing coursework customized to fit the needs of an organization. Drawing from a pool of established professionals and subject matter experts, CPE courses offer a blend of theory and practical application with concepts that can be immediately implemented in the office. In addition, the center provides various levels of corporate leadership training. For additional information, contact the Center for Professional Excellence at (563)588-6354 or by e-mail at [cpe@clarke.edu](mailto:cpe@clarke.edu).

## **FINANCIAL AID**

The financial aid office is located in the Haas Administration Building, on the second floor of the Atrium. The staff will assist students to plan the financing of their education at Clarke University. Scholarships, grants, loans and work programs can be reviewed and applications obtained.

### **Satisfactory Academic Progress Statement (revised 12/2/94)**

Students receiving Title IV financial assistance are expected to progress satisfactorily toward degree completion. The following minimum standards have been established in accordance with regulations published by the United States Department of Education, October 6, 1983 (34 CFR Part 668). These regulations are available to all students during regular business hours in the financial aid office.

**This policy affects the following financial aid programs:**

Federal Parent Loan for Undergraduate Students (PLUS)  
Federal Academic Competitiveness Grant for Undergraduate Students (ACG) (2006)  
Federal National Science and Mathematics Access to Retain Talent Grant for Undergraduate Students (SMART) (2006)  
Federal Teacher Education Assistance for College and Higher Education Grant (TEACH) (2008-pending implementation guidance from the Department of Education)  
Federal Graduate PLUS Loans  
Federal Supplemental Loan for Students (SLS)  
Federal Stafford Loan  
Federal Unsubsidized Stafford Loan  
Federal Perkins Loan  
Federal Nursing Loan  
Federal College Work-Study  
Federal Pell Grant  
Federal Supplemental Educational Opportunity Grant (FSEOG)  
Iowa Tuition Grant  
Iowa Grant  
State Work-Study  
All institutional programs

**The satisfactory academic progress of a student will be measured both quantitatively and qualitatively.**

- **Quantitative Measurement:** Students are required to complete 124 credit hours for the baccalaureate degree. An institution may allow a student 150 percent of the time normally required to complete the degree. Students will be allowed to attempt up to 150 percent of the credit hours required, for a total of 186 hours as long as they are making satisfactory academic progress. If it is determined early that the student will not be able to complete his/her degree within the 186 hours, the student will become ineligible for further aid at the point of this determination. After 186 hours have been attempted (or earlier if the student will not be able to complete the degree requirements) the student will lose eligibility for federal, state, and institutional funds. Transfer students are subject to the same credit hour requirements. Credits transferred to Clarke University will be counted in the 186-hour limitation.
- **Qualitative Measurement:** The qualitative measurement of satisfactory academic progress for federal, state and institutional aid will be done in accordance with the minimum cumulative grade point averages already established by the federal government. Students with one to 29 credits earned must maintain a cumulative grade-point-average of 1.80 and 30 credits and above requires a cumulative grade point average of 2.00 or above. Grades are not rounded up.
- **Measuring Progress:** The academic progress of financial aid recipients will be measured at the close of each academic semester in December and June once all final grades are posted. The financial aid office will notify students who do not meet the credit hour or the cumulative grade-point average requirement. The letter they receive will outline the expectations of the federal government and specify the date by which they need to be in good academic standing in order to continue receiving financial assistance. Normally the student will have one academic semester in which to achieve good academic standing. If the student is not making satisfactory progress by the end of this time, the student will no longer be eligible for any federal, state, or institutional financial assistance without completing an appeal to reinstate their financial aid. A Financial Aid Reinstatement appeal procedure is in place for students when aid is lost due to unsatisfactory academic progress.
- **Withdrawals:** When a student officially withdraws from a course, the course is not used in calculating the grade-point-average, but is reflected in the attempted hours for the semester.

- **Repeated Courses:** A student who elects to repeat a course will not have the credit hours counted twice when calculating satisfactory academic progress. A better grade, however, will be used in calculating the cumulative grade point average.
- **Non-Credit Courses:** Non-credit/audit courses do not count toward the requirements for satisfactory academic progress.
- **Incomplete Grades:** If at the end of the semester after all grades are posted, a list will be obtained from the Registrar containing the names of all students with incomplete grades. If the student is making satisfactory academic progress without the incomplete grades, no notification is necessary. However, once grades are posted, a recalculation of satisfactory academic progress will be made. At the time of the recalculation, if the student is not making satisfactory academic progress, a notification will be sent to the student that the current semester (the one in which the grades were posted) is a semester of probation. If after the current semester the student is still not making satisfactory academic progress, the student will no longer be eligible for any federal, state, or institutional financial assistance. The student may appeal using the Financial Aid Academic Progress Appeal Form.

**Appeal Procedure:** After a student has been notified they have lost eligibility for financial assistance, a written appeal may be made on the Financial Aid Academic Progress Appeal Form. This form will be submitted to the director of financial aid. This form can be found in the financial aid office. An appeal should include:

- 1) Circumstances which affected satisfactory completion of credit hours, or the cumulative grade point average.
- 2) The student's Academic Success Contract.
- 3) The time frame the student has developed for completing the degree requirements.
- 4) All appeals will be considered by the Financial Aid Appeals Committee, consisting of the vice president for student life, the dean of undergraduate studies, and chaired by the director of financial aid. Circumstances considered for an appeal include, but are not limited to: student illness, health problems of a student's family members, lack of availability of required courses, change of major, and other situations which, at the discretion of the committee, are determined to be factors directly related to the student's inability to maintain satisfactory progress. Note: The fully completed appeal must reach the Financial Aid Office two weeks prior to the first day of the academic semester in which you wish to receive Title IV, State and/or Institutional aid. Late appeals will not be considered.

**Clarke University Refund Policy:** Change Effective August 28, 2000: The Reauthorization Bill amending the Higher Education Act was signed into law in October 1998. One of the significant changes to the Higher Education Act was in the area of refunds for students who withdraw from the institution. When a student withdraws from classes, he/she may be entitled to receive money that had been paid to the university. The university may be able to refund all or a portion of the tuition, fees, housing costs, etc. the student paid. If the tuition, fees, housing costs, etc. were paid with financial aid dollars, then all or a portion of the student's refund must be returned to the student aid programs from which the money was awarded. A student who receives a cash disbursement to assist with living expenses and then withdraws, drops out, or is expelled may be required to repay money to the aid programs from which the money was awarded. The university has designed the following policies and procedures to ensure proper accountability when a student leaves the university.

If a student **officially** withdraws from Clarke prior to completing 60 percent of the semester, institutional charges for tuition, room, board, and fees will be refunded based on the percentage of the semester that has not been completed. Financial aid awarded will be returned to the federal, state, and Clarke programs based on the same percentage. Outside scholarship or loan assistance will remain on the student account unless this creates an "over-award" situation or the donor specifically requests a refund should the student withdraw. In simple terms – if the student **officially** withdraws after completing 20 percent of the semester, the student would only be charged for 20 percent of the applicable tuition, room, board and fees and retain 20 percent of their financial aid. The refund formula calls for no refund to Title IV programs – Federal financial aid – after a student attends 60 percent of the calendar days in an enrollment period. The portion of the semester completed is based on calendar days from the first day of the semester through the last scheduled day of finals, including weekends and mid-semester breaks. However, scheduled breaks are measured from the first day of the break to the next day that classes are held. Breaks of at least five days are excluded from both the numerator and denominator in the calculation of the percentage. Below is how the formula is applied:

# of calendar days enrolled  
-----  
# of calendar days in term = Percent of earned financial aid

If a student has earned 20 percent of their financial aid, then 80 percent must be returned. All parties (federal and state government, institution) will receive 80 percent of their funds back and the student will be refunded 80 percent of tuition, fees, and room and board. Percentages are always rounded to the nearest 10th. Students who do not go through the “official” withdrawal process (i.e. leave campus without filing withdrawal papers) will be deemed to have attended through the mid-point in the semester, unless the last date of attendance can be documented, and will have their charges and financial aid adjusted accordingly.

**A student’s withdrawal date is:**

- the date the student began the institution’s withdrawal process or officially notified the institution of intent to withdraw; or
- the midpoint of the period; or
- the student’s last date of attendance at a documented academically related activity.

