

2009

THE CREIGHTON UNIVERSITY



Student Services

Creighton University

8/26/2009

Table of Contents

The Creighton University Student Credo	(1)
Code of Conduct	(2)
Introduction	(3)
Resource Guide	(4-5)
Student Services	(6-12)
Student Services Office	(6)
Athletics	(6)
Campus Recreation/Kiewit Physical Fitness Center & the FitNest	(6-7)
Center for Student Integrity	(7)
Center for Health and Counseling	(7)
Health Services	(7)
Counseling Services	(7)
Creighton Career Center	(9-10)
Encuentro Dominicano	(10)
Multicultural Affairs	(10)
Residence Life	(10-11)
Skutt and Harper Centers	(11)
Student Activities	(11-12)
Student Success	(12)
Academic Information	(13-15)
Confidentiality of Student Records	(13-14)
Location, Types, and Custody of Educational Records	(14)
General Regulations	(14-15)
Change in Registration	(14)
Transcripts	(14)
Withdrawal from the University	(14-15)
Essential Information	(15-21)
Bio-Information Center	(15)
Bookstore	(15)
Change of Name	(15)
Check Cashing	(15)
Credit Union	(15)
Financial Aid	(15)
Health Science Library	(16)
I.D. Card	(16)
International Programs	(16-17)
Klutznick Law Library/McGrath, North, Mullin & Kratz Legal Research Library	(17)
Lockers	(17)
Lost and Found	(17)
News Releases	(17)
Notary	(17)
Parking	(17)
Postal Service	(17)
Reinert/Alumni Memorial Library	(17-18)
Safety	(18-19)
Personal Safety	(18)
Emergency Preparedness Website	(18)
CUAlert	(18)
CU S.A.F.E.	(18)
Public Safety Department	(18)
Bluejay Shuttle	(18)
Blood and Body Fluid Exposure Policy	(18)

- Crime Prevention (18)
- Emergency Telephones (18)
- Fire (18)
- Medical Assistance (18-19)
- Security of Personal Property (19)
- Pedestrian Escorts (19)
- Tornado Safety (19)
- University Closings (19)
- Vehicle Assistance (19)
- Services for Students with Disabilities (19)
- Student Support Services (19)
- University Ministry (19-21)
 - Campus Ministry (20)
 - Center for Service and Justice (20)
 - Collaborative Ministry Office (20)
 - Degelman Center for Ignatian Spirituality (20)
 - Institute for Latin American Concern (ILAC) (20-21)
 - Creighton University Retreat Center (21)
- Veterans Services (21)
- Student Activities (21-23)**
 - Student Government (21-22)
 - Student Organizations (22-23)
- Student Discipline (23-30)**
 - Code of Conduct (23)
 - Purpose of University Discipline (23)
 - Obligations of a Student (24)
 - Inherent Authority (24)
 - Student Discipline Procedures (24)
 - Academic Honesty Policy (24-25)
 - Academic Disciplinary Procedures (25)
 - Non-Academic Disciplinary Procedures (25-26)
 - The University Committee on Student Discipline (26)
 - Procedures of Committee Hearings (26-27)
 - Procedures Pertaining to Anonymity (27)
 - Appeal Process (27)
 - Grounds for Appeal (27)
 - Greek Standards Board (27)
 - Sanctions (27-29)
 - Student Conduct Policy (29)
 - Psychological Emergencies, Voluntary and Involuntary Withdrawals (29-30)
 - Discipline Record Check Policy (30)
- University Policies (30 – 42)**
 - Affirmative Action Policy (30)
 - Alcohol (30-33)
 - Creighton University's Alcohol Policies (31)
 - CARE (Creighton Alcohol Recovery and Education) (31)
 - Opportunities: CARE Alternative Course (31)
 - On-campus Alcohol Use (31-32)
 - Off-campus Alcohol Use (32)
 - Violations (32)
 - Douglas County (Omaha) and Nebraska State Laws Regarding Alcohol (32)
 - Guidelines for the Promotion of Events Where Alcohol Will Be Served (33)
 - Communicable Diseases (33)
 - Drug Use (33-34)

- Electioneering (34)
- Fair, Responsible, and Acceptable Use Policy for Electronic Resources (34-37)
- Food on Campus (37)
- Fund Raising (37)
- Group Activity/Demonstrations (37)
- Harassment and Discrimination Policy and Procedures (37-38)
- Hazing and Initiation (38)
- Indebtedness to the University (38)
- Official Means of Communication (38-39)
- Personal Searches (39)
- Posting Policy and Procedures (39-40)
- Relationships between Employees and Students (40)
- Respect for the Dignity of the Person (40-41)
- Sexual Assault Policy (41)
- Sexual Conduct (41)
- Speakers Policy (41-42)
- Student Center Lobby Table Reservations (42)
- Tobacco-free Policy (42)
- Campus Emergency Procedures (42-43)**
 - Bomb Threats (42)
 - Chemical Spills (42)
 - Crime in Progress (42)
 - Fire (42-43)
 - Medical (43)
 - Tornado (43)
 - University Closing (43)
- Montserrat—Residence Life Manual (44 - 59)**
 - The Department of Residence Life Mission (44)
 - Introduction (44)
 - Our Staff... Our Strength (44-45)
 - The Residence Halls (45-46)
 - Services Available For You (46-48)
 - Your Room and Your Roommate (49)
 - The Roommate Bill of Rights (50)
 - Living in a Community (50-51)
 - Inter Residence Hall Government (51-52)
 - Housing Assignments Information (52-53)
 - Maintaining the Security of the Halls (54-55)
 - Residence Hall Safety and Other Related Policies (55-58)
 - Conduct and Policy Violations (58-59)

The Creighton University 2009 – 2010 Student Handbook

This publication contains the most current information available as of the date of publication. However, this publication is neither a contract nor an offer to enter into a contract. The University reserves the right to modify, deviate from, or make exceptions to the provisions of this Handbook at any time, and to apply any such modification, or make such deviation or exception applicable, to any student, without regard to date of admission, application or enrollment.

The Creighton University Student Handbook is the official guide for all students of the University. It is published by the Office of Student Services. The Handbook and the Montserrat, the residence hall handbook, may be found at

The Vice President for Student Services or his/her designee is responsible for notifying students of the availability of this publication and how to access it. Additionally, the Vice President or his/her designee shall notify students of publicized changes to the Student Handbook. Changes are effective on publication. This publication and addenda supersedes all previous editions of Student Handbooks.

Every student is held responsible for knowledge of the regulations and information contained in this Handbook. The Vice President for Student Services or his/her designee is responsible for notifying students of the availability of this publication and how to access it. Additionally, the Vice President or his/her designee shall notify students of publicized changes to the Student Handbook. Changes are effective on publication. This publication and addenda supersedes all previous editions of Student Handbooks.

Revised, June 2009

THE CREIGHTON UNIVERSITY STUDENT CREDO

Creighton, a Jesuit University, is convinced that the hope of humanity is the ability of men and women to seek truths and values essential to human life. It aims to lead all its members in discovering and embracing the challenging responsibilities of their intelligence, freedom, and value all persons.

We therefore profess, and pledge our commitment to the following creed:

- We believe in God, our loving Creator.
- We believe each person, created in God's image, is called to be God's child, and therefore possesses intrinsic value as a human being. This includes all persons and excludes any form of discrimination.
- We believe that the deepest purpose of each person is to enrich and share life through love and reverence in the human community. This motivates our open and continuous pursuit of truth. For this reason we foster reverence for life in all of its human potential.
- We believe in supporting all persons in their responsible contributions to the community through family, social interactions, and all life-endeavors.
- We believe that we must strive for a human community of justice, mutual respect, and concern. In this context we must cultivate care for our planet and its resources.
- We believe that laws exist for the benefit and well being of individual persons, that legal systems must express the common good, and that all government must be subject to the courageous, thorough respectful criticism of intelligent and responsible citizens.
- We believe that the laws of justice and love must regulate the personal, family, economic, and international life of all persons if civilization is to progress.

We believe in the teachings and example of Jesus Christ.

(Student revision 2/98)

CODE OF CONDUCT

The Creighton University community is based on a Catholic, Jesuit tradition and is committed to supporting the intrinsic value of each human being. This tradition involves striving to create a human community influenced by the laws of justice and love, complete with respect and concern for all persons as children of God. The Creighton University community is dedicated to the promotion of values consistent with personal and academic excellence.

Choosing to join this community, whether as a student, faculty or staff, obligates you to act in a manner that is consistent with these commitments. Joining the Creighton University community evidences your acceptance of these commitments and agreement to strive for their achievement. Commitment to living by these principles means that you will endeavor to:

1. **Act with professional, academic, and personal integrity.**

Consistent with this principle is conduct in accord with the academic honesty policy of the University, other University policies that foster a human community of justice, respect, and concern, and the code of ethics of your foreseen profession. This principle challenges you to shape a personal code of positive values, to live a healthy, balanced lifestyle, and to discover and embrace the responsibilities of your freedom, intelligence, and intrinsic worth.

Inconsistent with this principle are all forms of dishonesty, excuse-making, failure to take responsibility for your behavior, infidelity or disloyalty in personal relationships and violations of the code of ethics of your foreseen profession.

2. **Respect and promote the dignity of all persons.**

Consistent with this principle is growing in understanding of different cultures and groups, resolving conflicts fairly, appreciating peoples' differences, and seeking truths and values essential to human life and community. This principle challenges you to refrain from actions that threaten or discourage the freedom, personal safety, and respect that all individuals deserve.

Inconsistent with this principle are actions that compromise or demean the intrinsic worth of individuals or groups. All forms of racism, sexism, pornography, lewd behavior, harassment, discrimination, intimidation, taunting, insult, physical harm, and discrimination are inconsistent with this principle.

3. **Respect the policies and procedures of the Creighton University community and the rights of its members both on and off campus, as well as the just laws of the civic community and the rights of its members.**

Consistent with this principle is the affirmative support for equal rights and opportunities for all members of the Creighton University community, realizing that you are a member of a larger community, understanding societal issues, and being a responsible participant in the civic and Creighton community.

Inconsistent with this principle are actions that are illegal or that violate another's right to move about freely and securely, to live and learn in a community where members are secure in their property and person, to express themselves appropriately, and to enjoy privacy.

4. **Support the personal, professional, academic, and vocational development of the members of the Creighton University Community.**

Consistent with this principle are actions that are compassionate and considerate of the needs and well being of others and that encourage the development of our moral, spiritual, intellectual, emotional, personal, and vocational abilities.

Inconsistent with this principle are actions that are insensitive, inhospitable, spiteful, or which unjustly or arbitrarily inhibit another's ability to securely pursue goals in accord with the development of their abilities.

This Code of Conduct applies to all Creighton University students. All members of the Creighton University community are obligated to promote actions consistent with these principles, and appropriately confront, challenge, and respond to actions that are inconsistent with this code.

Dear Creighton Student:

It is a pleasure to welcome you to Creighton University. You have become a member of a very unique and dynamic Community. It is a Community that will provide you a multitude of experiences, laden with growth and development. It is primarily an academic environment centering on the individual, while cultivating intellectual, personal, spiritual, and physical preparedness for selfless service and personal satisfaction.

In Student Services it is our goal to support and advance this academic community. We do this through a number of Student Life programs that provide you the opportunity to broaden and truly put into practice the formal learning, which occurs in this community. Your experiences will be unlimited. The choices are yours! Student Services is here to assist and to counsel in any way that will be beneficial to your development. Service, involvement, and volunteerism will be key principles in your life as a member of this Creighton Community.

This handbook is a resource for your transition through this stage of your development. The Student Services Staff and I hope you will find it a useful resource. If you have questions, or problems arise, do not hesitate to contact a member of the Student Services Staff. Again, on behalf of all of us in Student Services, a very sincere "Welcome!" It is a pleasure to have you as a member of the Creighton Community.

Sincerely,

Dr. John C. Cernech
Vice President for Student Services

HISTORICAL SKETCH

Creighton University owes its origin to a bequest made by Mrs. Mary Lucretia Creighton, who died January 23, 1876. Her executors were directed to purchase a site to erect a building thereon in which a school in the class and grade of college was to be maintained. The college so provided for was to be named Creighton College in memory of her deceased husband, Edward Creighton, a pioneer telegraph contractor, cattleman, merchant and banker.

The executor purchased the site on California Street and erected the original Creighton College. Control of this building, together with what remained of the bequest, was given to the Right Reverend James O'Connor, D.D. first Bishop of Omaha, who had been named trustee by Mrs. Creighton.

Bishop O'Connor called in the Jesuits to conduct Creighton College, and classes were begun September 2, 1878. To insure the future of the institution, a Jesuit corporation was formed by the Bishop August 14, 1879, and to this new corporation, known as "Creighton University," Bishop O'Connor, with the permission of the court, surrendered his trust. Thus Creighton University became trustee for Creighton College.

The subsequent early growth of Creighton University and the enlargement of its endowment were mainly due to the benefactions of Count John A. Creighton, a brother of Edward, and his wife, Sara Emily Creighton, who was Mary Lucretia's sister.

Today Creighton University is much more than the original liberal arts college. It is a true university with colleges of arts and sciences and business administration and an evening college for working adults; schools of law, dentistry, medicine, nursing, pharmacy and allied health professions, a graduate school, and summer sessions.

RESOURCE GUIDE

Question	Where to Go	Phone	Location
Accounts students.....	Business Office.....	280-2707.....	Creighton Hall, 1st floor
Alcohol Information.....	Center for Health & Counseling ...	280-2735.....	Harper Center, 1034
.....	Student Success.....	280-5532.....	Harper Center, 4006
Athletics.....	Vinardi Center.....	280-2720.....	Vinardi Center
Audio Visual Equipment.....	Media Services East.....	280-2543.....	Lower Level Reinert Library
.....	Health Sciences Library.....	280-5108.....	Health Sciences Library
Books and Supplies.....	Bookstore.....	280-2796.....	Harper Center, 2003
Box Office.....	Lied Education Center.....	280-2636.....	Lied Education Center
C.A.P. Center.....	Career Services.....	280-2722.....	Harper Center, 3006
Car Problems/Registration.....	Public Safety.....	280-2104.....	2204 Burt St.
Career Center.....	Creighton Career Center.....	280-2722.....	Harper Center, 3006
Change of Major/College.....	Registrar.....	280-2702.....	Creighton Hall, 2nd floor
Change of Name/Address.....	Registrar.....	280-2702.....	Creighton Hall, 2nd floor
Change Schedule/Courses.....	Registrar.....	280-2702.....	Creighton Hall, 2nd floor
Check Cashing.....	Business Office.....	280-2709.....	Creighton Hall, 1st floor
Computer Lab.....	Computer Center.....	280-2564.....	Old Gymnasium, 4th floor
Counseling.....	Center for Health & Counseling.....	280-2735.....	Harper Center, 1034
Credit Union.....	Credit Union.....	280-1709.....	Skutt Student Center
Creighton Students Union.....	280-2724.....	Skutt Student Center, #110
Creightonian (Campus Newspaper).....	Journalism Dept.....	280-2539.....	Communication Arts
Cultural Events.....	Student Activities Office.....	280-1715.....	Skutt Student Center, #110
.....	Multicultural Affairs.....	280-3118.....	Harper Center, 3006
Discrimination.....	Student Services.....	280-2775.....	Harper Center, 3060
Discipline Records.....	Student Services.....	280-2775.....	Harper Center, 3060
Drug Information.....	Center for Health & Counseling.....	280-2735.....	Harper Center, 1034
.....	Health Sciences Library.....	280-5108.....	Health Sciences Library
Emergencies.....	Public Safety.....	280-2911.....	2204 Burt St.
.....	Maintenance.....	280-2780.....
.....	Center for Health & Counseling.....	280-2735.....	Harper Center, 1034
Employment (Job Interviews).....	Creighton Career Center.....	280-2722.....	Harper Center, 2015
Employment (Part-time).....	Student Employment.....	280-2457.....	Harper Center, 2040
Escort Service.....	Public Safety.....	280-2104.....	2204 Burt St.
Financial Aid.....	Financial Aid.....	280-2731.....	Harper Center, 2040
Food Service.....	University Dining Services.....	280-2750.....	Brandeis Hall (South Entrance)
Food Service Catering.....	University Dining Services.....	280-2446.....	Skutt Student Center #200
Foreign Student Advisor.....	International Programs.....	280-2221.....	Lower Becker G-25
Fraternities/Sororities.....	Student Activities Office.....	280-1715.....	Skutt Student Center #110
Harassment.....	Student Services.....	280-2775.....	Harper Center, 3060
Health Aides.....	280-2104.....
Health Insurance.....	Center for Health & Counseling.....	280-2735.....	Harper Center, 1034
Housing (On and Off-Campus).....	Housing Office.....	280-3016.....	Swanson Hall, 1st floor
ID Cards Lost.....	Card Services.....	280-4700.....	Harper Center, 1094
Institute for Latin American Concerns (I.L.A.C.).....	Hixson-Lied Science Center.....	280-3179.....	Hixson-Lied G-19
Illness or Injury.....	Center for Health & Counseling.....	280-2735.....	Harper Center, 1034
.....	Public Safety.....	280-2104.....	2204 Burt St.
International Programs.....	International Programs.....	280-2221.....	Harper Center, 4036
Intramural Sports Program.....	Campus Recreation.....	280-1703.....	Kiewit Center, #211
Leadership Programs.....	Student Activities Office.....	280-1715.....	Skutt Student Center, #110
Liturgies.....	University Ministry.....	280-2779.....	St. John's Church
Loan Information.....	Financial Aid Office.....	280-2471.....	Harper Center, 2040
.....	Creighton Students Union.....	280-2724.....	Skutt Student Center
Lost and Found.....	Public Safety.....	280-2104.....	2204 Burt St.
Mail.....	Campus Mail Center.....	280-2789.....	Murphy Building
Marriage Preparation.....	University Ministry.....	280-3030.....	St. John's Church
Meeting Rooms (Classrooms).....	Registrar.....	280-2702.....	Creighton Hall, 2nd floor
Meeting Room (Student Center).....	Student Center.....	280-1700.....	Skutt Student Center #200
Multicultural Concerns.....	Multicultural Affairs.....	280-3118.....	Harper Center, 3006
Notary Public.....	Business Office.....	280-2707.....	Creighton Hall, 1st floor
Parking Permits/Fines.....	Public Safety.....	280-2104.....	2204 Burt St.
Physical Recreation.....	Kiewit Fitness Center.....	280-2848.....	Kiewit Fitness Center
Poison Information.....	Poison Control.....	290-5400.....	Children's Hospital
Posting of Signs.....	Student Activities Office.....	280-1715.....	Skutt Student Center #110
Pregnancy.....	Center for Health & Counseling.....	280-2735.....	Harper Center, 1034
.....	Catholic Social Services.....	558-3533.....	2132 S. - 42nd St.
.....	Emergency Pregnancy Svcs.....	554-1000.....	5120 Walnut St.
Rape Counseling.....	Center for Health & Counseling.....	280-2735.....	Harper Center, 1034
.....	Women Against Violence.....	345-6555.....	222 S. 29th St. (YWCA)
Health Concerns.....	Center for Health & Counseling.....	280-2735.....	Harper Center, 1034
Registration for Classes.....	Registrar.....	280-2702.....	Creighton Hall, 2nd floor
Residence Hall Room Changes.....	Housing Assignments Office.....	280-3016.....	Swanson Hall, 1st floor
Retreats.....	University Ministry.....	280-2779.....	St. John's Church