Any notification of a withdrawal or cancellation and request for a refund should be in writing and addressed to the dean of undergraduate studies. The refund policy applies to students who withdraw or are expelled, and refunds for these students are determined according to the following policy: The term “Title IV Funds” refers to the Federal financial aid programs authorized under the Higher Education Act of 1965 (as amended) and includes the following programs: unsubsidized Federal Family Education Loans (FFEL – Stafford Loans), subsidized FFEL (Stafford) loans, Federal Perkins loans, FFEL Parent Loan for Undergraduate Students (PLUS Loan), Federal Graduate PLUS Loans, Federal Pell Grants, Federal Supplemental Educational Opportunity Grants (SEOG), Federal ACG Grant (ACG), Federal SMART Grant. It does not apply to Federal Work Study funds.

In accordance with federal regulations, when financial aid is involved, refunds are allocated in the following order: unsubsidized FFEL loans, subsidized FFEL loans, Federal Perkins loans, FFEL Graduate Loans, FFEL PLUS loans, Federal Pell Grants, Federal ACG Grants, Federal SMART Grants, Federal SEOG, other Title IV assistance, other Federal sources of aid, other state, private and institutional aid, and finally, the student.

**Institutional and student responsibilities in regard to the return of Title IV funds – unearned aid (aid awarded but not available due to the refund calculations).**

**Clarke’s responsibilities in regard to the return of Title IV funds include:**

1. Providing each student with the information given in this policy;
2. Identifying students who are affected by this policy and completing the Return of Title IV Funds calculation for those students;
3. Returning any Title IV funds that are due the Title IV programs.

**The student’s responsibilities in regard to the return of the Title IV funds include:**

Returning to the Title IV programs any funds that were disbursed directly to the student and which the student was determined to be ineligible for via the Return of Title IV Funds calculation.

The responsibility to repay unearned aid is shared by Clarke and the student in proportion to the aid each is assessed in the process. Clarke’s share is the lesser of the total amount of unearned aid; or, institutional charges multiplied by the percentage of aid that was unearned. The student’s share is the difference between the total unearned amount and Clarke’s share. Clarke’s share is allocated among the Title IV programs, in an order specified by statute, before the student’s share. After the student’s share is fully allocated among the Title IV programs, any amount owed to a grant program is reduced by half. Clarke must return its share of unearned Title IV funds no later than 45 days after it determines that the student withdrew. Students return their share of unearned aid attributable to a loan under terms and conditions of the promissory note. The institution may allow the student to repay the unearned aid attributable to a grant (after the 50 percent reduction) under a payment arrangement satisfactory to Clarke’s student accounts office. A student who earned more aid than was disbursed prior to withdrawal is owed a post-withdrawal disbursement. Post-withdrawal disbursements must be made from available grants before loans. Clarke may credit post-withdrawal disbursements toward unpaid institutional charges. Authorizations for current year charges and minor (approximately \$100) prior year charges remain valid for post-withdrawal disbursements; authorizations for prior year charges (greater than \$100) become invalid. Any portion of a post-withdrawal

disbursement not credited to the student's account must be offered as a cash disbursement to the student (or parent in the case of a PLUS loan).

A summary of Clarke University's refund and repayment policies is disseminated to students in the Clarke University Catalog, the Clarke Student Handbook, at the Clarke Web site, and with each bill each semester. Students may receive additional information by consulting with an administrator in the financial aid office.

**Student Employment:** Students who are interested in working on campus must come to the financial aid office to complete paperwork. Students looking for on campus employment should search the online employment listings, which can be found at the Student Employment link on the Financial Aid Web page. Federal Work-Study students on campus receive priority for positions. During the academic year, all students who work on campus are limited to a maximum of 20 hours of work per week. All students are required to provide identification and complete pre-employment paperwork, which consists of the following documents:

- I-9 Employment Eligibility Verification
- W-4 Federal Employee Withholding Allowance Certificate
- W-4 Iowa Employee Withholding Allowance Certificate
- Student Employment Authorization Form
- Direct Deposit Form

If you have any questions regarding work on campus, please call the financial aid office at X6327.

### FOOD SERVICE

Your ID card, known as your Clarke Access Card, is coded and scanned for use as a meal card. Report a lost card immediately to the meal access office located outside the Student Dining Room. Meals are served in the Student Dining Room or your ID card carries a combo meal exchange in the Crusader Café.

### STUDENT DINING ROOM HOURS (MJH)

<b>Monday-Thursday</b> 11:15 a.m.-1 p.m. ( <i>Lunch</i> )	4:30 p.m.-6:30 p.m. ( <i>Dinner</i> )
<b>Friday</b> 11:15 a.m.-1 p.m. ( <i>Lunch</i> )	5:00 p.m.-6:00 p.m. ( <i>Dinner</i> )
<b>Saturday / Sunday</b> 11:30 a.m.-1 p.m. ( <i>Brunch</i> )	

#### Traditional Meal Plans:

- **19-Meal Plan:** This plan is for students who want the most for their money. Choose 19 meals per week plus \$100 of Crusader funds for use in the student dining room or Crusader Café.
- **14-Meal Flex Plan:** This meal plan works around your schedule. Students are able to choose any 14 meals during the week plus \$175 of Crusader funds for use in the student dining room or Crusader Café.
- **10-Meal Flex Plan:** This plan is for the light eaters. Students can select any 10 meals during the week plus \$200 of Crusader funds for use in the student dining room or Crusader Café.
- **Apartment plan:** Available to apartment residents only. Receive 75 meals per semester plus use \$300 of Crusader funds in the student dining room or Crusader Café.

### CRUSADER CAFÉ HOURS (SAC)

<b>Monday-Thursday</b> 7 a.m.-10 p.m.	(Grill closes at 9 p.m.)
<b>Friday</b> 7 a.m.-10 p.m.	(Grill closes at 9 p.m.)
<b>Saturday</b> 2 p.m.-10 p.m.	(Grill open from 5 p.m.-9 p.m.)
<b>Sunday</b> 2 p.m.-10 p.m.	(Grill open from 5 p.m.-9 p.m.)

#### Meal Plan Changes

Students can change their meal plan *only during the first two weeks of the semester in the student life office.*

#### Sick Tray or Sack Lunch

Requests for carryout meals for meal plan participants who are ill or miss all meal periods will be honored at the Dining Room or the Crusader Café upon presentation of the student's Clarke Access Card.

**There is no food service available when residence halls are closed.**

## **ID CARDS**

All students receive a photo identification card called the Clarke Access Card. The student accounts office must validate the ID card at the beginning of each semester. The ID card acts as a library card, meal card, Kehl Center Access Card, and to gain entrance to campus events. Money can be also be deposited onto the ID Card at the student accounts office for use at the bookstore, student dining room or Crusader Café purchases. If your ID has been lost please contact the student life office for a replacement. The card remains the property of Clarke University and the replacement fee is \$10. A minimum fine of \$100 will be assessed to anyone tampering with or altering a Clarke University ID Card. ID station hours are posted on the door of the Information Center in the Student Activity Center.

## **KELLER COMPUTER CENTER**

The Keller Computer Center (KCC Information Technology) supports academic computing, campus network, and telephone facilities for educational and instructional activities of Clarke students and faculty. The center also supports administrative computing and provides a professional computing environment. All members of the college community are encouraged to use the center's facilities. The KCC home page can be found on the Internet at <http://www.clarke.edu/page.aspx?id=14462>

### **Computer and Internet Access**

Student and departmental computer labs with networked computers and laser printing are available throughout campus. Supported software includes Microsoft Word, Excel, Access, PowerPoint, SPSS, email, and various programming languages. Students in the residence halls have the option of internet access from their student-owned computer. Wireless network access is available throughout the entire campus.

### **Hours**

Computer Center Hours: Monday through Thursday, 8 a.m.-10 p.m.; Friday, 8 a.m.-4:30 p.m.; Saturday, Closed; Sunday, 6 p.m.-10 p.m.

### **E-mail**

All current students receive an e-mail and MyInfo account at the beginning of their first year. Access to your Internet / E-mail account is available from any computer with an internet connection and browser. All students, faculty, adjuncts and staff have an academic e-mail address on the Clarke University e-mail system and are required to check their Clarke e-mail account on a regular basis. Important academic and university-wide information is distributed via e-mail and is considered official.

### **MyInfo and Blackboard**

MyInfo accounts give students secure access via the web to their student information, e.g. class schedules, grades, transcript information, financial aid and their student account. Students also plan their courses and register using MyInfo. Blackboard is the course-management tool used for on-line course information.

## **LIBRARY**

The Nicholas J. Schrup Library is located in the Wahlert Atrium. It contains a wide variety of materials and resources for the use of Clarke students. Print as well as electronic resources including books, journals, and databases are available for student use. Library staff are always available for consultation and help. See the library Web page ([www.clarke.edu/library](http://www.clarke.edu/library)) <http://www.clarke.edu/page.aspx?id=584> for full information on the library. The library staff may be reached at any time via e-mail at [library@clarke.edu](mailto:library@clarke.edu) or by calling the Circulation Desk at 588-6320.

### **Library Services**

- A collection of over 100,000 items including 15,000 online electronic books and 30,000 online electronic full text journals.
- 24/7 access to all on-line databases, books, journals, and the Clarke online catalog to any Clarke student with a valid ID card.
- Interlibrary loan, reference and term paper consulting services are available from the staff.

- Leisure reading collection based on New York Times bestsellers as well as an assortment of DVD's for your viewing pleasure.
- Comfortable, quiet study areas.

### **Facilities Housed in the Schrup Library**

- Margaret Mann Academic Resource Center (includes the Writing Center, the Technology Center, and the Learning Center)
- The Music Materials Collection
- The Art Slide Library
- The Instructional Resource Center containing curriculum materials
- Open computer lab with 18 computers, flat bed scanning, and laser printing

### **Library Hours**

- Hours and holiday schedules are posted at the entrance to the library.
- Normal Open Hours: Monday-Thursday, 7:30 a.m.-11 p.m.; Friday, 7:30 a.m.-5 p.m.; Saturday, 10:00 a.m.-4:00 p.m.; Sunday, 11 a.m.-11 p.m.

## **LOST AND FOUND**

Unclaimed items found on campus are delivered to the student life office and placed in the Lost and Found. Items are kept for one month after which time, unclaimed items are donated to charity.

## **MAIL CENTER**

The Mail Center is located next to the Whitlow Bookstore. Undergraduates who carry seven or more credit hours are assigned a mailbox. Graduate and TimeSaver students may request a campus mailbox by contacting the student life office. Mailboxes are accessible when the Student Activity Center is open. Mail is distributed in the morning, Monday through Friday. Stamps may be purchased in the mail center or bookstore. Students are notified through their mailbox when they have received a package. Packages may be picked up in the mailroom or bookstore. UPS shipping services are available through the Mail Center and bookstore. Faxing and copying are also available.

## **MARKETING AND COMMUNICATION**

The marketing and communication office serves as the external affairs arm of the university and is the official source of campus news. The office is responsible for all university communication, including advertising, creative services (publications and Web development), media relations, and event publicity.

## **REGISTRAR**

The registrar's office is located in Room 201 of the Haas Administration Building. This office maintains each Clarke University student's academic record, oversees registration, and prepares class schedules. Services provided include enrollment verification, student information changes, deferments, Veterans and Voc. Rehab certification, transcript requests, transfer evaluations, program evaluations and review and posting of AP, DANTES, CLEP and CLE credit.

The following forms are available on the registrar's page of Clarke's Web site.

- Change of Name / Local Address
- FERPA forms
  - Annual Request to Prevent Disclosure of Directory Information
  - Authorization for Release of Education Records
- Final Grade Report Request
- Incomplete Grade Form
- Petition to Take a TimeSaver Course
- Petition to Waive/Substitute Academic Requirement
- Request for Independent Study
- Satisfactory/Unsatisfactory Grade Option
- TimeSaver Petition to Take a Daytime Course
- Transfer Course Approval Form

- Withdrawal from Course

Financial clearance from student accounts is required for participation in commencement and for receipt of diploma. Clearance is also required for official and unofficial transcripts and final grade reports.

All Clarke students have a MyInfo (Mi) account where class schedules, unofficial transcripts, grades and program evaluations are available. Students also register for classes through Mi. Course schedule information is available on Search for Classes. Additional academic information such as registration, directions, test scores, and receipt of academic documents is also available on Mi. Students are able to change their permanent home addresses through their Mi accounts.

Students are required to apply for graduation through their Mi accounts a year in advance of graduation. Deadline dates are available on the academic calendar.

## SECURITY

Security staff is available to be of assistance to students, visitors, faculty, and staff 24 hours a day and can be reached by calling 563-588-6393 from off campus and x6393 from on campus. In an emergency, the Dubuque Police, Fire, or medical services may be reached by dialing 9-911 from any campus phone.

Students, faculty, and staff are asked to exercise reasonable caution on-campus and to be alert to suspicious persons or activities. You are also reminded to be certain that doors are not propped open and that unauthorized persons are not permitted to enter residence halls. Resident students are reminded that the residence hall Door Access System is in place for your protection, and should not be circumvented. Security on campus is a shared responsibility.

Clarke University complies with the requirements of the "Campus Crime Awareness and Campus Security Act of 1990" and, in so doing, makes available information describing University policies related to fire safety, security and statistics concerning certain types of crimes to its students, faculty, and staff and to prospective students, faculty and staff. Crime Statistics and the Fire Awareness Report are available online from the Campus Safety & Security link.

- **Reporting** - College security officers do not have law enforcement authority, but do have access to the police by telephone. If you are the victim of a crime or have information regarding a crime, it should be reported immediately to the office of Safety & Security.
- **Phones** - Telephones to reach a security officer or emergency services are located in Catherine Byrne Hall in the main hallway of ground, 1<sup>st</sup>, 2<sup>nd</sup>, & 3<sup>rd</sup> floors; the reception desk in the Atrium; the Student Activity Center by the bookstore front door; the Kehl Center Rotunda; and outside the front door of each residence hall. In addition, in CBH there is a red phone located in the center of the main hallway of ground, first, second and third floors that can be used to contact Clarke security at x6393 or emergency services at 9-911. Security provides round the clock coverage including holidays and during special school closures (i.e. closed because of weather). x6393 will be answered 24 hours a day.
- **Timely Notice** - In cases where criminal activity is reported which, in the university's opinion may pose a threat to others, university authorities will use appropriate means to provide a general warning to the college community. This may include but is not limited to any of the following: bulletin boards, verbal announcements, e-mail, and/or the telephone "voice mail." It is each community member's responsibility to be attentive to these media and to act prudently when warned.
- **Residence Halls** - Students and their guests are asked to be particularly careful about keeping exterior doors to the halls closed and locked. Interior doors to stairways and elevators are also locked to control access to living areas by unauthorized persons. For your own safety and the safety of others in the hall, you should not permit non-residents into these areas.
- **Security Awareness** - It is the responsibility of appropriate staff members in various university programs to provide information to students about security procedures and ways of preventing criminal activity on campus at least once each semester.

## STUDENT ACCOUNTS

The student accounts office is located in Room 202 of the Haas Administration Building. This office sends out the billing for tuition, fees, room and board, and collects payment. At student accounts, students can credit money to their Clarke Access Card. Checks may be cashed with a valid Clarke ID. Work Study and campus payroll checks are distributed through this office. Check at the office or on Clarke's Web site for current hours.

### **Student Loan Office**

The student loan office monitors the collection of Clarke-sponsored student loans. The office handles entrance and exit interviews with students.

## **SWITCHBOARD**

The Clarke University Switchboard is the main campus information center for calls and visitors. In addition to a full-time receptionist, the switchboard employs a number of students.

## **UNIVERSITY POLICIES AND PROCEDURES**

It is the intent of Clarke University to establish a climate conducive to the assumption of responsible conduct by students and the assurance of respect for the rights and welfare of others.

These policies are generally intended to ensure the university's ability to meet its educational objectives. Failure to adhere to the policies enumerated below may result in disciplinary action and/or criminal prosecution. (See also **General Policies** under **Residence Life**)

## **ACADEMIC POLICIES**

Please, see the "Academic Rules and Procedures" section of the *Clarke University Catalog*.