Schedule of Classes.....	Registrar.....	280-2702.....	Creighton Hall, 2nd floor
Scholarship Information.....	Financial Aid.....	280-2731.....	Harper Center, 2040
Security (Emergency).....	Public Safety.....	280-2911.....	2204 Burt St.
Security (Non-Emergency).....	Public Safety.....	280-2104.....	2204 Burt St.
Sexual Assault.....	Public Safety.....	280-2911.....	2204 Burt St.
	Women Against Violence.....	345-6555.....	222 S. 29th St. (YWCA)
	Center for Health & Counseling ...	280-2735.....	Harper Center, 1034
	Asst. VP for Student Life.....	280-2775.....	Harper Center, 3060
Student Support Services.....	Markoe Hall.....	280-2749.....	Harper Center, 4008
Student Government.....	Creighton Students Union.....	280-2724.....	Skutt Student Center, #110
Student Phone Numbers.....	Davis Square.....	546-6000	
	Degelman Hall Desk.....	546-6100	
	Gallagher Hall Desk.....	546-6800	
	Heider Hall Desk.....	546-6200	
	Kenefick Hall Desk.....	546-6300	
	Kiewit Hall Desk.....	546-6700	
	McGloin Hall Desk.....	546-6900	
	Opus Square.....	546-6600	
	Swanson Hall Desk.....	546-6500	
Study Abroad.....	International Programs.....	280-2592.....	Harper Center, 4036
Study Skills Assistance.....	Academic Success.....	280-5572.....	Skutt Student Center #211
Suicide Prevention.....	Center for Health & Counseling... ..	280-2735.....	Harper Center, 1034
	Girls & Boys Town National Hotline.....		800-448-3000
Summer Sessions.....	University College.....	280-2424.....	Eppley Building, Lower level
Telephone Repair.....	Computer Center.....	280-1111.....	Old Gymnasium, 1st floor
Transcripts.....	Registrar.....	280-2702.....	Creighton Hall, 2nd floor
Thefts.....	Public Safety.....	280-2104.....	2204 Burt St.
Tutoring.....	Student Success.....	280-5532.....	Harper Center, 4066
University Ministry.....		280-2779.....	St. John's Church
Volunteer Service.....	Center for Service & Justice.....	280-2754.....	Harper Center, 2067
Withdrawal from the University.....	Registrar.....	280-2702.....	Creighton Hall, 2nd floor
Writing Center.....	English Department.....	280-4707.....	Communications Arts, #306

Student Services

Student Services at Creighton University support the development of the whole individual, while recognizing and supporting the uniqueness of all human beings. While supporting the academic mission, it is the challenge of Student Services to integrate the cultural, social, spiritual, physical and recreational opportunities into the day-to-day experiences of students. We do so through the various services and programs listed below.

Student Services Office

Harper Center for Student Life and Learning, Suite 3060
John C. Cernech, Ph.D., Vice President for Student Services 280-2775
Richard E. Rossi, Ph.D., Associate Vice President for Residence Life 280-2717
Tanya A. Winegard, M.A., Assistant Vice President for Student Life 280-2775
W. Wayne Young, Jr., Ph.D., Assistant Vice President for Student Learning 280-2775
Michele K. Starzyk, M.S., Associate Dean of Students 280-2775

The Student Services office is the central administrative office of the departments within the Division of Student Services. This office, in the person of the Vice President for Student Services, is responsible for the coordination and supervision of the operations of all departments within the division.

Through this office, several services are offered to provide students with the opportunity for a total developmental experience: general student advisement, advisement for sexual and other forms of harassment, and student conduct.

Athletics

Vinardi Center, Old Gymnasium
280-2720
Bruce Rasmussen, Athletic Director
Sharon Hanson, Senior Women's Administrator
Kevin Sarver, Assistant Athletic Director
Chris Schroeder, Business Manager

Creighton University offers an NCAA Division I athletic program and fields teams in men's and women's basketball, soccer, golf, tennis, and cross country as well as softball, baseball, volleyball and women's crew. All compete in the Missouri Valley Conference.

Campus Recreation / Kiewit Physical Fitness Center & The FitNest

Main Office:

Kiewit Fitness Center, Room 211, 280-2848
FitNest, Harper Center, Room 1107, 280-3575
Robert Denney, M.S., Director
Steve Wiota, M.S., Assistant Director
Open Assistant Director

The **Campus Recreation** department offers many recreational and fitness programs such as Intramural Sports, Group Fitness Classes, the "Gym Rat" Club, Weight Conditioning classes and supports sports clubs such as Rugby, Lacrosse, Rowing, Outdoor Adventures and others as well as managing indoor and outdoor recreational facilities.

The **Kiewit Physical Fitness Center** includes a Fitness Forum that contains a complete line of aerobic, circuit and free weight equipment, five multipurpose courts (basketball, tennis, volleyball, badminton, and table tennis), four Racquetball courts, a 1/7th mile jogging track, a group fitness room, locker rooms, and sauna.

The **FitNest** in the Harper Center is a Fitness Forum that contains a complete line of aerobic, circuit and free weight equipment, as well as locker rooms.

All full-time students may use the Kiewit Fitness and Harper Centers during the academic year by showing a Creighton ID upon entrance at the security desk. Misuse of an ID or transfer of usage will result in loss of privileges or a fine. Full student access to the Kiewit Fitness Center is paid from through the University fee during the academic year (August – May); participation in all programs and summer facility access is on a user fee basis.

Locker rental is available at the Kiewit Fitness Center for a semester or annual fee. Day-use lockers are available also. The lockers in the FitNest at the Harper Center are day-use only. Equipment may also be checked out by presenting an ID at the checkout counter.

The outdoor Sports Complex, an artificial turf baseball and softball field area, located next to McGloin Hall, accommodates numerous outdoor intramural activities and is home to the varsity baseball and softball teams. Kellom Field (grass) is also used for Intramurals, Sport Clubs, and other recreational activities.

Intramural Sports Program activities are the largest out-of-class program on campus and provide an important part of the campus social life for students, faculty, staff and KFC members. Men's, women's, and co-recreational activities include flag football, basketball, softball, volleyball, golf, wiffleball, racquetball, soccer and many more. Questions can be answered by calling 280-5827 or stopping by the Campus Recreation office, Room 211, Kiewit Fitness Center. For the latest schedules and results go to the "IM" website at <http://www.creighton.edu/campusrecreation/im/>

Student jobs are available in all programs and facility areas. See the Campus Recreation web page at <http://www.creighton.edu/campusrecreation/im/officials/index.php> or call 280-2848 for facilities information, program information and hours of operation.

Center for Student Integrity

Harper Center for Student Life and Learning, Suite 3060
280-2775

Tanya A. Winegard, M.A., Assistant Vice President for Student Life
Sara L. Carter, M.A., Assistant Director of the Center for Student Integrity
Desiree R. Nownes, M.S., Assistant Director of the Center for Student Integrity

The Center for Student Integrity (CSI) is the arm of Student Services that works with infractions of the Student Code of Conduct and other laws, policies and expectations that govern student behavior. All members of the Creighton University community are obliged to promote actions consistent with the mission of the institution as, by virtue of their enrollment, students commit to the Student Credo and the Code of Conduct. Both can be found on the CSI web page at <http://www2.creighton.edu/studentervices/centerforstudentintegrity/index.php>.

Infractions that come to the attention of the University will be addressed by the staff of CSI through the University Committee on Student Discipline; peer review boards, including the Integrity Council and Greek Standards Board; and/or administrative hearings completed by Residence Life staff and CSI staff. These interactions intend first to be educational and fair; they should also hold students accountable for their conduct in a productive and appropriate manner. Questions about the Student Code of Conduct and its related policies, as well as typical responses and general information on the discipline process may be directed to the above website.

- **Proactive Programming** - The purpose of the civic programs are to develop a deeper understanding of the role of the individual within a community. These programs will also seek to help students investigate and clarify issues of Integrity as they relate to their personal lives and their role in a communal conceptualization.
 - *Student Dispute Resource Center*: Provides confidential services for students including third party mediation, individual consultation and educational programming for students.
- **Responding to Misconduct** - The principle objective of the Judicial Program is to resolve allegations of misconduct under the Code of Student Conduct, doing so from a civic responsibility and educational framework. A framework grounded in our Jesuit tradition which strives to create a human community influenced by the laws of justice and love.
 - *Opportunities: CARE Alternative Course*: In response to concerns that students who have been a part of Creighton's Alcohol Recovery and Education (CARE) face severe and long-lasting disciplinary consequences, the Center for Student Integrity has developed Opportunities: CARE Alternative Course. This program is an option for students who are compliant with University officials during the documentation of their CARE incident. Any student who is in failure to comply during an incident is not eligible for the program. Any student who has previously been to CARE is not eligible for the program.

Center for Health and Counseling

Harper Center for Student Life and Learning, Suite 1034
Voice: 280-2735 Fax 280-1859

The Center for Health and Counseling houses both the Health Services and Counseling Services. Together these Services are dedicated to promoting healthy life choices as well as serving the health and counseling needs of Creighton students. The two Services cooperate in the care of Creighton students.

Health Services

Debra C. Saure, BSN, APRN, Director
Karin Priefert, DO, Clinical Director
Theresa Abbott, PA-C, Physician's Assistant
Susan Weston, RN
Angela Maynard, RN

Health Services provides a variety of services that will meet the health care needs of most students. Every effort is made to help students obtain appropriate consultation or referral when additional or specialized services are required. A physician, physician assistant, or nurse practitioner provides services. Services are available to all currently enrolled Creighton University students.

Services Available:

- Allergy Injections
- Health and Wellness Promotion
- Immunizations and Flu Shots
- Laboratory/Radiology
- Physical Exams (including Pap Smears)
- Sick Care
- Travel Health

Services are supported by student fees, personal insurance, and/or self pay. Immunizations, laboratory tests, x-rays, splints, specialist referrals etc. not covered by personal/family health insurance will be the financial responsibility of the student.

It is essential that a current insurance card be presented at each visit.

How to Obtain Health Services

Call 280-2735, Monday through Friday. Appointments should be made for all health needs other than emergencies. It is important that you keep scheduled appointments and that you arrive on time. If you will be late or must cancel, please call as soon as possible. Your courtesy will result in the best use of our available appointment times. Students will be seen in the Center for Health and Counseling located in the Mike and Josie Harper Center for Student Life and Learning.

Who provides the services?

Physicians, nationally-certified Physician Assistants and Nurse Practitioners are the core provider staff. An auxiliary staff of Registered Nurses, Medical Assistants and clerical personnel supports them.

Medical specialty and dental care is provided by referral to physicians and dentists who are faculty members of the Schools of Medicine and Dentistry at Creighton University Medical Center. Mental health services are provided by referral to Counseling Services, the Department of Psychiatry in the School of Medicine, psychiatrists, and/or therapists within the community.

Participating Provider

Our providers participate with most insurance plans. All claims are automatically submitted to the insurance carrier indicated by the student at the time services are provided.

It is important to check with your insurance plan to verify the benefit level for services obtained away from home. Some plans require a referral for out-of-network services. The student will be responsible for initiating the referral process required by their insurance company.

After Hours Care

Urgent care services are available at local urgent care centers. Many of these centers have laboratory and x-ray services and can treat most acute illness and injury. Creighton University Medical Center's Emergency Department is conveniently located adjacent to campus. Any afterhours care received will be the financial responsibility of the student. Campus Health Aides are available to students living in the residence halls and can be reached by calling 280-2104.

Services Available During the Summer

Services provided during the summer are the same as those offered during the academic year. These services are provided through personal health insurance and/or self-pay.

The Center for Health and Counseling is responsible for maintaining the records that relate to the following University requirement. Please contact us if you have any questions.

University Immunization Requirement

All Creighton University Students are required to comply with the University's Immunization requirements. Failure to meet these requirements will result in denial of registration privileges and exclusion from clinical activities. Vaccination requirements follow CDC guidelines and are reviewed annually

All Students

MMR Vaccine Requirement: For students born after January 1, 1957, 2 MMR vaccines given after the 1st birthday and at least 30 days apart are required.

Positive blood titers for measles, mumps and rubella will meet the MMR requirement if vaccination dates are not available. History of illness does not meet this requirement.

A complete listing of immunization requirements can be found at <http://www.creighton.edu/student-services/student-health-services/immunization-requirements/index.php>

Health Insurance Requirements

It is Creighton University policy that all full-time students be covered by a comprehensive health insurance plan* for the entire academic year.

NOTE: The premium for the University-sponsored Student Health Insurance Plan will remain on the student's account unless the waiver process is properly completed before the deadline. **This information is required on an annual basis.**

*A comprehensive health insurance plan fulfills the following requirements:

- Coverage for inpatient and outpatient medical care within the Creighton University campus area. (*Emergency only coverage does not satisfy this requirement.*)
- Coverage for inpatient and outpatient mental health care within the Creighton University campus area. (*Emergency only coverage does not satisfy this requirement.*)
- Coverage is currently active and maintained for the entire academic year.
- Offers a lifetime maximum of at least \$250,000 in coverage per accident or illness.

Automatic enrollment into the University-sponsored plan will occur and the tuition statement will reflect a charge for the entire premium when Student Health Services becomes aware of a lapse in the student's health coverage.

Health Insurance Plan

As a service to students, the University endorses a comprehensive health insurance plan. This plan is available at a reasonable group rate and provides year-round coverage, wherever the student may be, as long as the semi-annual premium is paid.

Counseling Services

Michael Kelley, Ph.D., Director
Tom Grandy, Ph.D., Psychologist
Catherine Brougham, M.S., Counselor
Allison Schomburg, Ph.D. Psychologist
Cynthia Jenkins, Ph.D., Counselor
Kevin Powers, Ph.D., Psychologist
Hope Russell, M.S., Counselor

Counseling services are available to all full-time Creighton Students. The counseling services are intended to assist all students in their growth, their adjustment to academic and life challenges, and their development of healthy strategies for living. Our Services encourage positive health and wellness practices. The staff is sensitive to the cultural and life-style uniqueness of all students. We offer a variety of services to assist with the choices in college life:

- Individual counseling
- Psychological assessment to address academic problems
- Group counseling with groups focusing on women's issues, depression, grief, and transition to college
- Workshops for test anxiety and stress reduction
- Couples counseling
- Psychiatric Consultation

Call the Center at 280-2735 for an appointment, or drop in. Hours are 8:00 a.m. – 4:30 p.m. Monday and Friday; 8:00 a.m. – 6:30 p.m. Tuesday through Thursday. All counseling services are confidential. The Center is accredited by the International Association of Counseling Services. Counseling services are offered at no cost to Creighton students. There is a fee for some psychological assessment services.