## **ADVERTISING and POSTING**

The following guidelines are provided in an effort to ensure the effectiveness of signs and posters on campus and the orderly appearance of bulletin boards.

- 1) Posting of signs and flyers must be confined to bulletin boards and kiosks. There may be only one poster/flyer publicizing a particular activity on each kiosk or bulletin board. Never post signs on wooden surfaces around campus.
- 2) All signs, posters, etc. must be submitted to the student life office for approval before they may be posted. Each will be stamped in the lower left-hand corner noting approval and the date by which it is to be removed.
- 3) Except in extraordinary cases, the maximum size permitted will be 14" X 22".
- 4) Posted materials must be neat and in good taste and must contain complete information regarding the activity to be advertised including the name of the sponsoring organization or person, campus representative, or group responsible. Specifically prohibited is material that contains statements or pictures, which would be reasonably perceived as offensive or insensitive or disrespectful to an individual or group. Material is prohibited which promotes the violation of university policy, civil law or advertises alcohol or other drugs.
- 5) Posters must be removed within 24 hours following the event or activity they advertise.
- 6) The vice president for student life must approve creative advertising.

Posters not in compliance with these guidelines may be removed and/or the sponsor may be refused permission to use campus bulletin boards in the future. All signs/posters must be removed after the event.

## **DISCRIMINATION and HARASSMENT**

Clarke University is committed to maintaining a positive working and learning environment where all members of the College community are treated with respect and dignity, free of discrimination and all forms of harassment including sexual harassment and hazing.

## **Policy**

Clarke University does not discriminate on the basis of race, religion, gender, color, national or ethnic origin, sexual orientation or disability in its educational programs, admissions policies, financial aid, athletic, and other university administered programs. Clarke University complies with all pertinent state and federal regulations concerning affirmative action, non-discrimination and equal employment opportunity. Hate crimes will be referred to the City of Dubuque law enforcement for appropriate investigation and action.

Sexual harassment is the introduction of sexual activities or comments into the work or learning situation. Often sexual harassment involves relationships of unequal power and contains elements of coercion—as when compliance with a request for sexual favors becomes a criterion for granting work, study, or grading benefits. However, sexual harassment may also involve relationships among those of equal rank, as when repeated sexual advances or demeaning verbal behavior have a harmful effect on a person's ability to study or work. Sexual harassment may be described as including, but not limited to, sexual innuendoes, jokes, stories, pictures, and materials created or transmitted by computer which are unwelcome or make others feel uncomfortable or embarrassed, verbal or non-verbal harassment or abuse, subtle pressure for sexual activity, sexual remarks about a person's clothing or body, unnecessary touching, patting, or pinching, leering or ogling of a person's body, constant brushing against a person's body; demanding sexual favors accompanied by implied or overt threats concerning one's job or student status; physical assault and indecent exposure.

"Hazing" refers to any activity expected of someone joining a team (or to maintain status on a team) that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate. Hazing activities are generally considered to be: physically abusive, hazardous, and/or sexually violating. The specific behaviors or activities within these categories vary widely among participants, groups and settings. While alcohol use is common in many types of hazing, other examples of typical hazing practices include: personal servitude; sleep deprivation and restrictions on personal hygiene; yelling, swearing and insulting new members/rookies; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; brandings; physical beatings; binge drinking and drinking games; sexual simulation and sexual assault.

## **Procedure for Reporting Complaints of Discrimination and Harassment**

It is the university's intent that all allegations of harassment or discrimination be investigated in accordance with the procedures set forth herein.

- 1) Students will be given the opportunity to meet with an ombudsperson to discuss the matter. The ombudsperson is a faculty or staff member designated by the vice president for student life to listen, help evaluate the options to address the concern and make appropriate referrals. If appropriate, the student can work with the ombudsperson to informally resolve the complaint through mediation.
- 2) Students wishing to initiate a formal complaint concerning discrimination or harassment against an employee or another student of the university should notify the vice president for student life.
- 3) Formal complaints must be made in writing as soon as possible but not later than ninety (90) calendar days from the date of the alleged event. The complainant must include the following information: name, address and telephone number of the complainant; the nature of the complaint; date (s) and location (s) of the alleged occurrence (s); evidence on which the complaint is based; and the redress sought by the complainant.
- 4) A formal complaint against an employee will be handled within the provisions of the employee's terms of employment as described in the College Manual for Trustees, Faculty, Administrators, and Staff. A formal complaint against a student will be handled in accordance with the university's disciplinary procedures.
- 5) Any student who is found to have engaged in discrimination or harassment will be subject to disciplinary sanctions including, but not limited to, written warning, required counseling, suspension or expulsion from the university. Assignment of sanctions related to harassment or discrimination, in which the behavior was based on race, religion, gender, color, national or ethnic origin, sexual orientation or disability, will be more stringent.
- 6) Any student who feels he/she is being subjected to conduct which may constitute discrimination or harassment should keep a documentary record of the offending conduct (e.g., date of each incident, what was said or done, names of witnesses).

## **UNIVERSITY CLOSINGS**

### **Announcements about Closings for Inclement Weather**

When snow and ice strike, official Clarke University communication methods are the most reliable source of information for closing details. The primary method of weather notifications will be Clarke's Campus Alert System. Through this system, all students will automatically receive an e-mail about the closing. Through MyInfo, students can also choose to receive a phone call and/or text message to alert them of the closing. Announcements will also be posted on Clarke's weather announcement Web page at [www.clarke.edu/weather](http://www.clarke.edu/weather).

In addition to these sources, announcements are sent to local television and radio stations.

When bad weather occurs, the schedule of extracurricular events may be affected as well. The vice president of the area responsible for the event will be responsible for determining whether or not an event will be held. This information will be available at [www.clarke.edu/weather](http://www.clarke.edu/weather).

## **DIRECTORY INFORMATION**

Clarke University has designated certain information contained in the education records of its students as Directory Information for purposes of the Family Education Rights and Privacy Act (FERPA). This information may be released to persons or agencies outside the university without student consent unless the student has requested non-disclosure of some or all of this information using the form available for this purpose in the registrar's office. This Non-Disclosure Order must be filed annually on or before the add/cancel date for the fall term. Students entering in terms other than the fall term must file a Non-Disclosure Order by the add/cancel date for the term in which they enter Clarke and each fall thereafter.

Clarke has designated the following as Directory Information: 1) Full name, 2) campus mailing address, 3) campus phone number, 4) email address, 5) home address, city and state, 6) home phone number, 7) date of birth, 8) major field of study, 9) participation in officially recognized activities and sports, 10) height/weight of members of athletic teams, 11) dates of attendance, including current classification and year, matriculation and withdrawal dates, 12) degrees and awards received, 13) schedule of courses, 14) parent/guardian or other family member's name and city/state of residence, 15) most recent previous educational institution attended, 16) photograph, 17) full or part-time status, 18) class roster.

Not included in Directory Information are social security number, race/ethnicity, gender or grade point average. Even though information is designated as Directory Information by Clarke University, this does not mean that Clarke will disclose this information, only that it may choose to disclose it unless prohibited from doing so because a Nondisclosure order has been filed.

Clarke University is required under the provisions of the Solomon Amendment to provide directory-type information on students who are at least 17 years of age to representatives of the Department of Defense for military recruiting purposes upon request. This information includes: student name, addresses, email address, telephone listings, date and place of birth, level of education, degrees received, prior military experience and the most recent previous educational institutions enrolled in. If any of this information is not collected by Clarke University, the university is not required to collect it in order to provide it to military recruiters. Clarke University is not required to disclose your directory information to military recruiters if you have filed a Non-Disclosure Order prior to their request for information.

Students wishing to prevent or limit disclosure of their Directory Information must file a Non-disclosure Order with the registrar's office. In the event that such written notification is not filed, Clarke University assumes that you do not object to the release of your Directory Information. Such a request must be renewed annually to remain in effect, but remains in effect once a student leaves Clarke. This means that any future requests for such information from noninstitutional persons or organizations (for example, prospective employers) will be refused until the student notifies Clarke University in writing that his/her information can be released. Directory information is published annually in the Clarke Student Directory. Your Non-disclosure Order must be on file with the registrar's office within two weeks after the first day of classes each fall semester and must be renewed annually.

## **DISORDERLY OR THREATENING BEHAVIOR**

Behavior which disrupts the orderly educational or administrative operation of the university or which is coercive or threatening to the safety and well being of self or others may be subject to immediate action which could include suspension, expulsion or other appropriate action.

A student may be required to receive, at the expense of the student, a comprehensive health evaluation, including physical and mental health assessments, as deemed appropriate by the university. Documentation regarding diagnosis, recommended treatment plan and recommendations about the student's ability to attend classes and live in a residential community may be required from appropriate health professionals. In order to maintain status, a student must agree to follow the recommended treatment plan developed between the university and the student.

## **ELECTRONIC COMMUNICATION**

Students using university computer facilities and electronic resources are expected to conform to the Acceptable Use Policy for Campus Computer Resources found on the Computer Center page on [www.clarke.edu](http://www.clarke.edu). Failure to do so may result in disciplinary action involving loss of privileges and probation or suspension from the university.

## **ELIGIBILITY POLICY FOR EXTRACURRICULAR ACTIVITIES**

1. Students on academic probation are ineligible to participate in intercollegiate athletics or serve in leadership positions in student organizations.
2. Academic eligibility is determined each semester. Students with a cumulative grade-point-average below 2.0 are placed on academic probation.
3. Responsibility for compliance with these regulations rests with the athletic director and the director of student activities. Names of participants are submitted to the registrar who verifies academic eligibility before participation.

## **FIREWORKS**

Possession or use of firecrackers, cherry bombs, smoke bombs, gunpowder, and other explosive materials is prohibited because of its potential for personal injury and its disruptive impact.

## **FUNDRAISING**

The purpose of this policy is to coordinate all Clarke fundraising efforts and to ensure that communications from Clarke to its constituents are consistent with the university's overall needs and priorities. All fundraising efforts must support, and not compete with, the university's overall efforts to secure funding for annual operating needs, capital projects and endowed funds.

The Institutional Advancement (IA) Office is responsible for coordinating the cultivation, solicitation and stewardship of donors and, therefore, oversees all fundraising appeals to any Clarke constituents: alumni, students, faculty, staff, friends, local businesses, foundations, corporations, and parents of students and alumni. Two fundamental principles guide the IA Office's efforts:

- 1) that Clarke's overall interests take precedence over the special interests of individual departments, organizations, teams, clubs, or other groups; and
- 2) that all fundraising on behalf of Clarke must be in compliance with Sec. 501(c)(3) of the Internal Revenue Code, which governs non-profit tax-exempt organizations.

Clarke University recognizes that individual departments, organizations, teams, clubs, and other groups have need for occasional fundraising activities for the group's benefit or the benefit of designated charities; however, multiple and overlapping solicitations to the same constituents may have unintended negative consequences. All such efforts shall be coordinated through the IA Office.

**I. Submission of Fundraising Proposals by Campus Groups or Individuals** Any department, organization, team or club wishing to solicit Clarke's constituents must submit a completed planning form to the IA Office usually no later than two months before the planned solicitation. The only exception to this is when a department, organization, team or club would like the IA Office to incorporate their request into the university's direct mail or phonathon calendar. In these instances it is appropriate to give the IA Office five

months notice. Completed forms can be sent electronically to [development@clarke.edu](mailto:development@clarke.edu) or by campus mail to MS 1724.

**A. Campus Activities Needing Institutional Advancement Approval and/or Involvement:**

- i. Raising money for external groups and organizations
- ii. Raising money for internal groups and organizations
- iii. Soliciting donations of any kind from external groups

**B. Contents of the Planning Form:**

- i. Department/Organization/Team/Club/Group making request
- ii. Recipient of financial/in-kind support
- iii. Purpose of support (what the funds will be used for) and total cost associated with the project
- iv. How project relates to strategic initiatives
- v. Timeline of proposed fundraising initiative
- vi. Targeted group of prospects (i.e. alumni, faculty/staff, friends)
- vii. Number of students, faculty and/or staff that will benefit from this fundraising initiative
- viii. Additional sources of funding if goals are not met through this fundraising initiative
- ix. Outcomes to be achieved by this activity

**C. Exclusions from Policy**

This policy does not prohibit or limit in any way fundraising efforts by departments, organizations, team or clubs that take the form of advertising in publications or programs; car washes; camp fundraisers, sales of baked goods, trinkets, apparel items; ticketed performances; personal chore services, etc., in which the buyer of such goods or services receives a tangible benefit as a result of the transaction. Because of the Internal Revenue Service (IRS) guidelines, the university cannot issue gift receipts for these transactions. However, student organizations wishing to take part in these types of activities must follow the Student Organization Fundraising Guidelines set forth by the Student Life Office. Please complete the form available at [http://www.clarke.edu/media/files/Student\\_Life/fundraisingform.pdf](http://www.clarke.edu/media/files/Student_Life/fundraisingform.pdf).

Please note the IA Office is responsible for securing an annual raffle license on behalf of the university. For questions concerning exclusions, please contact the IA Office at 588-6405. For questions concerning Student Organization Fundraising Guidelines, please contact to Student Life Office at 588-6313 or visit the Student Life portion of the Clarke University Web site. This policy also does NOT include public benefit events. Any plans for benefits must be reviewed and approved by Clarke University administration. The university does not support benefit events on behalf of individuals. Fundraisers for organizations will be taken by the appropriate Vice President to Cabinet for approval.

**II. Approval Process and Next Steps**

Requesters submitting fundraising proposals to IA will be contacted within one week of submitting their request to either be notified of the IA Office's decision or be asked to submit additional information regarding the project. Decisions will be based on the university's existing fundraising activities, the number of students, faculty or staff that will benefit from the project and the outcomes to be achieved by this activity. Once approved, the following guidelines will be followed:

- i. The IA Office has final approval over all prospect lists.
- ii. All solicitation letters must be directed to the IA Office so that gifts may be processed in accordance with IRS guidelines.
- iii. The IA Office will review all written materials prior to being sent to prospects.
- iv. Gift receipts and thank you letters will be the responsibility of the IA Office; however, the IA Office is happy to provide a list so that those receiving the funds or in-kind donations may thank donors as well.
- v. Prior to solicitation, the IA Office will work with the department, organization, team or club and the Business Office to ensure funds received through the fundraising appeal are deposited in the correct account.

## **GAMBLING**

Except in cases of lotteries and raffles held in conformance with Iowa statutes and approved by the vice president for student life, gambling on campus in any form is prohibited.

## **INSURANCE**

All Clarke University students are required to have health insurance. Clarke offers a health insurance plan through a local insurance agent. Contact the student accounts office for more information.

## **MISSING PERSON POLICY**

This policy establishes procedures to be followed at Clarke University in the event a student is reported missing and of the option to provide confidential contact information for a person to be notified in the event the student is officially reported as missing as required by the Higher Education Act of 2008.

- If a student is suspected to be missing the information should be reported to the Vice President for Student Life.
- The Vice President for Student Life, in cooperation with the Office of Safety & Security and other appropriate staff, will initiate an investigation into the welfare of the student. This investigation will include a good faith effort to make contact with the student. Campus Safety will gather all essential information about the student from the reporting person and from the student's acquaintances (description, clothes last worn, where student might be, who student might be with, vehicles description, information about the physical and mental well being of the student, class schedule, recent photograph, etc.). If the actions are unsuccessful in locating the student or it is apparent immediately that the student is missing, Campus Safety will contact the Dubuque Police Department to report the student as a missing person and they will take charge of the investigation.
- Each resident student will be informed and given the opportunity, during the process to check-in to the residence hall, to provide confidential contact information to be used in the event that student is determined to have been missing for more than 24 hours. This information will remain in effect until changed or revoked by the student. We will also contact parents and any other emergency contacts provided by the student as necessary.

For purposes of this policy, a student may also be considered to be a "*missing person*" at any time the person's absence is contrary to his/her usual pattern of behavior and unusual circumstances may have caused the absence. Such circumstances could include, but not be limited to, a report or suspicion that the missing person may be the victim of foul play, has expressed suicidal thoughts, or is in a life-threatening situation. (April 2010)

## **NOISE**

Obscene, violent, or excessively noisy behavior is prohibited anywhere on the campus and off-campus at university sponsored events.