The Center for Health and Counseling is responsible for maintaining the records that relate to the following University requirement. Please contact us if you have any questions.

Creighton Career Center--CCC

Harper Center for Student Life and Learning, Suite 2015
280-2722
Jim Brett, M.S., Director
Lisa Brockhoff, M.S., Associate Director, Career Development Programs
Jeremy Fisher, PHR, Associate Director, Business Career Programs
Sandy Ciriaco, M.S., Assistant Director, CAP Program
Linda J. Dunn, Career and Academic Counselor, CAP Program

The Career Center consists of Career Services and the Career and Academic Planning (CAP) Program. Services include career exploration, major/minor exploration, internships, resume preparation, job search strategies, career fairs and assistance with applying to graduate and professional school. Over 100 representatives from business, industry and government organizations visit the campus each year to interview graduating seniors for full-time positions. A reference library and online resources provide general career information as well as information regarding employers and current job listings.

The University recognizes that a strong relationship exists between academic advising and career planning. The CAP Program was established to better assist students with their academic and career goals. Advising is available regarding academic prerequisites and requirements, changing majors or minors, and career guidance. The CAP Program is also responsible for the Ratio Studiorum Program (RSP) 200, providing advising and sponsoring discernment activities and events to assist pre-major students who have not applied for a major. A team of RSP 200 Pre-Major Advisors from various departments across campus assist with this program.

Encuentro Dominicano

Kyle Woolley, Academic Director
Karie Karasiak, Student Life Director
Fr. Bill Johnson, S.J., Director of Pastoral Programs
Heather Torres, Study Abroad Program Coordinator, Office of International Programs
Dr. Thomas Kelly, Campus Coordinator

The Encuentro Dominicano (ED) is a semester long, academic, living-learning program integrating community-based learning in a cross-cultural immersion context. It is a collaborative response by the Creighton College of Arts & Sciences, Office of International Programs, and the Division of Student Services. Encuentro Dominicano originated from over 30+ years of involvement with Dominican Republic through Creighton's Institute of Latin American Concern (ILAC).

Creighton University's Mission Statement calls for participation in the tradition of the Society of Jesus and its integrating vision of the world. That vision includes a faith that promotes justice, service to others, appreciation of ethnic and cultural diversity, stimulation of creative and critical thinking, and provision of ethical perspectives for dealing with an increasingly complex world.

Office of Multicultural Affairs

Harper Center for Student Life and Learning, Suite 3006
280-2459
Ricardo Ariza, M.S.W., Director, Office of Multicultural Affairs
Becky Nickerson, Assistant Director, Office of Multicultural Affairs
Dr. Cynthia Jenkins, Assistant Director, Office of Multicultural Affairs
Len Gordy, Student and Community Outreach Advisor/Diversity and Inclusion Officer
Joan Thomas, Administrative Assistant

The purpose of the Office of Multicultural Affairs is a dynamic cultural space and learning center where all are welcome to join us in building a community of inclusion, respect, and engagement in our commitment to personal development and educational achievement.

Mission Statement:

The Office of Multicultural Affairs (OMA) is a department in the Division of Student Services at Creighton University, a Jesuit Catholic University. Our professional services are grounded in supporting the mission of Creighton University and Jesuit and Ignatian traditions and values. Through our services and programs to students, staff and faculty we advance the educational, cultural and social understanding of our diverse human family. We strive to foster growth, development, sensitivity, and compassion among our heterogeneous community.

Residence Life

1st floor Swanson Hall, Room 136
280-2717
Richard E. Rossi, Ph.D., Associate Vice President, Residence Life
Dusten Crichton, M.A., Assistant Director for Residence Life
Cindy Fendrick, M.Ed., Assistant Director of Residence Life for Apartment Living
Ray Lee, Resident District Manager, University Dining Services (South Entrance Brandeis Hall)
Jenna Kranzberg, M.A., Resident Director, Deglman Hall
Mandy Davis, M.S., Resident Director, Gallagher Hall
Correll Hammond, M.S., Resident Director, Kenefick Hall
Allison Taylor, M.Ed., Resident Director, Kiewit Hall
Emily Hunt, M.A., Resident Director, McGloin Hall

Melissa Patterson-Hazley, M.A., Resident Director, Swanson Hall
Jackie Lawrence, B.A., Room Assignment Coordinator
Barbara Wilson, Facilities Coordinator

The Department of Residence Life is responsible for the administration of the University owned and operated residence halls and dining facilities.

These responsibilities include:

- Residence Hall and Food Services Agreements and Apartment Leases
- Room assignments
- Summer conferences
- Counseling and advising students
- Advising residence hall councils and the Inter-Residence Hall Government
- Student conduct
- Programming, service projects and community partnerships
- Staff supervision
- Facility enhancement and maintenance
- Supervision of the food service contracts

Skutt and Harper Centers

Main Office 280-1706

Open, Director

Eric Yarwood, Associate Director

Jana Ammon, Assistant Director

Tami Thibodeau, Business Manager

Michelle Ferestad, Operations Manager

Judi Augustine, Event Planning Specialist

Emily Huebner, Event Planning Specialist

Jacob Webb, Administrative Assistant

Information Desk 280-1705

Marketing Department 280-3799

Catering services 280-2446

Reservations/Event Planning 280-1700 or 280-2279

<http://www.creighton.edu/Skutt>

<http://www.creighton.edu/HarperCenter>

Welcome Center – Skutt Student Center 280-2279

Welcome Center – Harper Center 280-3850

The primary purpose is to serve Creighton University as campus centers for meetings, a place for social interaction, and services to enhance the daily needs of students, faculty, staff, and guests of the University. The facilities provide a safe and fun haven for students to learn the responsibilities of leadership, campus involvement, and personal development. The following functions are located in the venues:

Credit Union	Posting boards
Student employment opportunities	Computer Lab
Student Activities Office	Meeting rooms and ballroom
The FitNest	FanAttic Bookstore
Campus outdoor reservations	Creighton Students Union offices
The Wall of Distinction	Large screen television
Lobby tables	Fireplace Lounge
Art Gallery	Wireless internet access
Food services-retail and catering	Information Desk
Two ATMs	JayBuck\$ access
Patio spaces	Greek Honor Wall
Rental lockers	Reservations office and event planning
Vending machines	Welcome Center
The Nest	Academic Success
	Marketing Department

Student Activities

Skutt Student Center, Room 110

280-1715

Michele K. Starzyk, M.S., Associate Dean of Students, Director of Student Activities

Eric Immel, M.Ed., Assistant Director for Greek Life

Katherine Wadas, M. Ed., Assistant Director for Leadership

Katelyn Whitty, M. Ed., Assistant Director for Programming

The Student Activities Office provides a variety of services and programs designed to enrich the college experience and encourage students to get involved and seek leadership opportunities in campus activities. Depending on a student's goals and interests, there are many ways to get involved at Creighton. Student Activities staff members are there to be of service either in the Assistant Dean of Students Office, Harper Center Suite 3060, or in the Student

Activities Office in Room 110 of the Student Center. If a student is interested in developing leadership skills, needs assistance in planning special events or fund-raisers, wishes to join a student organization, wants to volunteer time and energy by getting involved on campus, or just wants to know what campus entertainment events are coming up, the Student Activities area is the place to start.

Staff members in the Student Activities area provide coordination and advisement for the over 180 student organizations on campus, including academic clubs, honor societies, sororities, fraternities, sports clubs, and student government organizations. Student Activities staff members assist in planning, advisement and promotion of campus-wide student events; coordinate University policies which effect students and student organizations and serve as a resource for student organizations.

The Involvement Fair, held early each fall semester, showcases student organizations. This is a great time to look for involvement opportunities. Active participation and involvement offers opportunities for developing skills in human relations and qualities of leadership. A smaller involvement fair will also take place early in the spring semester.

Leadership Programs involve students, faculty and staff members in activities designed to improve and expand student leadership opportunities. These activities include Omicron Delta Kappa National Leadership Honor Society, the Freshman Leadership Program, Magis Ambassadors, and the annual Student Leadership Recognition Day. Also coordinated by Student Activities staff members are the summer new-student orientation programs which involve numerous student volunteers.

A Directory of Student Organizations is available on the Student Activities web page at www.creighton.edu/studentactivities. The directory contains a description of each registered organization and officer names and email addresses.

Anyone interested in forming a new organization can also find information on the Student Activities web page on "[How to Start a New Organization](#)." This site contains the registration process and information about the rights and responsibilities of student organizations.

Student Success

Harper Center for Student Life and Learning, Suite 4066

www.creighton.edu/cssr

Joseph Ecklund, M.Ed., Director

Kathleen Warner, M.S., Assistant Director for Co-Curricular Learning

Kate Linden, M.Ed., Assistant Director for Academic Initiatives and Tutoring

The Office of Student Success provides services and opportunities that enhance the personal development, academic success, and retention of Creighton University students, especially those who are transitioning into Creighton as First-year students. The office is housed in the Center for Student Success and Retention on the 4th floor of the Harper Center for Student Life and Learning.

Three key elements of student learning and development that define student success and frame our efforts are: new-student transitioning; peer-to-peer learning; and academic support. Within these areas of focus, the office sponsors initiatives and provides resources that directly support the success of the Creighton student.

New Student Transitioning – Welcome Week; Beadles supervision (peer mentor); RSP co-curriculars

Peer-to-Peer Learning - Peer-to-peer education (PEAC), alcohol education strategies (TRAC, Spin the Bottle); Decurion Development (in partnership with Ratio Studiorum).

Academic Success - Tutoring; RSP 120 (Strategies for Academic Success); study skills workshops; individual academic counseling.

The office supports three distinct opportunities for students to get involved:

Peer Education At Creighton (PEAC) - a student peer education program that provides preventative health education to the student population. Peer educators offer educational and information programs to other students on various topics in settings such as residence halls, classrooms, and organizational meetings. The goal of PEAC is to provide health & wellness information through peer-to-peer learning that will enable students to make wise, informed choices while at Creighton as well as throughout their lives.

Teaching Responsible Alcohol Choices (TRAC) – a three-tiered alcohol education program that serves as an aspect of the disciplinary referral system. The first two phases of TRAC consist of peer-led educational classes covering issues such as the culture of alcohol use, Nebraska state laws, physiological responses to alcohol, the effects of alcohol on the life of a student, and the dangers of high-risk drinking.

Welcome Week – the University's series of events that are intentionally designed to welcome new students to the Creighton community and introduce them to each other. Entirely student-run, Welcome Week takes advantage of the enthusiasm and experience of current Creighton students in designing and implementing a program that truly meets the needs of incoming students.

ACADEMIC INFORMATION

Confidentiality of Student Records

Creighton's policy relating to the confidentiality of student records is in keeping with the "Family Educational Rights and Privacy Act" (FERPA). Information about students or former students will not be released without the consent of the student other than in the exceptions stated in the Federal Act. FERPA affords students certain rights with respect to their educational records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.

Students should submit to the Registrar, Dean, Department Chair, or other appropriate official, a written request that identifies the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes is inaccurate or misleading.

Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identifying the part of the record they want changed and specify why it is inaccurate or misleading.

If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosures without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including Public Safety personnel and Student Health staff), a person or company with whom the University has contracted (such as an attorney, auditor, collection agency, and the National Student Clearinghouse); a person serving on the Board of Directors; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

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

Upon request, the University discloses educational records without consent to officials of another school in which the student seeks or intends to enroll.

FERPA also allows the University to disclose directory information without the written consent of the student. Directory information is information contained in an education record of a student which generally would not be considered harmful or an invasion of privacy if disclosed. Directory information includes the student's full name, the fact that the student is or has been enrolled full-time/part-time status, local and permanent address(es), e-mail address, telephone number(s), date and place of birth, dates of attendance, division (school or college), class, major field(s) of study and/or curriculum, degrees and awards received, participation in officially recognized activities and sports, weight and height of members of athletic teams, photograph, and previous educational agency or institution attended by the student. A currently enrolled student may request any or all directory information not be released by completing and filing with the Registrar's Office a statement entitled "Student Request to Restrict Directory Information". Such filing of this request shall be honored for the remainder of the term in which the request is filed, except that such restriction shall not apply to directory information already published or in the process of being published.

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Creighton University to comply with requirements of FERPA.

The name and address of the office that administers FERPA are:
Family Policy Compliance Office

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

FERPA permits disclosure of educational record information to a student's parent or guardian if the student is their dependent for federal tax purposes. To rely on this exception, the University must verify a student's dependent status by asking the student for confirmation or by asking the parent/guardian to provide a copy of the portion of their tax return showing they claimed the student as a dependent. Students may grant their parents or others access to their academic records by following the procedure on their N.E.S.T. account.

Location, Types, and Custody of Educational Records

Following is a listing of the location and types of education records and the title of the respective official responsible:

Registrar's Office (Creighton Hall Room 225)

Application for admission and supporting documents, including standardized test scores, transcripts of academic work completed elsewhere; cumulative academic records; academic action reports; correspondence, etc.

School or College Dean's Office

Records will vary with Dean's office, but may include records and reports in original or copy form generally comparable to those maintained by Registrar; academic progress reports, evaluations and related actions; attendance data; correspondence, etc.

Academic Advisor's Office

Cumulative files containing academic information are maintained by some academic departments and by some faculty advisors concerning their advisees.

Athletic Department (Vinardi Athletic Complex)

Directory information; recruiting and eligibility records; performance statistics.

Center for Health and Counseling (Harper Center, Suite 1034)

Medical records and Counseling records

Office of International Programs (Harper Center, Room 4036)

Records of international students and records of students who studied abroad

Residence Life Office (Swanson Hall 136)

Housing information.

Student Financial Aid Office (Harper Center, Suite 2040)

Financial aid records.

University Business Office (Creighton Hall Room 113)

Financial records, including those pertaining to tuition, fees, and student loans.

University Ministries (St. John's Church)

Directory information and religious affiliation.

University Relations (Wareham Building, 3rd Floor)

Directory information and other personal data about former students and graduates, and their subsequent activities and achievements.

Vice President for Student Services (Harper Center, Suite 3060)

Disciplinary records.

Questions concerning the Student Records Policy may be referred to the University Registrar, Creighton Hall 225, who is designated as the University Custodian of Student Records.

General Regulations

Change in registration

Changes in registration are permitted until the end of the first week of classes.

Transcripts

The University Registrar upon written request of a student issues a copy of the student's academic record (using the "Request for Transcript" form available in the Registrar's Office, Creighton Hall, Room 226 or on the Registrar's website, <http://www.creighton.edu/Registrar>). Currently enrolled students may request official transcripts through their N.E.S.T. accounts. Copies are not made of transcript of records on file from other institutions. The student must request any additional copies of these directly from the original issuing institution.

Withdrawal from the University

A student is considered in attendance until he/she has formally notified the University in person or in writing of withdrawal. Refunds are determined on the basis of the date of such formal notification.

Permission to withdraw from the University is granted by the Dean of the School or College in which the student is registered. This is required as a condition of honorable dismissal.

The policy of considering a student as withdrawn from the University after two consecutive weeks of unexplained absence in no way is to be interpreted as allowing withdrawal without formally notifying the Dean in person or in writing.

A student withdrawing from the University during any semester or summer session before the final examinations forfeits credit for work done in that term. Students who withdraw with permission of the Dean receive "W" on their official record; those who withdraw without permission of the Dean receive "WF" for all courses (failure because of unauthorized withdrawal).

Essential information

Bio-Information Center

The Bio-Information Center, housing the Health Sciences Library/Learning Resource Center, DoIT's Creative Services, School of Pharmacy and Health Profession's Drug Information Center and the Café a la Cart, is located on Creighton's West Campus. See "Health Science Library" for more information.

Bookstore

The University Bookstore, located in the Harper Center for Student Life & Learning, is a two level store featuring the Jays FanAttic on the upper level, and textbooks and supplies in the lower level.

Hours of Operation are:

Monday-Thursday 8:00a.m. - 6:00p.m.

Friday 8:00a.m. - 5:00p.m.

Saturday 10:00a.m. - 3:00p.m.

Additional information about the Bookstore can be found at <http://www.bkstr.com/Home/10001-10457-1?demoKey=d>

Change of Name

Any change of name (whether through court action, marriage, or for any other reason) must be reported to the Registrar immediately and a Change of Name Request completed.

Check Cashing

Checks in amounts not exceeding \$200.00 may be cashed at the Business Office in Creighton Hall. (Checks issued by Creighton Federal Credit Union should be cashed at the Credit Union.)The cashiers' window is open 8:00 a.m. - 4:30 p.m. Monday through Friday. Checks will be cashed with presentation of a valid Creighton ID card and/or driver's license. The University reserves the right to revoke or suspend check cashing privileges at any time.

Credit Union

Creighton Federal Credit Union offers banking services that students need most, with the convenience of an on-campus office, seven on-campus ATMs, and over 85 no-fee ATMs throughout the Omaha area, including all Walgreens stores.

Enjoy the convenience of Creighton Federal's Cash & Check debit card, good at ATMs worldwide and at merchants accepting VISA or MasterCard, along with free on-line banking, free internet bill pay, and free electronic statements.

The office is located on the second floor of the Skutt Student Center and is open Monday-Friday from 9:00 a.m. to 5:00 p.m.

Financial Aid

Creighton University participates in many financial aid programs supported by the Federal Government: Federal Perkins Loan Program, Federal Nursing Student Loan Program, Health Professions/Primary Care Student Loan Program, Federal Supplemental Educational Opportunity Grants, Federal Pell Grant, State Grant program, and the Federal Work Study Program. In addition, Creighton offers several institutional grants.

Creighton provides scholarships to both needy and no-need students. The awards are conditional, based upon maintaining satisfactory academic progress. Consult the Creighton University Bulletin for further information.

All applications for financial aid from currently enrolled students for the following school year and summer sessions must be received by April 1.

The University also has funds available for short-term loans. Professional School students should contact their respective Dean's Office for terms of the short-term loans.

Health Sciences Library

The Health Sciences Library, in the BioInformation Center Building at 28th & Burt St. is located west of I-480 and east of the Boyne Building. Hours of operation:

Monday – Thursday	7:00 a.m. – Midnight
Friday	7:00 a.m. – 10:00 p.m.
Saturday	10:00 a.m. – 6:00 p.m.
Sunday	10:00 a.m. – Midnight

I.D. Card

You may obtain your ID at the Card Services office the Harper Center for Student Life and Learning, Room 1094.

Your ID card is non-transferable and is the property of Creighton University. It is intended to last the duration of your stay. It is the cardholder's responsibility to protect and maintain the condition of his/her card. This card is for the purposes of identification and transaction of Creighton University business. It should be carried when on Creighton property and must be presented on request. The cardholder is responsible for immediately reporting a lost or stolen card. A nonrefundable fee is charged to replace damaged, lost, and stolen cards.

Students can check their balance, load JayBuck\$ on their card, report a lost/stolen card and freeze their account online at <https://www.creighton.edu/cardservices>

Individuals can request a digital copy of their image by e-mailing a request to cardservices@creighton.edu from their Creighton e-mail account.

The University is not responsible for the use of a lost or stolen card until it is reported to Card Services Office personnel. At that time Card Services will deactivate your card, protecting the accounts and their remaining balances.

Privacy Statement: Images captured for the ID card will only be used for University purposes within FERPA guidelines. Data collected on the use of the University facilities and services by an individual cardholder will be treated as same. Information regarding Cardholder's account will not be provided to third parties unless required by applicable laws, or with written permission of the Cardholder.

Your ID card can also be used for purchases both on and off-campus through a program titled JayBuck\$. Offered as a prepayment service, you can load money to your JayBuck\$ account with cash, check or credit card. You can then use your ID card to purchase food and books as well as make copies in the library and launder your clothes. Off-campus, selected merchants will accept your card.

Additional copies of the ID card terms and conditions are available through the Card Services Office upon request, as are JayBuck\$ account statements.

International Programs

As the focal point and information center for Creighton's international activity, the Office of International Programs (OIP) administers many programs and services, including:

- Study abroad
- International student counseling on academic, visa, social, and employment matters
- The Intensive English Language Institute
- Linkages with foreign universities, ministries, embassies and foundations
- Cross-cultural communication workshops for students, faculty and staff
- Events with an international focus

The OIP is located in the Harper Center, Room 4036. Call us at 280-2221 or contact us by fax at 280-2211. To find out more about our programs and services, go to www2.creighton.edu/internationalprograms.

Study Abroad

Learn a different culture, diversify your education and improve your language skills. Prepare yourself for a career in an increasingly globalized world! Participate in Creighton's semester-long program in the Dominican Republic (Encuentro Dominicano), join a Summer Faculty-Led Program Abroad or study at one of Creighton's 110 partner universities in more than 35 countries for a semester or a year. To learn more about study abroad opportunities, go to our website www.creighton.edu/internationalprograms/studyabroad/index.php and attend a Study Abroad 101 session. Study Abroad 101 sessions are held each week during the academic year in the OIP (Harper Center, Room 4036) on Mondays, Thursdays and Fridays, from 2:30 p.m. to 3:20 p.m. No appointment is necessary! If you can't make it to a Study Abroad 101 session, call 280-2221 to schedule an individual advising appointment during OIP office hours, Monday-Friday, 8:00 a.m.-4:30 p.m.

International Students

The Office of International Programs is staffed to advise international students on a variety of issues and to provide programs and activities to facilitate their academic and personal success. We can

- Advise you regarding your student visa status
- Be a source of up-to-date information on your legal rights and responsibilities
- Connect you with campus resources for tutoring, writing assistance, counseling, and employment
- Advise you on personal issues and concerns related to living in a different culture
- Organize enrichment activities to help you share your culture and learn about other cultures
- Sponsor fun activities such as ice-skating, bowling, trips to the zoo, picnics and shopping excursions

For more information, go to www.creighton.edu/internationalprograms/internationalstudents/index.php

Multinational Ambassador Program

The Multinational Ambassador Program pairs up U.S. students who studied abroad with new international students to help them adjust to campus life, Omaha and the United States.

The International Student Association

Through the International Student Association (ISA), students make new friends, share their cultures and learn about the customs, language and values of students from all areas of the world. ISA events and activities include bi-weekly meetings and social activities. The annual International Banquet, a time for international students to share their music, food, and other customs with the Creighton community, is ISA's top event of the year.

Klutznick Law Library/McGrath, North, Mullin & Kratz Legal Research Library

The Creighton Law Library entrance is located on the second floor of the Ahmanson Law Center. The Ahmanson Law Center is situated on the eastern side of the campus at the corner of 21st and Cass Streets. Building access is restricted during the evenings and weekends. Law Library hours of operation:

Monday – Thursday	7:00 a.m. – Midnight
Friday	7:00 a.m. – 8:00 p.m.
Saturday	9:00 a.m. – 8:00 p.m.
Sunday	10:00 a.m. – Midnight

Lockers

There are a limited number of lockers available on a first-come, first-serve basis. Lockers are located in Reinert Alumni Library, University College Lounge, Health Sciences Library, Skutt Student Center and Kiewit Fitness Center.

Lost and Found

Items found will be turned in to Public Safety located at 2204 Burt Street.

News Releases

The Office of Marketing and Public Relations has primary responsibility for coverage of news and information throughout the University. Student groups or individuals wanting off-campus publicity should consult the Director of Public Relations for assistance at 402-280-2738. The office is located on the third floor of the Wareham Building, 1624 Webster Street.

Notary

A Notary Public is available in the Business Office for all students, faculty and staff, from 8:00 - 4:30 Monday - Friday.

Parking

A University permit is required to park on campus and can be purchased at the Public Safety office during normal business hours. Parking information is available on the website at www.creighton.edu/admfinance/publicsafety.

Postal Service

Campus mail services are provided at the Murphy Building at 701 N. 20th St. Students wishing to mail letters and packages may bring them to the Mail Center from 8:00 a.m. to 4:15 p.m., Monday through Friday. Stamps are available for purchase at the Mail Center.

Reinert/Alumni Memorial Library

The Reinert/Alumni Memorial Library is located in the center of the east campus. During the regular semesters, it is open:

Monday-Thursday	7:00 a.m. - 12:00 Midnight
Friday	7:00 a.m. - 9:00 p.m.
Saturday	10:00 a.m. - 6:00 p.m.

Sunday 10:00 a.m. - 12:00 Midnight

Extended hours are available during mid-terms and final exam week. Holiday and vacation hours will be posted and on the web at <http://reinert.creighton.edu>.

Safety

Personal Safety –All students of the University are responsible for their own actions that in any way affect their safety or the safety of others. Accordingly, the University cannot and does not assume any responsibility for the acts of students, student organizations or members thereof. Each student must exercise his or her own judgment to avoid situations or activities that endanger or may endanger health or physical safety.

Emergency Preparedness Website - The purpose of this website is to provide students, faculty and staff information and resources on the University's emergency preparedness activities. <http://www.creighton.edu/emergencypreparedness/>.

CUAlert – Creighton University has implemented CUAlert service to allow Creighton University administration and security professionals the ability to reach all students and staff with time-sensitive information during unforeseen events or emergencies using voice, email and text messaging. During critical situations, Creighton University officials can use the system to broadcast pertinent information and provide details on appropriate response.

Students should provide their most current contact information on CUAlert website at <http://www.creighton.edu/cualert/>.

CU S.A.F.E. - For more information about safety on and off campus please visit

<http://www.creighton.edu/adminfinance/publicsafety/cusafe/index.php>

Public Safety Department -- Public Safety handles campus safety and security, and parking matters. A staff of full-time employees provides a variety of services 24 hours a day. The Public Safety office is located at 2204 Burt Street in the Jahn Building. The business phone number is 280-2104 and the emergency phone number is 280-2911.

Blue Jay Shuttle – is managed by Shuttle Services at 280-2396. The shuttle unites remote campus sites with the main campus by providing service to all residence halls as well as numerous other locations around campus. Shuttle routes and schedules are available from Shuttle Services located at the Murphy Building, 701 N. 20th Street, or the shuttle drivers. Shuttle routes and schedules are posted in residence halls, academic buildings, and on-line at www.creighton.edu/shuttleservices

Blood and Body Fluid Exposure Policy – Students participating in clinical experiential programs may be exposed to infectious diseases. The University has a procedure to expedite treatment and follow up of these exposures. Each Health Sciences School will explain this process prior to clinical rotations. Questions can also be directed to the Center for Health and Counseling.

Crime Prevention - Public Safety officers continually patrol the campus on foot, on bicycles, and in vehicles. Officers rely heavily on active student involvement in making the campus as safe as possible. Creighton's 7,000 students provide an invaluable service by being on the alert for potential problems and notifying the Public Safety department immediately of any suspicious persons or activity. Campus safety and security are the responsibility of all campus members.

Crime prevention and sexual assault programs target all incoming freshmen, but are available to any interested student group upon request.

Emergency Telephones - "Blue Light" emergency phones have been installed in numerous remote parking lots and other locations around campus that enable students to be in instant communication with the Public Safety Department. To contact Public Safety, activate the Red Emergency button.

Fire – If smoke or flame is detected, activate fire alarm pull station. Evacuate the building. Contact Public Safety at 280-2911 and provide all information requested.

During evacuation: Go to the nearest exit. DO NOT use elevator. Keep low to the floor if smoke is present. Once outside, keep away from the building.

When evacuation is impossible: As you leave your room to enter a hallway or stairwell, feel the doorknob before opening the door. If the knob is hot, do not open the door. Remain in your room. If heat or heavy smoke prevents evacuation, close the door and remain in your room. Seal the door with wet towels. Hang a white object (towel or sheet) out the window to attract attention. Do not leave the window open all the way. Call Public Safety at 280-2911 to report your status. Wait for help to arrive.

Medical Assistance - Medical emergencies are coordinated through Public Safety at 280-2911. Public Safety officers are certified in First-Aid and Cardiopulmonary Resuscitation and respond immediately to requests for medical assistance, provide

transportation to the Center for Health and Counseling or Creighton Medical Center and coordinate other emergency services as needed.

Security of Personal Property - Public Safety actively promotes the physical security of personal property through various measures. Padlocks are sold at cost at the Kiewit Physical Fitness Center to secure lockers. High security bike locks and anti-auto theft devices are sold at the Public Safety office. Individuals are also encouraged to participate in the operation identification program available through Public Safety.

Pedestrian Escorts – Pedestrians who are apprehensive about walking alone are encouraged to call Public Safety at 280-2104 for an escort. An officer or student buddy will accompany you.

Tornado Safety

Tornado Watch: A watch is in effect when the National Weather Service reports that conditions are such that a tornado COULD develop. Turn on a radio or television to monitor further developments. Public safety will not provide additional information.

Tornado Warning: Civil Defense Sirens will sound when a tornado has been sighted or detected by radar. Seek shelter immediately in the designated area of your building. Stay away from windows or large glassed areas. Remain in the shelter area until an all clear has been issued on the radio or television. Public safety will not provide additional information. A list of storm shelters is included on Public Safety's web site at www.creighton.edu/PublicSafety/. Please review this information before a warning is issued.

University Closings –

1. The decision to close school because of snowstorms or other events rests with the President who will notify the Vice Presidents of an emergency closing
2. These administrators, in turn, will notify the departments under their supervision.
3. In the event of a morning or all-day closing, this announcement will be broadcast over local radio stations, or you may call the Weather Hotline at 280-5800 to receive a recorded message regarding the status of a University closing.

When a decision is made to close the University, that information is posted immediately on the weather hotline. There is no need to call the President, Student Services, or Public Safety under this procedure.

Vehicle Assistance - Public Safety provides University motorists with on-campus jump-starts and equipment to unlock car doors for those who lock their keys inside.

SERVICES FOR STUDENTS WITH DISABILITIES

Creighton University provides services and resources to meet the needs of qualified students with disabilities.

Eligibility for Services

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 provide for reasonable accommodations and services to qualified individuals with disabilities. Creighton University requires that written documentation of a student's disability be provided to the Director of the Office of Disability Accommodations (ODA) before any assistance can be provided. This written documentation must be provided by a qualified evaluator, as determined by the Director of ODA, and should provide current recommendations for a postsecondary setting.

Student Responsibilities

Disclosure of a disability to appropriate University personnel is the student's responsibility. The University cannot act on verbal or written statements by a parent, counselor, or teacher. If specific accommodations are needed, the student must notify the Director of ODA, provide documentation, and complete a written needs assessment. Once acceptable documentation of a disability is on file, accommodations will be provided in as reasonable a time as the particular circumstance of the request for accommodation warrants. For more information, contact the Director of the Office of Disability Accommodations at 280-2195.

Student Support Services

The Student Support Services Program at Creighton University (located in the Harper Center for Student Life and Learning, Room 4008) is funded through a grant by the U.S. Department of Education and serves approximately 160 students per year. Services offered include academic, personal, and career counseling, as well as tutorial services by peers or by the Student Support Services staff. Student Support Services scholarships are offered to enrolled students who meet established federal/program guidelines. Call 280-2749 for information.

University Ministry

University Ministry – Serves an essential role in Creighton's commitment to developing the whole person. It does so by extending the Creighton experience beyond the classroom in service to the spiritual and social needs of the Creighton family and as a stimulus to a heightened awareness of our broader social responsibilities. Find us online at <http://www2.creighton.edu/ministry/> The following is a description of the various departments of University Ministry.

Campus Ministry - Offers liturgical worship, Sacramental preparation, retreats, and faith development programs. The web address is: <http://www.creighton.edu/CampusMinistry/> and our offices are in lower Swanson Hall.

Liturgical Worship: St. John's is at the center of Creighton University's campus community. Catholic liturgies are celebrated daily and on the weekends, with a high level of student, staff, faculty, and administrative participation.

Sacramental Preparation: Campus Ministry/St. John's Church offers Baptism, Confirmation, RCIA, and Marriage preparation to engaged couples of any faith tradition.

Retreats: Many retreats are offered at the C. U. Retreat Center and elsewhere throughout the academic year. All retreats offer students a way to nourish themselves by spending some quiet time with God, and enjoying the companionship of other students.

Faith Formation: We provide opportunities for students of all faith traditions to grow spiritually. There are opportunities at Creighton to meet with other students and share how God is working in your life. You will find opportunities to be involved in a number of various small faith sharing groups, such as the L.I.F.E., *Living in Faith Everyday Groups*, and you can find other students on campus who are interested in sharing the wisdom and insight from their faith traditions at our "Faith and Pasta" events.

Center for Service and Justice – a department of University Ministry, founded in 1995, seeks to facilitate the Creighton community's living out the Jesuit social mission: "to build a fuller expression of justice and charity into society and culture." As an information clearinghouse, university-community liaison, and action-reflection proponent, the Center fosters the building of a community of faith, in service, for justice.

The Center creates partnerships with university departments, community and church agencies in Omaha, around the country and the globe to promote student awareness, reflection and engagement in community service and action for justice as an integral part of their Jesuit educational experience at Creighton.

The Center for Service and Justice is located in Room 2067 of the Harper Center for Student Life and Learning.

Collaborative Ministry Office – CMO sponsors Creighton's On-Line Ministry website:

Daily Reflections: a calendar of reflections on daily scripture readings, allowing us to find an intimacy with God in the midst of our everyday, busy lives.

On-Line Retreat in Everyday Life: a 34 week retreat for everyday life that may be started at any time or according to a schedule that conforms to the Liturgical Year.

Weekly Guide to Daily Prayer – a brief look at the scripture readings each week and a guide for shaping our prayer in a personal way that interacts with the concrete events of our days.