## **PARKING**

Students are permitted to operate automobiles and park on campus as long as they abide by university regulations.

- 1) Vehicles may be operated on streets, drives, and in parking lots; they may not be operated on sidewalks, lawns, or in any other places not intended for their use.
- 2) Vehicles parked in university lots must display current parking permits for the lot designated. Student permits may be obtained at the security office for an annual fee. Permits must be displayed on the left rear bumper or on the left side of the back window.
- 3) Student vehicles may not be stored or parked for long periods of time on city streets. Clarke Drive is posted for "Alternate Side Parking." Penalties for violating parking regulations on City of Dubuque streets include city tickets and/or towing at your expense.
- 4) On Clarke Drive, across from the Catherine Dunn Apartments, is a "Residential Parking Permit District." Signs are posted to regulate hours of parking in this area.
- 5) Any parking regulation signs on the street or Clarke property shall be complied with.

- 6) Students not living on campus over the summer months are not allowed to store their vehicles in the Clarke lots or on city streets, and can be ticketed and towed at the owners' expense.
- 7) The university reserves the right to ticket vehicles parked improperly on university property and on city streets contiguous to the campus and to enforce those tickets as necessary.
- 8) Clarke University will honor current student parking permits from other Dubuque Colleges or Universities. These students are required to abide by all Clarke University parking regulations.

### **Parking Fines**

Parking fines not paid or appealed within five (5) school days become delinquent, and you may lose your right to appeal the ticket. All delinquent fines will be charged to the student's account.

### **Snow Removal**

To facilitate the removal of snow from Clarke University parking lots, special parking restrictions will be implemented. These restrictions will be announced to those affected by voice mail, e-mail, or other appropriate means. Clarke University reserves the right to ticket and tow, at the owners expense, any vehicles that do not comply with snow removal restrictions.

### **Towing of Vehicles**

Clarke University may tow, at the owner's expense, vehicles determined to be in areas where they may potentially cause harm to the owner or others, disrupt university operations, continually violate parking regulations, or that could create a hazard in the event of an emergency.

### **Visitor Parking**

These reserved spaces are for visitors to Clarke University ONLY, and are not to be used by students. At times there may not be a visitor space available for all visitors. If you have a visitor and they receive a parking ticket for not having a current parking permit, you should turn it in to the Safety & Security office within two (2) working days so that the ticket can be voided. Include your name and campus address and the name of the person that the vehicle belongs to.

#### **Parking Lot Locations:**

- TDH Parking lot - located adjacent to Terence Donaghoe Hall, serves as parking for those that live and work in that area.
- RCW Parking lot - located between MFH and the soccer field, serves as parking for those that live and work in that area.
- CL Lot (Commuter Lot) - located east of CBH serves as parking only for commuter students.
- CBH lot - (2 levels) The lower level of the CBH lot is the long narrow lot outside the dock door of CBH. The upper level CBH lot is located between the Keller Computer Center and the back doors of the Atrium. Students may park in the lower level of CBH lot after 4:30 p.m., Monday–Friday, and on weekends and holidays. The upper level of the CBH lot is reserved for faculty and staff at all times, including weekends and holidays.

Parking behind MJH and MBH is reserved for faculty and staff at ALL times. Current parking permits must be displayed on the left rear bumper or window of all vehicles parked in Clarke parking lots. Parking permits can be purchased at the safety and security office, lower level of MJH, for an annual fee.

**TEMPORARY PARKING PERMITS** may be obtained from the safety and security office.

## **PRIVACY OF RECORDS**

Clarke University complies with the provisions of Section 513 of the "Family Educational Rights and Privacy Act of 1974 as Amended," commonly known as FERPA. FERPA affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review your education records within 45 days of the day Clarke University receives your written request for access. You can get the necessary form and submit your request at the Registrar's Office. The Registrar will make arrangements for access and notify you of the time and place where the records you wish to review may be inspected.
2. The right to request the amendment of your education records if you believe they are inaccurate or misleading. You may ask Clarke University to amend a record that you believe is inaccurate or misleading. This ability to amend a record does not apply to subjective types of information such as

grades or evaluations unless it can be shown that a grade was recorded incorrectly. To request amendment of your education records you should complete the form available in the Registrar's Office and submit it to the Registrar. If Clarke University decides not to amend the record as you requested, you will be notified of the decision in writing and advised of your right to a hearing regarding your request for amendment. You will also be provided with information regarding the procedures for such a hearing.

3. The right to consent to disclosures of personally identifiable information contained in your education records, except to the extent that 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 Clarke University in an administrative, supervisory, academic or research, or support staff position (including security office personnel and health staff); a person or company with whom Clarke 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, employed in or voluntarily assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review your education record in order to fulfill his or her professional responsibility. Upon request, Clarke University discloses education records without consent to officials of any other school in which you seek or intend to enroll.
4. The right to file a complaint with the Family Education Rights and Privacy Act Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, D.C. 20202 regarding alleged failures by Clarke University to comply with the requirements of FERPA.
5. You have the right to obtain written copy of Clarke's official notification to students regarding FERPA. A copy may be obtained in person or by mail from the office of the Registrar or the office of Vice President for Student Life. A copy of the notification can also be found on the registrar's page of Clarke's website.

## **RESIDENCY REQUIREMENTS**

All students, 20 years of age or younger, except single students living with their parents and married students, are required to live in University residence halls and to participate in one of the meal plans.

## **SEXUAL MISCONDUCT**

### **A. General Policy**

Sexual misconduct is defined as a situation in which an individual, the complainant, is forced, threatened, or coerced into sexual contact against his or her free will or without his or her consent. It includes but is not limited to, forced or coerced intercourse also known as "date rape" or "acquaintance rape." Sexual assault and rape are criminal offenses, and should be reported to the proper authorities.

Sexual misconduct includes having sexual contact with a person while knowing or having reason to know that the person was incapacitated by drugs, including alcohol or by other means.

Sexual misconduct by any student member of the campus community is a violation of accepted student behavior that can lead to administrative and/or campus judicial action. Students may be subject to both criminal prosecution and campus disciplinary action.

All students have a right to study and live in an environment that is free from sexual or physical intimidation. All women and men have the right to be treated with respect at all times.

### **B. The Sexual Assault Victim / Survivor's "Bill of Rights"**

The following "Bill of Rights" embodies the general goals and aspirations of the University toward a safe and habitable environment for all, free from sexual intimidation or misconduct.

- 1) The right to have any and all reported sexual misconduct treated with seriousness; the right of each party to be treated justly and with dignity.
- 2) The right of victims to have a claim of sexual misconduct investigated and adjudicated through campus disciplinary action; the right of victims to full and prompt assistance by appropriate campus personnel in notifying duly constituted criminal and civil authorities in the City of Dubuque.

- 3) The right to be free from pressure from campus personnel to suppress the sexual misconduct charge or to minimize its seriousness as judged by the victim/survivor.
- 4) The right of the victim/survivors to report the alleged misconduct without the suggestion that victims are somehow responsible for the commission of the crime against them; or that they were contributory negligent by assuming the risk of being assaulted by reason of circumstances of dress or behavior; or that they or the university would incur unwanted publicity.
- 5) The same right as that accorded to the accused to an adviser and the ability to call witnesses, and the right to be notified of the outcome of such proceedings.
- 6) The right to full and prompt cooperation from appropriate campus and city police personnel in obtaining, securing, and maintaining evidence (including a medical examination) as may be necessary to sustain a claim of criminal sexual assault in subsequent legal proceedings.
- 7) The right to be advised of and assisted in exercising any options, as provided by city and federal laws or regulations, with regard to testing sexual assault suspects for communicable diseases and the concomitant right to be notified of the results of such testing.
- 8) The right to on-campus counseling at the Counseling Center or referral to appropriate community-based services.
- 9) The right of the victim/survivor to be assured that the necessary and reasonable action will be taken to prevent any unnecessary and unwanted contact with alleged assailants, including relocation of the victim to a safer alternative housing and/or adjustments in class scheduling.
- 10) The right of victims and all students to expect that campus security and student life policies and personnel be committed to the active pursuit of an environment free from sexual intimidation or misconduct.