Spirituality links: A collection of sites that deal with prayer reflection, and justice, as well as numerous other resources. The web address is: <http://www.creighton.edu/CollaborativeMinistry/online.html>

Degelman Center for Ignatian Spirituality - Serves as a resource in contemporary spirituality. By sharing the gifts of the Spiritual Exercises and Ignatian Spirituality through spiritual direction, retreats and workshops, the Degelman Center educates and serves students, faculty and staff for personal and corporate growth. Available are opportunities for Retreat in Daily Life (19th Annotation) and Individual Ongoing Spiritual Direction.

Institute for Latin American Concern (ILAC) – The ILAC Office is a part of Creighton's University Ministry Department and has partnered with the ILAC/CESI (Centro de Educacion para la Salud Integral) Center, a Dominican non-profit organization, in Santiago, Dominican Republic for over 30 years. Its purpose is to coordinate the groups of student and professional volunteers from the United States to building friendships across cultural, linguistic, and socioeconomic barriers as well as provide much needed services to Dominican and Haitian communities.

Creighton University has five different programs that students can become involved in during their time at Creighton. The oldest program is the Summer Healthcare Program in which nursing, pharmacy, medical and dental students and professionals from the respective disciplines, as well as undergraduates work together in inter-disciplinary teams to set up clinics in the rural communities for six weeks. The Semester Undergraduate Program is called "Encuentro Dominicano" (Dominican Encounter). Because this is a study abroad program, it is coordinated by the Office of International Programs.

The Occupational Therapy Program and Physical Therapy Program are an opportunity for students and supervising professionals to reside at ILAC/CESI Center for one month and provide care at various sites in Santiago. Day trips and immersion experiences into the Dominican culture allows participants the opportunity for greater understanding of the country and culture.

The Law Program is for Law students and graduate students from the Werner Institute. During the 10-day trip to the Dominican Republic, students learn about various human rights issues in a variety of contexts, including trips to the border of Haiti, Santo Domingo, as well as to a barrio in Santiago. The students also complete a one-day service project and have reflection and prayer in the Mission Chapel at the ILAC Center.

During the Water Quality Program, students spend three weeks visiting rural camps to analyze water samples and correct problems with water filters. Following the analysis, students return to the camp to explain the results and teach the Dominicans about the correct usage and maintenance of the water filters.

The ILAC Office also coordinates eight medical or surgical teams, including an OB-GYN team, a hernia team, and a Preventative Ophthalmology team, as well as Ears, Nose, Throat team from Boys Town. The teams conduct surgeries in the state-of-the-art surgical center at the ILAC/CESI Center.

The ILAC Office also facilitates various immersion and service-learning trips for high schools from around the United States. The ILAC Office is located in Room 262 in the Criss III Building. The phone number is 402-280-3179 or 1-800-343-3645. The website is <http://www2.creighton.edu/ministry/ilac/index.php>

Creighton University Retreat Center - An outreach of Creighton for the purpose of supporting the spiritual growth of the Creighton Community as well as the larger community in which it exists. A variety of retreats are offered throughout the year for students and special groups, Catholic and non-Catholic. The University's Retreat Center is located forty-five minutes from campus and provides a relaxing atmosphere for prayer, reflection, and dialogue, and a spacious conference center for groups of up to 75 people.

Veterans Services

Veterans and others eligible for educational benefits administered by the Veterans Administration are given assistance from the University Registrar in the proper and advantageous use of their benefits and transactions with the government. Contact the University Registrar at 280-2701.

STUDENT ACTIVITIES

Student Government

All fulltime undergraduate and professional students are voting members of the Creighton Students Union (CSU). Representation is based upon 1 (one) representative per 150 (one hundred fifty) students enrolled in each college or school of the University. The executive officers consist of four positions: President, Vice President for Student Affairs, Vice President for Finance, and Vice President for Programming. The CSU President and Vice President for Student Affairs run for office in a campus-wide election. Selection committees choose the Vice President for Finance and the Vice President for Programming.

This group of student leaders is responsible for allocation of student fees to student organizations. Additionally, CSU provides valuable student services and operates through ad hoc committees, Finance Committee and Program Board.

CSU meetings are open to all students and are held on a weekly basis. The Creighton Students Union offices are located on the second floor of the Student Center and can be contacted at 280-2724 or at csu@creighton.edu.

General Election – is held on the first Tuesday in November. The positions of President, Vice President for Student Affairs and representatives for the College of Arts and Sciences, the College of Business, and the School of Nursing are elected.

Candidates – must have a minimum cumulative 2.5 QPA or its equivalent in the Professional Schools. Candidates must not be on disciplinary probation to be eligible to run for a position.

Campaigning – commences two weeks prior to the General Election.

Campaigning Spending Limit – for an individual campaign, costs cannot exceed \$500, for an individual campaigning with another individual the total campaign costs for both candidates cannot exceed \$500, and for an individual campaigning for more than one position, the total campaign costs for both positions cannot exceed \$500.

All-University Committees - During the Spring of each year, CSU seeks applications from students to serve as representatives on the Presidential Committees for the upcoming year. The students are appointed to the following committees for a one-year term:

Athletic Board - Deals with concerns of inter-collegiate athletics.

Campus Planning Committee - Reviews current master plans annually and specific proposals for major renovations and additions to the campus facilities.

Committee on the Status of Women - Deals with women's issues as they relate to University policy.

Lectures, Films and Concerts - Funds a series of speakers and cultural performances.

Financial Advisory Committee - Works exclusively with University finances, including tuition, loans, etc.

Public Honors and Events - Decides University awards, honors, etc.

Student Discipline - Deals with disciplinary sanctions and enforcement of University regulations.

Student Life Policy - Formulates and proposes policies and programs in the areas of student groups, residence halls and off-campus student life, and all areas outside of academics that affect students.

In addition, CSU selects students to serve on the following committees: Reinert Alumni Memorial Library Board, the Skutt Student Center Advisory Committee and the Kiewit Fitness Center Advisory Committee.

Student Organizations

Student organizations are recognized as vehicles that increase a student's growth and leadership development. Creighton views student organizations as partners in the pursuit of this goal. These organizations provide students the opportunities to develop leadership skills, broaden social and professional perspectives, and contribute to the University and Omaha area. Through participation in these organizations, students are encouraged to share ideas, values, cultures, and activities with other members of the campus community.

Student Organization Requirements

- It is strongly encouraged that membership be open to all students without regard to race, color, national or ethnic origin, disability, sex, religion or sexual orientation. (Restricted membership may be granted if the organization provides adequate justification for this special status. Social fraternities and sororities may retain gender specific membership).
- All registered student organizations in good standing are eligible to apply for funding from Creighton Students Union except social fraternities and sororities.
- A moderator who is a faculty or staff member from Creighton University must agree to advise the organization.
- Officers, as defined by the organization's constitution, must be in good standing with the University (not on academic or disciplinary probation) at the time of their elections and throughout their terms in office. All officers must possess a 2.5 cumulative QPA or its equivalent to be eligible for office and maintain a minimum of 2.5 QPA or its equivalent while serving out their term. If an officer's cumulative QPA falls below the 2.5 minimum or its equivalent, he or she may be removed from office.
- As part of the initial application, the moderator and president must sign an agreement concerning compliance with any and all relevant University policies, procedures, rules, regulations and guidelines.
- Groups applying for registration must meet a need not presently met by any other organization or department on campus.
- The organization must live out the University mission and be consistent with values of the Catholic and Jesuit traditions in both purpose and practice.
- A registered group must contribute to the overall educational mission of the University. It must demonstrate that its activities will contribute to the advancement of social, moral, cultural, intellectual, physical, or spiritual development of its individual members and the University community.
- Creighton University does not necessarily endorse the views reflected and opinions expressed by student organization members or during their events. Student organizations must assume full responsibility for their members and the events they sponsor. Creighton University assumes no responsibility for student organizations.

Seeking registration takes time and forethought. A group must submit a constitution, mission statement, schedule of events, and completed application to be considered for registration as an organization. Once the Student Activities Office receives these materials, the "pending" organization has access to limited services while waiting for approval. The "pending" organization will be asked to meet with the Student Organization Review Committee (SORC), which meets twice per year.

The University extends certain privileges to each registered student organization. Along with those privileges come certain responsibilities that are expected of each organization. Please see "Responsibilities and Privileges", found on the Student Activities web page, for further details.

While the University respects the right of individual students and student organizations to express their ideas, it is understood that such expressions or views remain those of the individuals or organizations and are not to be construed as necessarily reflecting University opinion or as an endorsement by the University.

The University reserves the right to deny or withdraw official registration for any student group which (a) permits membership therein by persons who are not Creighton University students; (b) does not organize itself and conduct its activities in accordance with the provisions of this Handbook; or (c) has any purpose(s), aim(s), objective(s) and/or philosophy which, in the sole judgment of the University, is or are contrary to or inconsistent with the best interests of the University or the Credo, purposes, mission, or objectives of the University. Only student groups that are officially registered are permitted to use University facilities or services, to identify themselves in any way with the University, and to share in other privileges or support for which student groups registered by the University are eligible.

STUDENT DISCIPLINE

Code of Conduct

The Creighton University community is based on a Catholic, Jesuit tradition and is committed to supporting the intrinsic value of each human being. This tradition involves striving to create a human community influenced by the laws of justice and love, complete with respect and concern for all persons as children of God. The Creighton University community is dedicated to the promotion of values consistent with personal and academic excellence.

Choosing to join this community, whether as a student, faculty or staff obligates you to act in a manner that is consistent with these commitments. Joining the Creighton University community evidences your acceptance of these commitments and agreement to strive for their achievement. Commitment to living by these principles means that you will endeavor to:

1. **Act with professional, academic, and personal integrity.**

Consistent with this principle is conduct in accord with the academic honesty policy of the University, other University policies that foster a human community of justice, respect, and concern, and the code of ethics of your foreseen profession. This principle challenges you to shape a personal code of positive values, to live a healthy, balanced lifestyle, and to discover and embrace the responsibilities of your freedom, intelligence, and intrinsic worth.

Inconsistent with this principle are all forms of dishonesty, excuse-making, failure to take responsibility for your behavior, infidelity or disloyalty in personal relationships and violations of the code of ethics of your foreseen profession.

2. **Respect and promote the dignity of all persons.**

Consistent with this principle is growing in understanding of different cultures and groups, resolving conflicts fairly, appreciating peoples' differences, and seeking truths and values essential to human life and community. This principle challenges you to refrain from actions that threaten or discourage the freedom, personal safety, and respect that all individuals deserve.

Inconsistent with this principle are actions that compromise or demean the intrinsic worth of individuals or groups. All forms of racism, sexism, pornography, lewd behavior, harassment, discrimination, intimidation, taunting, insult, physical harm, and discrimination are inconsistent with this principle.

3. **Respect the policies and procedures of the Creighton University community and the rights of its members both on and off campus, as well as the just laws of the civic community and the rights of its members.**

Consistent with this principle is the affirmative support for equal rights and opportunities for all members of the Creighton University community, realizing that you are a member of a larger community, with a responsibility to understand diverse societal issues, and being a responsible participant of the civic and Creighton community.

Inconsistent with this principle are actions that are illegal and that violate another's right to move about freely and securely, to live and learn in a community where members are secure in their property and person, to express themselves appropriately, and to enjoy privacy.

4. **Support the personal, professional, academic, and vocational development of the members of the Creighton University Community.**

Consistent with this principle are actions that are compassionate and considerate of the needs and well being of others and that encourage the development of students' moral, spiritual, intellectual, emotional, personal, and vocational abilities.

Inconsistent with this principle are actions that are insensitive, inhospitable, spiteful, or which unjustly or arbitrarily inhibit another's ability to securely pursue goals in accord with the development of their abilities.

This Code of Conduct applies to all Creighton University students. All members of the Creighton University community are obligated to promote actions consistent with these principles, and to appropriately confront, challenge, and respond to actions that are inconsistent with this code.

Purpose of University Discipline

The education process at Creighton University is founded on Christian ideals and is committed to intellectual growth, the search for truth, and the development of such attributes as integrity, human dignity, and the concern for others.

The regulations set forth in this handbook and in other official University bulletins are essential to the University's educational purpose and the promotion of community life. The major emphasis of this disciplinary system is the education and development of the student and the protection of the rights of other members of the University community.

Obligations of a Student

By voluntary entrance into the Creighton University community, the student assumes obligations of performance and behavior, both on and off campus, reasonably imposed by the institution. These obligations are in addition to those imposed on all citizens by the civil and criminal law.

Inherent Authority

The standards and procedures set forth in this document are those the University normally applies to disciplinary matters. The University reserves the right to take necessary and appropriate action to protect the safety and well being of the campus and community. This includes the right to suspend or expel, or request the withdrawal of, a student at any time, with or without specific charge or hearing subject only to the student's right to request the University President to review the academic or academic-related disciplinary matters, and the student's right to request the Vice President for Student Services to review nonacademic misconduct disciplinary matters, as the case may be.

Student Discipline Procedures

All University students are members of both a particular college or school and the social body of all University students. With this in mind, the authority for adjudication of student disciplinary matters is delegated in two ways:

First, the Dean of the particular school or college and his or her staff has full authority regarding all academic and academic-related disciplinary matters and penalties with respect thereto. This is subject only to the provisions of this Handbook relating to appeals of such matters after the Dean has imposed a serious penalty (i.e., expulsion from the University, suspension or a request for withdrawal).

Second, the University Committee on Student Discipline has authority regarding all nonacademic disciplinary matters where it is anticipated that a student infraction may result in disciplinary probation, withdrawal, suspension and/or expulsion. The Integrity Council has authority regarding all nonacademic disciplinary matters where it is anticipated that a student infraction may result in a warning or disciplinary reprimand. This is subject only to the right of the student to appeal decisions of these committees as stated in the appeals process provided in this Handbook.

However, social conduct and discipline in certain professional groups may be so closely related to professional suitability as to make them inseparable. Therefore, the Vice President for Student Services may, on a case by case basis, delegate to the Academic Dean of the professional school the authority and responsibility for the nonacademic conduct and discipline of his or her students. Where such delegation occurs, the Academic Dean shall have full authority respecting nonacademic disciplinary matters and penalties with respect thereto regarding his/her students, subject only to applicable appeal procedures set forth herein. If a determination is made at this time, either by the Vice President for Student Services or the Academic Dean of the professional school of enrollment, that the misconduct, whether it is nonacademic or academic related, could in any way adversely affect patient or client interests, the student's status shall be altered to preclude any contact with patients or clients in the learning experience.

In no event shall the delegations described in the previous paragraphs, or the delineation of disciplinary authority or procedures in this Handbook, supersede the discretionary authority of the University President to decide or review disciplinary matters and impose serious or other penalties therein.

Students are accountable to both civil and University authorities for acts which constitute violations of law and this code. When a student has been apprehended for violations of local, state, or federal law, the University will not request or agree to special consideration for the individual because of his or her status as a student. The University will cooperate fully with law enforcement agencies and other agencies responsible for rehabilitation. On the other hand, because of the severely disruptive nature of many violations of this code, the University will normally not defer its proceedings while civil or criminal proceedings are in process. In addition, the University will not necessarily accept or be bound by the findings of civil or criminal proceedings in its proceedings.

In regard to this code, alleged misconduct by a student organization is handled in a manner similar to that used in addressing misconduct by individual students.

Withdrawal of a student from the University does not suspend, terminate or otherwise affect the prerogative of the University to at any time initiate, resume, or continue any disciplinary action or proceedings against a student for actions or events which occurred prior to the withdrawal.

Academic Honesty Policy

A student who engages in any of the following acts of academic or academic-related misconduct is subject to disciplinary procedures and sanctions as determined by the school or college in which he or she is enrolled. Academic or academic-related misconduct is defined to include but is not limited to:

1. Unauthorized collaboration or use of external information during examinations.
2. Plagiarizing or representing another's ideas as one's own.
3. Furnishing false academic information to the University.
4. Falsely obtaining, distributing, using, or receiving test materials.
5. Falsifying academic records.
6. Falsifying clinical reports or otherwise endangering the well-being of patients involved in the teaching process.
7. Misusing academic resources.
8. Defacing or tampering with library materials.
9. Obtaining or gaining unauthorized access to examinations or academic research materials.

10. Soliciting or offering unauthorized academic information or materials.
11. Improperly altering or inducing another to improperly alter any academic record.
12. Engaging in any conduct which is intended or reasonably likely to confer upon one's self or another unfair advantage or benefit respecting an academic matter.

Academic Disciplinary Procedures

The school or college in which the student is enrolled, in accordance with the procedures of the school or college of enrollment handles matters of academic misconduct. However, school or college of enrollment procedures relating to academic and academic-related misconduct disciplinary matters shall conform to the provisions of this Handbook pertaining to such matters. Academic disciplinary procedures differ from school to school. If the school or college of enrollment imposes a serious penalty (i.e., expulsion from the University, suspension or a request for withdrawal), the student shall have the right to appeal to the University President, subject to the provisions outlined below.

With the consent of the Dean and the student, matters of academic and academic-related misconduct **may be resolved informally and without right of appeal**. Such informal resolution shall be reached by the accused student and a University administrator or faculty member designated by the Dean.

Pending resolution of the matter and any permitted appeal regarding the matter, the student's status as a student remains unaltered except in cases where there are reasons relating to the physical or emotional welfare of the student or of others, or reasons involving the safety of persons or property.

Sanctions or penalties established by the school or college of enrollment may include but are not limited to reprimand, repetition of an examination or assignment under a different format, reduction of grade for an assignment, examination or course (including assignment of a failing grade, and/or suspension or expulsion from a course), and probation. Serious penalties are expulsion from the University, suspension, and a request for withdrawal.

In academic or academic-related misconduct disciplinary cases, the following provisions shall govern appeals:

- An appeal shall be allowed from a decision of the Dean of the school or college of enrollment only if the Dean imposes a serious penalty (i.e., **expulsion from the University, suspension, or a request for withdrawal**).
- In such cases, the affected student has the right to appeal to the University President; however, if the standards applicable to the accreditation of the school or college of enrollment require that the school or college have final authority for academic or academic related disciplinary matters, then an appeal to the University President regarding any such matter shall be heard only at the discretion of the University President.
- Both the "Intent to Appeal" form, available from the Dean and written appeal shall be delivered by the student to the office of the University President. The student shall also deliver copies thereof to the office of the Dean of the school or college of enrollment.
- In all other respects, such appeals shall be governed by the provisions, time limitations, grounds for appeal, and other conditions, limitations and procedures stated in the "Appeal Process", "Grounds for Appeal", and "Sanctions" sections under "Non-Academic Disciplinary Procedures."

Non-Academic Disciplinary Procedures

Preliminary Conferences - Where there is evidence that a student is in violation of a University nonacademic misconduct regulation, the student will be given the opportunity to discuss the matter with the Vice President for Student Services (or his or her designee), before the case is referred to the University Committee on Student Discipline or to the Integrity Council. If it is anticipated that a student infraction may result in disciplinary probation, withdrawal, suspension and/or expulsion, the student's case is presented to the University Committee on Student Discipline. If it is anticipated that a student infraction may result in a warning or a disciplinary reprimand, the student's case is presented to the Integrity Council. A student will receive written notification of the alleged violation and a date by which the Preliminary Conference must be held. If a student fails to schedule or attend their Preliminary Conference meeting, a hearing may be held in the student's absence.

Right to Private Decision - The student may have his/her case decided by an appropriate administrator (including but not limited to the Vice President for Student Services, the Associate or Assistant Vice President for Student Services, Assistant Director of the Center for Student Integrity, or Resident Director) when there is mutual consent between the student and the Vice President for Student Services or his/her designee. There is no appeal for this type of hearing.

Advisor - The student has the right to the assistance of an advisor, from within the University community, both in the preliminary conference and at the hearing of the University Committee on Student Discipline or the Integrity Council. The student's advisor may not be an attorney, except that an attorney employed by the Creighton University Law School may act as the advisor for a law student. Students are not permitted to bring Student Services staff (including Resident Advisors) as advisors. Obtaining an advisor is the student's responsibility.

Parent Notification - If it is anticipated that a student infraction may result in disciplinary probation, withdrawal, suspension and/or expulsion, the student's parent(s) may be notified if the student is a dependent of his/her parent (as defined by the federal government for income tax purposes). A student's parent(s) may also be notified if it has been determined that a student under the age of 21 has committed a violation of the University policy on drug and/or alcohol.

Temporary Disposition - Pending resolution of the matter and any permitted appeal regarding the matter, the student's status as a student remains unaltered except in cases where there are reasons relating to the physical or emotional welfare of the student or of others, or reasons involving the safety of persons or property.

The University Committee on Student Discipline

Purpose - The purpose of this committee shall be to conduct hearings on alleged infractions of University rules and recommend sanctions for individual(s) or group violations to the Vice President for Student Services. The hearing is not a formal process such as a civil or criminal trial but an educational endeavor, which deals with alleged disruptive behavior. Discipline in a university, by the very nature of the institution is educational, for that reason, formal rules of evidence shall not apply in disciplinary hearings.

Membership - The Vice President for Student Services will appoint the chairperson of the Committee on a case by case basis. The committee shall consist of the appointed chairperson, three faculty members and three students. The faculty are recommended by the Faculty Council and appointed by the President of the University for terms of three years. These members shall be elected from at least two Schools or Colleges. Six alternate members shall be elected by the faculty for three-year terms at staggered intervals. No College or School shall be represented by more than two alternates. Deans, University Officers, Chairs, Division Heads, Directors of Centers and Institutes, and non-tenured faculty are not eligible for elections. The students, one graduate or professional student, one male undergraduate and one female undergraduate are recommended by the Creighton Students Union and appointed by the President of the University from the student body at large for a term of one year. Six alternate students shall also be selected for one academic year—two graduate or professional students, two male undergraduate students, and two female undergraduate students.

Voting - A quorum of four (4) Committee members or three (3) members and the chairperson is required to hear cases. All issues, findings, or sanctions in a case will be decided by majority vote of the quorum. The chairperson will vote in case of a tie and, as stated above, if necessary to obtain a quorum. The Committee's determination shall be made on the basis of whether it is more likely than not that the accused is responsible for committing the alleged offense.

Conflict of Interest – If the case of any student is referred to the Committee with whom any member of the Committee has an actual or perceived conflict of interest, the Committee member may ask that member to excuse themselves in accordance with this section and shall not have access to any of the materials for the case from which they are excused.

Procedures of Student Discipline Committee Hearings

The accused receives advance written notice of the charges, time, date, and place of the hearing. The accused and their advisor will be allowed the opportunity to review and respond to any materials or evidence that will be presented at the hearing.

The accuser may review materials or evidence that will be presented at the hearing 48 hours in advance and must review the materials in the Student Services Suite. The materials and evidence must stay in the Student Services Suite and may not be photocopied or taken outside of the Suite.

The accused student is advised prior to the hearing that he/she may bring another member of the University community with him/her as an advisor but that the student is expected to present the case in his/her own words. The student should advise the chairperson of the Committee at least 24 hours prior to the hearing date if he/she will be accompanied by an advisor at the hearing. Attendance at disciplinary hearings will be limited to the student(s), his/her advisor, the University Judicial Officer investigating the alleged misconduct, chairperson and appointed members of the Committee. The student may bring one of his/her parents or a legal guardian to the hearing, and the student should advise the chairperson of the Committee at least 24 hours prior to the hearing date if he/she will be accompanied by a parent or a legal guardian at the hearing. The parent(s) or legal guardian may only observe at the hearing. They are not allowed to ask questions or make any comments. They are not permitted to act as the student's advisor, nor are they permitted to act as a witness for the student. Only committee members are allowed to be present during the Committee's deliberations. The University Judicial Officer may be consulted by the Committee when considering sanctions.

The accuser and accused have the right to ask questions of each other, but the questions will be written in advance and reviewed by the chairperson of the Committee at least 24 hours in advance prior to the hearing date. If the accused or accuser has additional questions, it is up to the discretion of the chairperson if further questions will be allowed during the hearing.

Any party to the proceedings may request the privilege of presenting witnesses. It is the responsibility of the accuser and accused to contact his/her witnesses request their attendance at the hearing and notify the chairperson of the Committee at least 24 hours prior to the hearing date. The chairperson may also contact witnesses to appear before the Committee.

The Committee may ask questions of any witness.

1. The student accused has the right to know the names of and confront all witnesses except in situations as described in Procedures Pertaining to Anonymity.

2. Written or oral statements or positions regarding the alleged offense and/or recommendations for sanction regarding the alleged offense may be submitted in advance of or at the hearing by the student or by others having relevant information about the circumstances or seriousness of the alleged offense.

3. All decisions of the University Committee on Student Discipline are subject to the approval of the Vice President for Student Services. Once approved, an administrative officer of the University will give the written decision to the student.

4. Normally all disciplinary matters and their outcomes are confidential. However, the Higher Education Amendments of 1992 require the disclosure of the results of any disciplinary hearing alleging sexual assault to the victim.

Procedures Pertaining to Anonymity in hearings before the committee on student discipline

Anonymity will be granted a) when there is reasonable cause to believe that the physical or psychological welfare of the witness is in jeopardy; or b) the witness would be subject to harassment. Upon request of the witness, the University Judicial Officer will thoroughly investigate the incident and make a recommendation on the granting of anonymity, subject to the concurrence and approval of the Vice President for Student Services and the chairperson of the Committee. Any statements of an anonymous witness will be given to the accused student prior to the hearing. The accused student may then challenge the statement and present questions to be answered by the anonymous person in a manner to be determined by the chairperson of the Committee.

Appeal Process from decisions of the committee on student discipline

A student who wishes to appeal the decision of the University Committee on Student Discipline must file an Intent to Appeal form in the Office of Student Services within one working day after learning the Committee decision. The student will then be permitted up to three working days to prepare and hand deliver a written appeal with the student's signature to the Vice President for Student Services. Pending the response to the appeal, the student's status as a student will remain unaltered except in cases where there are reasons relating to the emotional or physical welfare of the student or of others, or reasons involving the safety of persons or property. The Vice President for Student Services will respond to the appeal in writing. The decision of the Vice President is final.

The appeal process described in the preceding paragraph, and the grounds for appeal described in the following paragraphs, shall also apply respecting nonacademic misconduct disciplinary matters initially handled by the Academic Dean of a professional school pursuant to delegation to such Dean by the Vice President for Student Services.

Grounds for Appeal

The student may appeal only on the following grounds:

- 1) Procedural due process
- 2) Absence of sufficient evidence to support the decision
- 3) Submission of new evidence.

PLEASE NOTE: The severity of the sanction is not considered an acceptable reason to appeal.

An appeal shall not be considered to have been filed properly or timely unless it is specific. Letters must be complete enough so that a personal appearance will not be necessary. A letter, which merely lists the grounds of appeal without concern for the individual case at hand, may be dismissed as frivolous.

GREEK STANDARDS BOARD

The Greek Standards Board is approved by the Vice President for Student Services and may be granted authority to adjudicate specific types of cases involving Greek organizations. The Board is advised by the Greek Advisor and consists eight representatives (five primary voting and three alternates) with representatives from Panhellenic Council chapters, Interfraternity Council chapters, and representatives from multicultural Greek organizations (only if applications are received from these organizations) the Vice President of Judicial Affairs for the Interfraternity Council, and the Vice President of Judicial Affairs for the Panhellenic Council. The board may hear certain disciplinary cases involving Greek organizations at the request of the Advisor and with the approval of the Assistant Director of the Center for Student Integrity in lieu of a Private Decision. The Greek organization retains the right of a Preliminary Conference in advance of a hearing before the Greek Standards Board.

Sanctions

Sanctions for violations of non-academic disciplinary regulations for students consist of:

Expulsion - The permanent separation of the student from the University. The student will be barred from University premises.

Suspension - The separation of the student from the University for a specified period of time. The student may not participate in any University sponsored activity and may be barred from University premises. During the period of his/her suspension from the University, a student normally may not advance toward a Creighton degree at another institution. Reinstatement after disciplinary suspension requires the approval of the Vice President for Student Services.

Disciplinary Removal from University Residence Halls - The student will be required to leave University residence halls and will forfeit any prepaid housing fees. A notice will be placed in the file and will remain part of the disciplinary file until one year following graduation. The student will be barred from residence halls and will be notified that any further violations of University rules and regulations will in all likelihood result in suspension or expulsion.

Disciplinary Probation - The student will be served notice that his/her behavior violates the University's Code of Conduct. He/she may be barred from participation in all or designated co-curricular activities and may be subject to other sanctions. He/she will be notified that any further violations of University rules and regulations will in all likelihood result in suspension or expulsion.

Disciplinary Reprimand - The student is warned that his/her conduct is in violation of University rules and regulations and that further misconduct may be treated more severely.

Restitution - The student is required to make payment to the University, other persons, groups, or organizations for damages that result from violations of conduct regulations.

Service/Work Project - The student will be assigned to complete a specified community service or work project as outlined in a community service/work agreement.

Fines - The student will be required to pay a specified monetary fine to the University within a specified period of time.

Denial of Access or Restriction of Access to a University Building or Facility - The student will be denied access or allowed only restricted access to a specific building or facility for a stated period of time.

Referral for Prosecution - Where reasonable cause exists to believe a student has violated local, state or federal criminal laws — and especially where violations of laws relating to unlawful possession, use or distribution of illicit drugs or alcohol occurred on University property or in the course of any University activities — the matter may be referred to civil authorities for prosecution.

Other Sanctions - Other sanctions which are intended to engage the student in a positive learning experience related to the student's inappropriate behavior may be imposed by the University Committee on Student Discipline, Peer Review or Greek Standards Boards, or a hearing officer. These sanctions may include, but are not limited to, engaging in a campus or community service project, attending or presenting a program related to implications of the student's conduct, writing a paper, or engaging in some type of personal assessment or counseling.

In determining sanctions for violations of University rules and regulations, the sanctioning person or entity will consider such factors as present attitude; past record, both positive and negative; the severity of the damage, injury, harm, or disruption done or the potential for such; the individual's honesty, cooperation, and willingness to make amends; and other factors deemed material. A sanction or a combination of sanctions from among those stated above may be imposed.

Sanctions for violations of non-academic disciplinary regulations for student organizations consist of:

Expulsion - The permanent separation of the student from the University. The student organization will be barred from University premises.

Suspension - The separation of the student organization from the University for a specified period of time. The student organization may not participate in any University sponsored activity and may be barred from University premises. Reinstatement after disciplinary suspension requires the approval of the Vice President for Student Services.

Disciplinary Probation - The student organization will be served notice that its behavior violates the University's Code of Conduct. The organization may be barred from participation in all or designated co-curricular activities and may be subject to other sanctions. The organization will be notified that any further violations of University rules and regulations will in all likelihood result in suspension or expulsion.

Social Probation - The student organization will be served notice that the behavior of its membership violates the University's Code of Conduct. The group is restricted from planning and/or participating in social activities and may be subject to other sanctions. The organization will be notified that any further violations of University rules and regulations will in all likelihood result in the suspension or expulsion of the organization.

Disciplinary Reprimand - The student organization is warned that its conduct is in violation of University rules and regulations and that further misconduct may be treated more severely.

Restitution - The student organization is required to make payment to the University, other persons, groups, or organizations for damages that result from violations of conduct regulations.

Service/Work Project - The student organization will be assigned to complete a specified community service or work project as outlined in a community service/work agreement.

Fines - The student organization will be required to pay a specified monetary fine to the University within a specified period of time.

Denial of Access or Restriction of Access to a University Building or Facility - The student organization will be denied access or allowed only restricted access to a specific building or facility for a stated period of time.

Referral for Prosecution - Where reasonable cause exists to believe a student organization has violated local, state or federal criminal laws — and especially where violations of laws relating to unlawful possession, use or distribution of illicit drugs or alcohol occurred on University property or in the course of any University activities — the matter may be referred to civil authorities for prosecution.

Other Sanctions - Other sanctions which are intended to engage the student organization in a positive learning experience related to the organization's inappropriate behavior may be imposed by the University Committee on

Student Discipline, a Peer Review Board, Greek Standards Boards, or a hearing officer. These sanctions may include, but are not limited to, engaging in a campus or community service project, attending or presenting a program related to implications of the organization's conduct, or review of the organization's membership.

In determining sanctions for violations of University rules and regulations, the sanctioning person or entity will consider such factors as attitude of the organization's officers; past record, both positive and negative; the severity of the damage, injury, harm, or disruption done or the potential for such; the organization's honesty, cooperation, and willingness to make amends; and other factors deemed material. A sanction or a combination of sanctions from among those stated above may be imposed.