Clarke University recognizes that both male and female students possess the above rights and can call upon all offered services; each student also has the concomitant obligation and responsibility to educate him or herself about appropriate security precautions and measures to be taken to minimize the risks of sexual assault. The University encourages students to lock their residence hall rooms, avoid underage and excessive alcohol consumption, and participate in programs offered at the University on sexual assault prevention and safe living in a community environment. (Approved, April 1997).

### **STANDARDS OF STUDENT CONDUCT**

A student enrolling in the university assumes an obligation to conduct him/herself in a manner compatible with the university's function as a Catholic educational institution. Misconduct for which students are subject to discipline falls into the following categories:

- 1) Intentionally or carelessly engaging in conduct that threatens or endangers the health or safety or causes physical harm to any person, including the violator.
- 2) Unauthorized use, possession or storage of any firearms, explosives, other weapons, fireworks, or dangerous chemicals.
- 3) **Alcohol:** The use, abuse, possession, or distribution of alcohol, except as permitted by law and University policy.
  - a. Offenses if Committed by Persons Under 21
    - i. Possession of containers that previously contained alcoholic beverages.
    - ii. Possession of alcoholic beverages.
    - iii. Consumption of alcoholic beverages;
    - iv. All behaviors prohibited under section (2) below.
  - b. Offenses Regardless of Age
    - i. Possession of alcohol paraphernalia which is defined as any item typically used to aid in the consumption of alcohol (e.g. funnels, beer-pong tables,).
    - ii. Possession of an excessive quantity of alcohol including but not limited to common source containers, whether full or empty, of alcohol such as kegs, beer balls, or boxed wine, etc.
    - iii. Consumption of alcoholic beverages in any public area
    - iv. Participation in negligent and irresponsible activities or events (e.g. drinking games).
    - v. Intoxication.
    - vi. Sale, distribution or provision or attempts to sell, distribute or provide alcoholic
- 4) **Drugs:** The use, possession, or distribution of any controlled substances, except as permitted by law, or possession of drug paraphernalia.

- a. Possession of paraphernalia including any item typically used to inhale/ingest/inject/mask illegal substances, regardless of whether the item has been used for illegal purposes. (Note: the university considers items such as hookahs to be drug paraphernalia regardless of intended use.)
  - b. Possession of illegal drugs or controlled substances.
  - c. Use of illegal drugs or controlled substances.
  - d. Distribution (any form of exchange, gift, transfer or sale) of illegal drugs or controlled substances.
- 5) Theft of property or of services, or knowing possession of stolen property.
  - 6) Intentionally or carelessly misusing, destroying or damaging university property or the property of others.
  - 7) Disorderly conduct, including intoxication, or careless interference with university or university-sponsored activities.
  - 8) Violation of rules governing residence in university-owned or controlled property.
  - 9) Violation of university regulations or policies.
  - 10) Intentionally initiating or causing to be initiated any false report, warning or threat of fire, explosion or other emergency.
  - 11) Intentionally furnishing false information to the university or a member of the campus community.
  - 12) Forgery; unauthorized alteration or misuse of university or other documents records or instruments of identification; or significant misrepresentation on applications or resumes.
  - 13) Willful fraud committed against a member of the campus community or campus visitor.
  - 14) All forms of academic dishonesty, including, but not limited to, cheating, fabrication, plagiarism and facilitating academic and/or research dishonesty.
  - 15) Misuse of electronic communications including the university network or the Internet.
  - 16) Failure to comply with the directives of university officials acting in performance of their duties. University officials include students appointed to act as representatives of the university.
  - 17) Unauthorized entry into or use of university facilities or property.
  - 18) Any effort by conspiracy or omission to impede or hinder any disciplinary proceeding.
  - 19) Lewd, indecent or obscene conduct or expression; use of fighting words.
  - 20) Conduct which results in harassment, discrimination, infringement of rights, or hardship to any member of the college community which does not fall under any of the above standards.

**Attempts to commit acts prohibited by this code shall be treated as violations of the code.**

(Approved, April 1997)

## **DISCIPLINARY PROCEDURES**

A copy of the Disciplinary Procedures is available from the student life office or at on-line at <http://www.clarke.edu/students/studentlife/procedures.pdf>.

If it is alleged that the student is a threat to the safety or well-being of self, other students, faculty, staff or university property he/she may be suspended from school or otherwise disciplined by the president or her/his representative.

A student may be required to receive, at the expense of the student, a comprehensive health evaluation, including physical and mental health assessments, as deemed appropriate by the university. Documentation regarding diagnosis, recommended treatment plan and recommendations about the student's ability to attend classes and live in a residential community may be required from appropriate health professionals. In order to maintain status, a student must agree to follow the recommended treatment plan developed between the university and the student.

A record of disciplinary action is kept on file in the student life office for five calendar years from the student's termination date from the university. Sanctioning is progressive during the student's enrollment at the university.

## **POLICIES ON ALCOHOL AND OTHER DRUGS, INCLUDING TOBACCO**

Clarke University strives to maintain an environment that promotes the health and safety of the community and the responsible choices and behaviors of its members concerning the use of alcohol, drugs and

tobacco. The university expects students and their guests to understand the spirit of the policy, which is based on a desire for reasonableness, discretion, and consideration for others.

### **Alcohol and other Drugs**

Clarke University student events and activities are alcohol-free including those held off-campus. Students of legal drinking age residing in Mary Frances Hall, the Catherine Dunn Apartment Building and graduate student housing (if all residents of an apartment/room are 21) are permitted to possess or consume alcoholic beverages on campus only within their private residence hall rooms/apartment. Consumption and possession of alcoholic beverages will not be permitted in Mary Benedict Hall or Mary Josita Hall, nor on the campus, dining areas, athletic fields, Kehl Center, Student Activity Center, parking lots, classrooms or administrative buildings, nor in those areas of Mary Frances Hall or the apartment building that are open to the public, such as lounges, and corridors.

The following outlines the risks associated with alcohol and other drug abuse and the University response to student alcohol and other drug abuse.

The risks associated with the use of illicit drugs and the abuses 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
- Pregnancy
- Jeopardizing future career prospects, (e.g., licensure in professional fields and employment with the federal government)

In addition, alcohol and other drug abuse puts the user at considerable health risk, which can include nausea, vomiting, cancer, liver damage, elevated blood pressure, psychotic episodes, hallucinations and, in some cases, death. In addition to the risk to the abuser of illicit drugs and alcohol are the risks to fellow classmates, the public and to unborn children.

All students, whether on or off campus, must adhere to local and federal laws concerning alcohol use and are expected to conduct themselves in a manner consistent with university expectations. The university will not tolerate the unlawful manufacture and/or illegal purchase, consumption, possession, or distribution of alcohol to or by any student. Binge drinking is the modern definition of drinking alcoholic beverages with the primary intention of becoming intoxicated by heavy consumption of alcohol over a short period of time. Binge drinking is done as a method of self medication. A "binge," is often taken to mean consuming 5 or more standard drinks for a male or 4 or more drinks for a female, in about two hours for a typical adult. Clarke University, area colleges and the City of Dubuque are working together to eliminate binge drinking. The practice of binge drinking presents a serious health issue for college students.

Local and federal laws prohibit the unlawful use, manufacture, possession, control, sale and dispensation of any illegal narcotic or dangerous drug. These laws carry penalties for violations, including monetary fines and imprisonment. The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance by a student on University property or as any part of a University-sponsored program on or off campus is strictly prohibited.

Clarke Code of Conduct as it relates to alcohol and drug use except as permitted by law:

### **Alcohol**

The use, abuse, possession, or distribution of alcohol, except as permitted by law and University policy.