Student Conduct Policy

Any student who engages in any acts of non-academic misconduct, including but not limited to the following, is subject to University disciplinary action, as set forth in Non-Academic Disciplinary Procedures section of this Handbook:

1. Conduct on or off campus which reflects poorly on Creighton University, or other conduct prejudicial to the best interests of the University or other students.
2. Intentionally or recklessly causing physical harm or the reasonable apprehension of physical harm to any person, including oneself.
3. The use or possession of objects perceived to inflict harm (i.e., toy guns, etc.).
4. Setting or fueling a fire.
5. Unauthorized use, possession, or storage of any weapon, where weapon is defined to mean any object substance designed to inflict a wound, cause injury or incapacitate, including but not limited to all firearms, BB, potato and pellet guns, and knives (with blades three and one-half (3 ½) or more inches in length).
6. Intentionally, negligently or recklessly initiating or causing to be initiated any false report, warning, or threat of fire, explosion, or other emergency.
7. Intentionally, negligently or recklessly damaging or misusing security or fire safety equipment.
8. Intentionally, negligently, or recklessly destroying, damaging or defacing University or private property.
9. Theft of property or services or possession of known stolen property.
10. Unauthorized access, destruction of, or interference with computer programs, computer databases, computer files, or computerized information stored in University computer systems.
11. Intentionally harassing any person in such a way as to interfere with that person's personal or academic pursuits; creating a hostile, abusive, coercive or intimidating environment; and/or slander or defaming another person's character.
12. Use, possession, or manufacture of fireworks, explosives, or any substance or device designed to injure others, damage property, or interfere with University activities.
13. Intentionally or substantially interfering with others freedom of expression.
14. Unlawful possession, use or distribution of alcohol or alcohol paraphernalia. Voluntarily being present in any room or place on campus with knowledge that any alcohol is being possessed, sold distributed, or used therein, will be deemed "possession" of such substance in the absence of a satisfactory explanation (for complete University Policy see pages 30 – 34 of this Handbook).
15. Unlawful possession, use, or distribution of illicit drugs or drug paraphernalia. Voluntarily being present in any room or place with knowledge that any illegal drugs are being possessed, sold, distributed, or used therein, will be deemed "possession" of such substance in the absence of a satisfactory explanation (for complete University Policy see page 35 of this Handbook).
16. Intentionally furnishing false information to any member of the University.
17. Forgery, unauthorized alteration, or unauthorized use of any University document or any instrument of identification.
18. Interference with or failure to comply with the directions of University officials acting in performance of their duties.
19. Violating the terms of any disciplinary sanction imposed in accordance with this code.
20. Unauthorized possession, use, or fabrication of University keys.
21. Intentionally or recklessly interfering with University sponsored activities.
22. Soliciting or offering funds or favors to obtain or furnish unauthorized information or material.
23. Unlawful gambling.
24. Trespass or unauthorized entry into any building, space, or facility.
25. Noisy or disruptive behavior which interferes with the personal or academic pursuits of others.
26. Throwing, dropping, or causing any object to fall from a building.
27. Knowingly, freely, or negligently allowing violations of University rules and regulations to take place.
28. Improperly disposing of trash or littering.
29. Any unlawful or criminal act, violations of city, state or federal law.
30. Violating published or otherwise existing University rules, regulations, or policies including but not limited to provisions of this Handbook, other University publications and residence hall rules and regulations.

Psychological Emergencies, Voluntary and Involuntary Withdrawals

In some instances, a student's conduct, actions or statements may lead to a reasonable belief that the student is a substantial risk to the health or safety of himself/herself or others, or the student may lack the ability to safely participate in the University community. In such cases, the University will take action which considers the welfare of the individual student and the University community, which may include requiring the student to obtain professional evaluation and treatment, communicating with the student's parents, voluntary or involuntary withdrawals from the University, or other actions as may be necessary in the circumstances.

If the student resides in University housing and his or her conduct, actions or statements lead to a reasonable belief that the student is a substantial risk to the health or safety of himself/herself or others or the student is disrupting the ability of other students to live peacefully and conduct their studies, the University will take action which considers the welfare of the individual student and the University community. Such actions may include requiring that the student obtain professional evaluation and treatment, assigning the student to other housing arrangements, communicating with the student's parents, voluntary or involuntary withdrawals from the University, or other actions as may be necessary in the circumstances. If the issues are not resolved to the point where the student can safely resume living in University housing, the student may be restricted from living in University housing. A student who disagrees with the University's decision to involuntarily withdraw the student from the University may file a complaint under University Policy 2.2.3 in the University Guide to Policies.

Discipline Record Check Policy

Students who inquire about their Creighton University discipline history should make a written request to the Assistant Vice President for Student Life. A written summary will be provided to the student within 10 business days. Students requesting to view their discipline records must follow the procedures outlined in the Confidentiality of Records section of the Handbook (pp. 15 – 16). You may also request a summary of your history by visiting the CSI website at <http://www.creighton.edu/studentservices/centerforstudentintegrity/index.php>

UNIVERSITY POLICIES

Affirmative Action Policy

Creighton admits qualified students without regard to race, color, national or ethnic origin, handicap, sex, religion, or status as a disabled veteran or veteran of the Vietnam era. Its education and employment policies, scholarship and loan programs, and other programs and activities, are administered without any such discrimination. The University Affirmative Action Director has been delegated the responsibility for coordination of the University's Equal Rights efforts.

Alcohol and the Creighton Student

Creighton University recognizes that alcohol is a major influence on today's college campus and that it has a responsibility to educate students and their families on University expectations regarding alcohol. Furthermore, Creighton recognizes that it must go beyond simply informing student and their families about the legal consequences resulting from alcohol use, as Creighton's response must also address the social realities of our students while continuing to promote and educate students about the benefits of living a healthy lifestyle. The following details Creighton's approach to alcohol education, the effects of alcohol on the human body, and the University's alcohol policies.

Creighton's Approach to Alcohol Education

As is mentioned later in this section, Creighton's alcohol policies are straightforward and enforce state and federal law. It is the University's educational position, however, that calls for a response to alcohol education that goes beyond legal consequences. At Creighton, we believe the response to alcohol education must also meet the health and wellness needs of our students, while also taking into account the decisions they may choose to make as a result of their need to socialize.

Creighton University expects its students to abandon high-risk drinking. Creighton's approach to alcohol education, entitled "**Blue Zone: Zero to Three.**" The **Blue Zone** is defined as the following:

ZERO drinks if underage, driving, pregnant or on medication.
Never more than **THREE** drinks on any one occasion.
And remember never have more than ONE drink in an hour!

Creighton University defines one (1) drink as: a 12 oz beer, a 5 oz glass of wine, or a 1.25 oz shot of liquor, either straight or mixed. This definition is consistent with the guidelines from the National Institute for Alcoholism and Alcohol Abuse. (Available at <http://www.niaaa.nih.gov>)

This educational approach to alcohol is Creighton's way of setting up students for success with the choices they are beginning to make as young adults. It is also an approach that challenges students to remember their responsibility to themselves and their own personal health as well as to the greater community.

Alcohol and the Body

Every person reacts differently to alcohol; some people are affected only slightly and others severely. Alcohol is a central nervous system depressant, which means the brain and spinal cord are affected and react more slowly when there is alcohol in a person's system. The more alcohol in the system, the more depressed is the central nervous system, and the greater effect. There are increased incidence of falls, accidents, vandalism, destruction of property, arguments, fights, acquaintance rape, other violence and risk-taking behavior when a person is under the influence of alcohol. There is diminished performance for 24-72 hours after having had too much to drink because of the by-products produced from the metabolism of alcohol.

Some people are more susceptible to becoming addicted to alcohol than are others. This addiction is more likely to occur if a person drinks alcohol regularly at a young age (before 18) and/or if a parent, grandparent, aunt, uncle,

brother or sister has a history of alcohol abuse. There is, as yet, no way to know who is most susceptible to developing alcoholism or any other adverse health effects from alcohol.

Creighton University's Alcohol Policies:

Creighton University defines misuse or abuse of alcohol as:

"Any alcohol-related behavior that adversely affects a person's life in regard to physical health, feelings of self-esteem, personal or family relationships, educational and occupational goals, or one's standing in regard to local, state or federal laws".

The University is committed to developing and sustaining University wide health norms to facilitate preventing problems related to drinking, providing resources for intervention and assistance, and maintaining a safe environment free of coercion for those who choose not to drink.

Thus, it is the position of Creighton University to promote informed choices about the responsible use of alcohol on its campus by all members of the community. Since it is important that people be aware of their responsibilities and University expectations, the following guidelines are set forth.

CARE (Creighton Alcohol Recovery and Education):

To assist students in an understanding of the impact alcohol can have on their lives, CARE is a program implemented to care for intoxicated students who could be in danger of hurting themselves or others. It provides students with proper medical attention and a safe environment in which to recover.

CARE Standard Operating Procedures for Intoxicated Students:

1. A student is identified as potentially being intoxicated by demonstrating impaired judgment, impaired reactions, decreased coordination or unresponsiveness.
2. A medical assessment and field sobriety tests are administered.
3. The student is transported to CUMC if determined appropriate by the medical assessment.
4. Parents are notified.
5. Student is assessed by a CUMC physician to determine course of action. At risk students are hospitalized or placed in CARE where they will be monitored by nursing staff and provided with fluids and food.
6. Student is released from CUMC with the approval of a CUMC physician. If the student is an on-campus resident, the Resident Director on Duty is notified.
7. The incident is documented and referred for disciplinary action, which normally results in a student status of disciplinary probation, withdrawal, suspension or expulsion; \$250 restitution fee; and educational sanctions.
8. If the student fails to comply with CARE Standard Operating Procedures the student may be immediately suspended or expelled from the University.

Opportunities: CARE Alternative Course - In response to concerns that students who have been to CARE face severe and long-lasting disciplinary consequences, the Center for Student Integrity has developed Opportunities: CARE Alternative Course. This program is an option for students who are compliant with University officials during the documentation of their CARE incident. Any student who is in failure to comply during an incident is not eligible for the program. Any student who has previously been to CARE is not eligible for the program. For more information, contact the Center for Student Integrity.

On-Campus Alcohol Use:

1. Prior approval must be obtained from the Vice President for Student Services (or his/her designee) for any activity where alcohol is present. It will be necessary to complete and adhere to an alcohol contract obtainable from the Student Activities Office.
2. Any sponsoring organization or group which serves alcohol at their events must use trained servers from University Dining Service. Students must present a valid ID and their student ID.
3. Sponsoring organizations or groups assume responsibility for their social events. This responsibility includes insuring that only those of legal drinking age possess and/or consume alcoholic beverages, refusing to serve people who appear, act, or behave in an intoxicated manner; providing sufficient quantities of non-alcoholic beverages as dictated by the event and the crowd; and, finally, providing sufficient quantities of food throughout the event. In addition, the group has the responsibility of restricting alcohol to the designated area.
4. Advertisement for any event on campus shall be in good taste and conform to the posting policy. Those events involving alcohol shall conform to the "Creighton University Guidelines for Promotion of Events Where Alcohol Will Be Served".
5. Public advertising or open access to social events where alcoholic beverages are being served are not in the best interest of the sponsoring group or of Creighton University. Therefore, any event open to the general public will not be given permission to serve alcohol.
6. For those on-campus social events where students are present and alcoholic beverages are being served, Public Safety personnel shall be notified of the event by the sponsoring group or organization to determine whether or not an officer should be present. The sponsoring group is responsible for any expenses that might result.

7. Residents of the residence halls, if of legal drinking age, may possess alcohol within the confines of their room or apartment but may not use/consume it when minors are present.
8. Residents of the residence halls may not be a common source of alcohol for other residents or guests. A common source of alcohol is considered to be the equivalent of more than on 30-pack (30 12-ounce bottles or cans) of beer or malt liquor, more than 1.5 liters of wine, more than 750ml of liquor, or any combination of alcoholic beverages with a total amount that exceeds the quantities listed above. Kegs, beer balls and boxed wine are also considered common sources. Permission for special occasions may be sought from the Vice President for Student Services.
9. Consuming or possessing open containers of alcoholic beverages is prohibited in hallways, bathrooms, stairwells, general lounges, lobbies, study rooms, and all public areas.
10. Billy Blues Alumni Grill is an on-campus restaurant in the Mike and Josie Harper Center for Student Life and Learning that serves alcohol. Any student under the legal drinking age attempting to purchase alcohol or consuming alcohol in the Alumni Grill will be suspended immediately from the University.

Off-Campus Alcohol Use:

1. Student organizations holding off-campus events where alcohol is present are responsible for full compliance with the appropriate state law. In those rare cases where a student organization would fail to accept or assume responsibility, the officers of the organization will be held accountable for behavior of their members and their invited guests.
2. Greek organizations governed by Interfraternity and Panhellenic Councils have implemented specific alcohol guidelines that must be adhered to by Greek organizations.

Violations

1. Violations of the Alcohol Policy will be referred to the Office of the Vice President for Student Services for the appropriate action.
2. Violations of the policy will be subject but not limited to:
 - a. suspension of "alcohol use" privileges.
 - b. fines
 - c. referral for evaluation (in case of individuals) of possible drinking related problems.
 - d. suspension of University approval for the sponsoring organization or group.
 - e. other University disciplinary action.

Douglas County (Omaha) and Nebraska State Laws Regarding Alcohol

1. No person shall sell, give away, dispose of, exchange, or deliver, or permit that sale, gift, or procuring of any alcoholic liquors, to any person under the age of twenty-one. Any person violating this law is guilty of a Class I misdemeanor.
2. No one under the age of twenty-one shall obtain, or attempt to obtain, alcoholic liquor by misrepresentation of age. Any person violating this law is guilty of a Class III misdemeanor.
3. No one under the age of twenty-one may sell or dispense or have in his or her possession or physical control any alcoholic liquor in any tavern or in any other place **including public streets, alleys, roads, highways, or inside any vehicle**. Any person violating this law is guilty of a Class III misdemeanor.
4. Any person who knowingly manufactures, creates, alters any form of identification for the purpose of sale or delivery of such form of identification to a person under the age of twenty-one shall be guilty of (a) a Class III misdemeanor for the first such offense and (b) a Class II misdemeanor for any second or subsequent offense. Forms of identification are defined as any card, paper, or legal document that may be used to establish the age of the person named thereon for the purpose of purchasing alcoholic liquors.

Guidelines for the promotion of events where alcohol will be served

1. Marketing programs specifically targeted for students on campus must conform to the Creighton University code of student conduct and must avoid demeaning sexual, racial, or other discriminatory references.
2. Promotion materials must neither encourage any form of alcohol abuse nor make reference to the amount of alcoholic beverage (such as the number of beer kegs available or expressions like "all you can drink.")
3. Alcoholic beverages (such as kegs or cases of beer) must not be provided as free awards to individual students or campus organizations.
4. No uncontrolled sampling as part of campus marketing programs shall be permitted and no sampling, or other promotional activities, shall include "drinking contests."
5. Where controlled sampling is allowed by law and institutional policy, it must be limited as to time and quantity. Principles of good hosting must be observed including availability of alternative beverages, food, and planned programs. The consumption of alcohol must not be the sole purpose of any promotional activity.
6. Promotional activities must not be associated with otherwise existing campus events or programs without the prior knowledge and consent of the Assistant Dean of Students Office.
7. Display or availability of promotional materials must follow the poster policy developed by Creighton University. All marketing programs must have educational value and subscribe to the philosophy of responsible and legal use of the products represented. All promotional materials will include the following language "Alcohol will only be available to those of age and with proper photo identification."

8. Alcohol advertising on campus or institutional media, including that which promotes events as well as product advertising, must not portray drinking as a solution to personal or academic problems of students or as necessary to social, sexual, or academic success.
9. Advertising and other promotional campus activities must not associate the consumption of alcohol with the performance of tasks that require skilled reactions such as the operation of motor vehicles or machinery.
10. Local off-campus promotional activities, primarily directed to students, must be developed in cooperation with the Associate Dean of Students.

Guidelines for the promotion of events where alcohol will be served

1. Marketing programs specifically targeted for students on campus must conform to the Creighton University code of student conduct and must avoid demeaning sexual, racial, or other discriminatory references.
2. Promotion materials must neither encourage any form of alcohol abuse nor make reference to the amount of alcoholic beverage (such as the number of beer kegs available or expressions like "all you can drink.")
3. Alcoholic beverages (such as kegs or cases of beer) must not be provided as free awards to individual students or campus organizations.
4. No uncontrolled sampling as part of campus marketing programs shall be permitted and no sampling, or other promotional activities, shall include "drinking contests."
5. Where controlled sampling is allowed by law and institutional policy, it must be limited as to time and quantity. Principles of good hosting must be observed including availability of alternative beverages, food, and planned programs. The consumption of alcohol must not be the sole purpose of any promotional activity.
6. Promotional activities must not be associated with otherwise existing campus events or programs without the prior knowledge and consent of the Assistant Dean of Students Office.
7. Display or availability of promotional materials must follow the poster policy developed by Creighton University. All marketing programs must have educational value and subscribe to the philosophy of responsible and legal use of the products represented. All promotional materials will include the following language "Alcohol will only be available to those of age and with proper photo identification."
8. Alcohol advertising on campus or institutional media, including that which promotes events as well as product advertising, must not portray drinking as a solution to personal or academic problems of students or as necessary to social, sexual, or academic success.
9. Advertising and other promotional campus activities must not associate the consumption of alcohol with the performance of tasks that require skilled reactions such as the operation of motor vehicles or machinery.
10. Local off-campus promotional activities, primarily directed to students, must be developed in cooperation with the Associate Dean of Students.

Communicable Diseases

Creighton University strives to provide a campus environment that promotes good health, reserves the right to require specific immunization information of students, faculty, and staff and expects that each person will comply with immunization policy requirements, methods of preventing non-vaccine preventable diseases, as well as any infectious disease control programs developed at Creighton University. Noncompliance will result in exclusion from University activities and/or employment. The University will provide education to members of the University community to promote a healthy campus environment and to help prevent the transmission of communicable diseases. For more information, please refer to the University's Policy entitled Control of Infectious Diseases, 2.2.16.

Drug Use

Health Effects

Every person reacts differently to drugs; some people are affected only slightly and others are severely affected. There is no completely safe drug. Illicit drugs can be harmful to health for two reasons: the effect of the drug itself and the effect of by-products, which result from processing the illicit drug.