- 1) Offenses if Committed by Persons Under 21
  - a. Possession of containers that previously contained alcoholic beverages.
  - b. Possession of alcoholic beverages.
  - c. Consumption of alcoholic beverages;

- d. All behaviors prohibited under section (2) below.
- 2) Offenses Regardless of Age
  - a. Possession of alcohol paraphernalia which is defined as any item typically used to aid in the consumption of alcohol (e.g. funnels, beer-pong tables).
  - b. Possession of an excessive quantity of alcohol including but not limited to common source containers, whether full or empty, of alcohol such as kegs, beer balls, or boxed wine, etc.
  - c. Consumption of alcoholic beverages in any public area
  - d. Participation in negligent and irresponsible activities or events (e.g. drinking games).
  - e. Intoxication.
  - f. Sale, distribution or provision or attempts to sell, distribute or provide alcoholic

### **Clarke Sanctions**

The severity of the incident and personal needs of each individual has an effect on the type and number of sanctions assigned. Sanctions for those found in violation of the campus alcohol policy may include, but are not limited to:

- Reflection paper
- Alcohol social norms education class
- Community Service
- Fines
- Parental/guardian notification
- Substance use evaluation with an off-campus treatment program
- Meetings with a substance abuse counselor
- Disciplinary probation
- Change in room assignment
- Suspension or expulsion

### **Legal Sanctions**

1. Supplying Alcohol to a Person Under Legal Age (Code of Iowa, Chapter 123): will result in a fine of \$500. If there is an injury or death involved, the classification of the crime and penalties escalate substantially, possibly resulting in a felony conviction.
2. Selling, Dispensing, or Giving Alcoholic Liquor, Wine, or Beer to an Intoxicated Person (Code of Iowa, Chapter 123): imprisonment of not more than thirty days or a fine of not more than \$100 or both.
3. Attempting to Purchase or Obtain Alcoholic Liquor, Wine, or Beer while under the legal age (Section 5-7.5 of the City of Dubuque Code) can result in a fine of not more than \$150. In addition, (Chapter 123 of the State Code of Iowa) provides for penalties for second, third and subsequent offenses which result in a \$500 fine for each occurrence and possible lose of drivers license for up to one year for each occurrence.

### **Drugs**

The use, possession, or distribution of any controlled substances, except as permitted by law, or possession of drug paraphernalia are not permitted.

1. Possession of paraphernalia including any item typically used to inhale/ingest/inject/mask illegal substances, regardless of whether the item has been used for illegal purposes. (Note: the university considers items such as hookahs to be drug paraphernalia regardless of intended use.)
2. Possession of illegal drugs or controlled substances.
3. Use of illegal drugs or controlled substances including misuse of prescription or over the counter medication.
4. Distribution (any form of exchange, gift, transfer or sale) of illegal drugs or controlled substances including prescription and over the counter medication.

### **Clarke Sanctions**

The University cooperates fully with law enforcement authorities. Violations of the Clarke University drug and alcohol policy and/or the Code of Student Conduct that are also violations of federal and local law may be referred to the appropriate agencies. In such situations, cases may proceed concurrently in the University judicial system and in the criminal justice system.

The severity of the incident and personal needs of each individual has an effect on the type and number of sanctions assigned. Sanctions for those found in violation of the campus drug policy may include, but are not limited to:

- Reflection paper
- Community service

- Fines
- Parental/guardian notification
- Substance use evaluation with an off-campus treatment program
- Meetings with a substance abuse counselor
- Disciplinary probation
- Change in room assignment
- Suspension or expulsion

### **Legal Sanctions**

Any person who violates the standards of conduct outlined in this policy is subject to the following legal sanctions under federal and/or state law:

#### **Unlawful Manufacture or Distribution of Unlawful Drugs (21 CFR 841)**

Imprisonment ranging from one to 15 years or a fine ranging from \$125,000 to \$5,000 or both for a first offense; after a prior conviction(s), imprisonment ranging from two to thirty years or a fine ranging from \$250,000 to \$10,000 or both. The sentence and/or fine are determined by the controlled substance manufactured or distributed and the amount manufactured or distributed.

#### **Unlawful Manufacture or Distribution of Unlawful Drugs (Code of Iowa, Chapter 204)**

Imprisonment of 10 years to 30 days, or a fine ranging from \$10,000 to \$100, or both. Stiffer penalties for distribution to persons under the age of 18 (2 to 25 years) and for second or subsequent offenses (imprisonment or fine not to exceed three times the term or amount authorized for the offense).

#### **Unlawful Distribution of Drugs to Person Under 21 (21CFR841)**

Term of imprisonment or fine or both up to twice that authorized above; if person who violates section 841 has prior conviction(s), the term of imprisonment or fine or both up to three times that authorized above.

#### **Unlawful Possession (21 CFR 844)**

Imprisonment of not more than one year or a fine of not more than \$5,000 or both if no prior conviction for unlawful possession; after a prior conviction(s), imprisonment of not more than two years or a fine of not more than \$ 10,000 or both.

#### **Unlawful Possession (Code of Iowa, Chapter 204)**

Imprisonment of not more than one year or a fine of not more than \$1,000 or both. If the controlled drug possessed is marijuana, the penalty shall be imprisonment in a county jail for not more than six months or a fine of not more than \$1,000 or both.

### **Tobacco-Free Policy**

Clarke University has a responsibility to its students and employees to provide a safe and healthful environment. The health hazards associated with tobacco use are well established. This policy is established to:

- 1) Reflect and emphasize the hazards of tobacco use;
- 2) Provide a healthy environment for our students, faculty, staff and visitors; and
- 3) Model respect for human dignity, personal wellness and stewardship for the environment.

Clarke University is a tobacco-free campus. The use of tobacco products in university-owned buildings, on university property or within university-owned vehicles is prohibited. This policy applies to students, employees and visitors to our campus.

For the purpose of this policy, tobacco is defined as any type of tobacco product that is smoked or masticated including, but not limited to, cigarettes (commercial or handmade), cigars, cigarillos, pipes, hookahs, and chewing tobacco.

Organizers and attendees at events, such as conferences, meetings, public lectures, social and sporting events, using Clarke University facilities will be required to abide by the University's Tobacco Policy. Organizers of such events are responsible for communicating and enforcing this policy.

The sale of tobacco products on campus is prohibited.

The free distribution of tobacco products on campus is prohibited.

Campus organizations are prohibited from accepting money or profits from tobacco companies.

Tobacco advertisements are prohibited in university-run publications.

### **Enforcement**

Effective implementation of this Tobacco Free Policy depends upon the courtesy, respect, and cooperation of all members of Clarke University community. Complaints or disputes should be brought to the attention of the university personnel who has immediate responsibility for workplace (supervisor), event, or residence. If satisfactory resolution is not reached, the Vice President for Student Life should be consulted.

Compliance with the tobacco-free campus is appreciated and expected. Students found in use of tobacco products on campus will be referred to and deliberated through the university's disciplinary process.

Employees found in use of tobacco products on campus will be referred to their immediate supervisor and/or Vice President. Employees will be charged with a \$100 fine for each violation of this policy.

Guests found in use of tobacco products will be asked to refrain from use while on our campus.

### **Clarke Sanctions**

- Warning
- Reflective Paper
- Community service
- Fines
- Referral for cessation classes

### **Substance Abuse Services**

The Counseling Center and Health Services can provide confidential consultation and referral to students with problems or concerns related to alcohol and/or drug use. Information about substance abuse and treatment programs is also available through the following agencies:

- 1) The National Institute on Drug Abuse # 1-800-662-HELP.
- 2) The National Council on Alcoholism # 1-800-622-2255.
- 3) MyLastDip.com (free online resource to help smokeless tobacco users quit).
- 4) Mercy Turning Point, Dubuque, IA – 589-8925.
- 5) SASC – Substance Abuse Services Center, Dubuque, IA – 582-3784.

This policy implements the [Drug Free Schools and Communities Act](#) (20 U.S.C. 1145g).

## **TELEPHONES**

**Use of the telephone to make annoying, obscene or harassing telephone calls is prohibited.** Improper charging of long-distance calls and acceptance of collect or third party billing calls is also prohibited. Be very cautious when signing up or entering contests on the Internet as you may also be signing up for special telephone or voicemail services unknowingly. You will be charged a \$10 surcharge for processing and canceling any unwanted services. Students whose voice mail greetings are considered in poor taste, or about which complaints are received will be asked to modify them.

## **WEAPONS**

Dangerous weapons of any kind, or toys that resemble weapons (including, but not limited to firearms of any type, slingshots, ammunition, fireworks, knives, bows and arrows, etc.) are not permitted on campus property. This restriction applies to all areas of campus, including the residence halls and parking lots.