Almost all illicit drugs are used to change a person's mood, or the way s/he feels. Any drug that changes mood does so by affecting the central nervous system and changing its ability to react normally. For example, stimulants make the central nervous system overactive while narcotics and depressants decrease its ability to react.

Illicit drugs also carry a high risk of psychological or physical dependence, i.e., the user starts to count on the drug to regulate his/her mood, and is unable to perform routine activities without using the drug. When the body develops tolerance for and dependence on a drug, then physical dependence (addiction) is the result. The body is unable to function without an adequate supply of the drug, and will have withdrawal symptoms when the supply is not adequate. Withdrawal may be as minor as discomfort (headache, restlessness and irritability) or result in major symptoms such as grand mal seizures, coma, and death.

There is no certain way to know who is most likely to develop dependence, but it is known that people who have developed dependence on alcohol or have family members who are dependent on alcohol or drugs are at greater risk. Those who are frequently depressed, have suicidal thoughts, have had hallucinations or delusions should avoid street drugs because using them could make the illness worse, or cause a relapse.

Creighton Policy

As an academic institution, Creighton University's goal is to alleviate the problem of illegal drug use, preferably in a manner that educates rather than one that punishes. However, Creighton community members are subject to the

same local, state and federal laws that govern all citizens, including those laws that concern the use, sale and possession of drugs. Therefore, persons engaging in such illegal actions will be subject to disciplinary procedure up to and including suspension and expulsion. Individuals cannot be protected by the University from the possible additional legal consequences of their acts.

The University policy concerning illegal drugs is as follows:

1. Creighton University considers the use, possession, cultivation, sale, distribution or transfer of any unlawful drug, including marijuana, unacceptable behavior that is incompatible with the educational goals of the university.
2. Students are considered to be responsible adult citizens, and as such, are subject to civil law. In accordance with federal as well as state and local laws, the illegal use, possession, cultivation, sale, distribution or transfer of any drug, narcotic, or hallucinogenic substance including marijuana is strictly prohibited on University property.
3. Knowledgeable association in an environment where illegal substances are being used constitutes grounds for disciplinary action.
4. Misconduct resulting from the illegal possession, consumption, sale or transfer of drugs or narcotics renders the person subject to action ranging from rehabilitation, probation, dismissal from the residence halls, up to and including suspension or dismissal from the University.
5. The University's disposition of individual cases does not preclude criminal prosecution in accordance with federal and/or state laws. Due process guaranteeing fundamental fairness, as determined by the University community, shall be adhered to in the treatment of these matters.

Douglas County (Omaha) and Nebraska State Laws Regarding Controlled Substances

1. It is unlawful to knowingly or intentionally: (a) Manufacture, distribute, deliver, dispense, or possess with intent to manufacture, distribute, deliver, or dispense a controlled substance; or (b) to create, distribute, or possess with intent to distribute a counterfeit controlled substance.
2. A person knowingly or intentionally possessing a controlled substance, except marijuana, shall be guilty of a Class IV felony.
3. Any person who violated subsection (1) with respect to cocaine or any mixture or substance containing a detectable amount of cocaine in a quantity of:
 - a. 7 or more ounces shall be guilty of a Class IC felony;
 - b. At least 1 ounce but less than 7 ounces shall be guilty of a Class ID felony.
4. Any person who violated subsection (1) with respect to base cocaine (crack) or any mixture or substance containing a detectable amount of base cocaine in a quantity of:
 - a. 28 grams or more shall be guilty of a Class IC felony;
 - b. At least 10 grams but less than 28 grams shall be guilty of a Class ID felony.
5. Any person knowingly or intentionally possessing marijuana weighing more than one ounce but not more than one pound shall be guilty of a Class IIIA misdemeanor.
6. Any person knowingly or intentionally possessing marijuana weighing more than one pound shall be guilty of a Class IV felony.
7. Any person knowingly or intentionally possessing marijuana weighing one ounce or less shall:
 - a. For the first offense, be guilty of an infraction, receive a citation, be fined \$100, and be assigned to a drug abuse course;
 - b. For the second offense, be guilty of a Class IV misdemeanor, receive a citation, and be fined \$200 and may be imprisoned not to exceed 5 days;
 - c. For the third and all subsequent offenses, be guilty of a Class IIIA misdemeanor, receive a citation, be fined \$300, and be imprisoned for 7 days.

It is unlawful for any person to be under the influence of any controlled substance for a purpose other than the treatment of a sickness or injury as prescribed or administered by a person duly authorized by law to treat sick and injured human beings. In a prosecution under this subdivision, it shall not be necessary for the state to prove that the accused was under the influence of any specific controlled substance, but it shall be sufficient for a conviction under this subdivision for the state to prove that the accused was under the influence of some controlled substance by proving that the accused did manifest physical or physiological symptoms or reactions caused by the use of any controlled substance. Any person who violated this section shall be guilty of a Class III misdemeanor.

Electioneering

Signs are prohibited on the outside of buildings. The CSU Election Commissioner should be consulted before any campaign signs are posted. For additional information, please refer to the Posting Policy.

Fair, Responsible, and Acceptable Use Policy for Electronic Resources

Scope

This policy applies to all users of electronic resources owned or managed by Creighton University, including, but not limited to, CU faculty and visiting faculty, staff, students, external persons or organizations and individuals using CU resources to access network services, such as the Internet and Intranet.

POLICY

INTRODUCTION

Creighton University (CU) values technology as a means of communicating information and ideas to the CU and the world. In keeping with Creighton's commitment to utilize technology in teaching and learning, this policy provides direction in the appropriate use of all forms of electronic resources on campus. This document articulates Creighton University Policy on Fair, Responsible and Acceptable Use of Electronic Resources on campus. This document articulates Creighton University Policy on Fair, Responsible and Acceptable Use of Electronic Resources, provides examples of violations and outlines procedures, and addressing policy violations.

GENERAL RESTRICTIONS AND DISCLAIMERS

While the use of CU electronic resources may be a requirement for coursework and work, access and use may be restricted or revoked in cases of misuse or abuse. CU reserves the right to limit access to its electronic resources when applicable CU policies, state and/or federal laws or contractual obligations may be violated. CU does not, as a rule, monitor the content of materials transported over the network or information posted on CU-owned computers and networks, but does reserve the right to do so. Although Creighton University does not typically block access to online content, it reserves the right to do so in the exercise of its reasonable discretion. CU may find it necessary to access and disclose information from computer, network, and telephone users' accounts for a variety of reasons, including but not limited to when it appears necessary to protect the security of the University's electronic resources, to protect the University from liability, to uphold contractual obligations or other CU policies, to diagnose and correct technical problems, or when it is required or permitted by law. CU provides reasonable security against intrusion and damage to files stored on central computing facilities, but does not guarantee that its computer systems are secure. No user should have the expectation of privacy in information communicated or stored on the electronic resources. The University may find it necessary to view electronic data and it may be required by law to allow third parties to do so. CU may not be held accountable for unauthorized access by other users, nor can Creighton University guarantee protection against media failure, fire, floods, or other natural or man-made disasters.

USE OF RESOURCES

All users of Creighton University electronic resources are expected to utilize such resources in a responsible, ethical, and legal manner consistent with CU mission and policies. As a user of Creighton University electronic resources, you agree to abide by the guidelines of this Policy on Fair, Responsible and, Acceptable Use of Electronic Resources.

POLICIES ON FAIR, RESPONSIBLE, AND ACCEPTABLE USE

Creighton University electronic resources may not be used to impair, disrupt, or in any way damage Creighton University networks, computers, or telephonic equipment or external networks or computers. Unauthorized access, reproduction or use of the electronic resources of others is prohibited.

For example, you may not:

1. Use Creighton University electronic resources to breach security of any computer system.
2. Run a personal network or wireless network that interferes with Creighton's network.
3. Use electronic resources irresponsibly or in a manner that adversely affects the work of others.
4. Use Creighton University resources for non-University related activities that unduly increase the network load.
5. Use false or misleading information for the purpose of obtaining access to unauthorized resources.
6. Access, alter, copy, move or remove information, proprietary software or other data files without prior authorization.
7. Use electronic resources to discover another individual's password.
8. Use electronic resources to obtain personal information (e.g. educational records, health or medical records, grades, or other CU files) about individuals without their permission.
9. Use electronic resources to forge an academic document.
10. Use electronic resources to take without authorization another person's work or to misrepresent one's own work

Use of CU electronic resources to interfere with or cause impairment to the activities of other individuals is prohibited.

Use of CU electronic resources to harass or make threats to specific individuals, or a class of individuals, is prohibited.

Use of CU electronic resources in pursuit of unauthorized commercial activities is prohibited.

Use of CU electronic resources to violate city, state, federal, or international laws, rules, regulations, rulings or orders, or to otherwise violate any CU rules or policies is prohibited.

JAYNET ISSUES

The following are Appropriate Usage Policy items that apply specifically to Creighton University Network (JayNet). These items deal with the disruption of the campus network, in particular, and are therefore not allowed. All JayNet users are expected to abide by all the guidelines mentioned herein when using these resources. It is understood that all items listed above will also apply to appropriate JayNet computing use.

- Only computers that have been registered for JayNet through CU One may be connected to the network.
- JayNet services, equipment, wiring or jacks may not be altered beyond the location of their intended use. Creighton University networks are shared resources. Excessive or improper use of network resources which inhibits or interferes with the use of these networks by others is not permitted.
- Users who connect computers to JayNet that are used as servers, or who permit other to use their computers, whether directly or through other user accounts, have the additional responsibility to respond to any use of their server that is in violation of this
- Appropriate Usage Policy. Server administrators and those who permit the use of their computers by others must take steps to prevent the occurrence of such violations and report these violations to the JayNet Support Coordinator.
- In no case shall the following types of servers be connected to JayNet: DNS, DHCP, BOOTP, WINS, or any other server that manages network addresses.
- DoIT shall have the sole authority to assign host names and network addresses to computers attached to JayNet. Thus, a user may not manually configure his/her computer to a host name or network address that is not assigned to them by DoIT.
- DoIT reserves the right to acquire immediate, temporary disconnection of any computer that is sending disruptive signals to the network as a whole, whether because of a defective cable, Ethernet card, or hardware or software problem. It will be the student's responsibility to correct any such problem before the computer can be connected again to JayNet. Noncompliance with this directive will be immediately referred for a judicial response.
- DoIT reserves the right to require immediate, temporary disconnection of any computer for the purpose of network hardware, software, or security troubleshooting, and to enforce the Appropriate Usage Policy. Noncompliance with this directive will be referred to the Division of Student Services.

Enforcement of the AUP (To see the complete policy visit the website at:

www.creighton.edu/President/presofc/guidetopolicies/index.html)

DoIT shall have the authority to examine files, passwords, and account information residing on any electronic resources to protect the security of the University electronic resources and its users, or as otherwise specified in the policy. Violations of this Appropriate Usage Policy will be adjudicated, as appropriate, by Vice Presidents' offices, Academic Deans', or Student Services. Sanctions as a result of violations of these regulations may result in any or all of the following:

- Loss of University computing privileges.
- Disconnection from JayNet.
- University judicial sanctions as prescribed by the student Code of Conduct.
- Monetary reimbursement to the University or other appropriate sources.
- Separation from the University.
- Loss of employment.
- Prosecution under applicable civil or criminal laws.

DEFINITIONS

ELECTRONIC RESOURCES

All computer-related equipment, computer systems, software/network applications, interconnecting networks, facsimile machines, voicemail and other telecommunications facilities, as well as all information contained therein (collectively, "electronic resources") owned or managed by CU.

ADMINISTRATION AND INTERPRETATIONS

This policy shall be administered by Information Security. Questions regarding this policy should be directed to the Information Security Officer.

AMENDMENT/TERMINATION OF THIS POLICY

The University reserves the right to modify, amend or terminate this policy at any time. This policy does not constitute a contract between the University and its faculty or employees.

REFERENCES TO APPLICABLE STANDARDS

None

EXCEPTIONS

None

VIOLATIONS/ENFORCEMENT

Any known violations of this policy should be reported to the University's Information Security Officer at 402-280-2386 or via e-mail to infosec@creighton.edu.

Violations of this policy can result in immediate withdrawal or suspension of system network privileges and/or disciplinary action in accordance with University procedures. The University may advise law enforcement agencies when a criminal offense may have been committed.

Food on Campus

The University's food services provider is Sodexo Campus Services. All catering needs on campus must utilize Sodexo Campus Services. All food provided in contracted University selected facilities must be provided by the University Food Service. The Catering Office is available to provide food to all University facilities. Through policies on fundraising and on ethnic foods student organizations may prepare and serve food on a limited basis. The food must be prepared and handled in a safe manner and the activity must receive prior approval. Information about these policies is available in Student Activities (fundraising) or the Skutt Student Center Main Office (ethnic foods).

University Dining Services food provider is Sodexo Campus Services which, besides providing board and retail food operations on the campus, is the University's exclusive catering provider. Student organizations wanting exceptions to this policy should contact the Director of the Skutt Student Center and the Student Activities Office to determine if the organization is eligible for an exception. If approved, guidelines will be provided on the safe procurement and distribution or sale of food items.

The University Dining Services office is located on the lower level of Brandeis Hall, which is accessible from the south side of the building. Their contact number is 280-2750.

Fundraising

Creighton recognizes that fundraising activities are often utilized by student organizations. However, no student may use University facilities (without charge) for personal gain. All student organizations wishing to hold a fundraiser must have a completed and approved fundraising form on file in the Student Activities Office prior to securing room or mall reservations and prior to the event.

Group Activity / Demonstrations

Creighton University is an academic community founded upon a belief in rational dialogue and mutual respect among its members. The opportunities for communication with the University are many and varied and the University welcomes suggestions for enlarging or improving them.

The nature of the academic community demands that all members strive to maintain the rational dialogue which is the cornerstone of the University. There is no conceivable issue, be it a question of academic and administrative policy or of student rights and freedoms that cannot be approached within the framework of free discussion.

The University also acknowledges the rights of members to express their views by way of individual or collective activity. For reason of general information, assistance, and courtesy, as well as good order, the University requires that those contemplating demonstrations and similar activity make their intentions known in advance to the Office of the Vice President for Student Services for approval.

Students who participate in demonstrations and similar activities which interfere with the rights of others or the orderly functioning of the University or civic community are subject to disciplinary action. Additionally, students who continue to disrupt the institution after being requested to disperse by the University, subject themselves to legal action. **Non-members of the University community who participate in demonstrations and similar activities, which violate the above guidelines, render themselves liable to legal action.**

Harassment and Discrimination Policy and Procedures

In accord with its history, mission, and credo, Creighton University believes that each individual should be treated with respect and dignity.

Any form of harassment or discrimination is a violation of human dignity. The University strongly condemns any such harassment or discrimination. Whether verbal or physical, conduct of this sort violates another person's rights and can create an intimidating, hostile, or offensive working or learning environment. Such conduct when it is genuinely discerned is subject to prompt and effective remedial action. Students who believe they are victims of harassment or discrimination are encouraged to report the facts to the University in order that the University might investigate and take corrective action where appropriate.

Definition of Harassment and Discrimination

Discriminatory treatment on the basis of race, color, sex, religion, sexual orientation, national origin, age, handicap or disability, marital status, citizenship, maternity or lactation status, status as a veteran or resulting from engaging in protected activity under the anti-discrimination laws. Examples of harassment include, but are not limited to, intimidation and humiliation as expressed by communications, threats, acts of violence, hatred, abuse of authority, or ill-will that assault an individual's self-worth. Harassment of a non-sexual nature can include slurs, comments, rumors, jokes, innuendoes, cartoons, pranks, and other verbal or physical conduct, frequent, derogatory remarks, and any other conduct or behavior deemed inappropriate by Creighton University.

Definition of Sexual Harassment

Sexual harassment can fall into one or both of two categories: "quid pro quo" (one thing in exchange of another) harassment and "hostile environment" harassment. Any harassment or other unequal treatment of a student, or group of students, that would not occur but for the sex of the student(s), if sufficiently patterned or pervasive, may be prohibited sexual harassment.

Definition of Racial Harassment or Bias

Racial harassment or bias is defined as conduct or action that is based on an individual(s) race, ethnic origin, nationality or skin color and creates a hostile environment that prevents effective learning or work performance even if those actions are not directed at a specific individual(s). It also refers to behaviors or actions that can be reasonably deemed as offensive or demeaning treatment of an individual(s), where such treatment is based on prejudiced stereotypes of a racial group to which that student(s) may belong. It includes, but is not limited to, objectionable epithets, threatened or actual physical harm or abuse, or other intimidating or insulting conduct directed against the individual(s) because of race. This definition is to be interpreted consistently with federal civil rights law.

Procedures

Individuals who believe themselves to be victims of harassment and who desire University assistance in dealing with the situation should immediately report the details to one of the following persons:

- a. Ms. Tanya Winegard, Assistant Vice President for Student Life, Harper Center Suite 3060
280-2775 (complaints by students),
- b. Mr. John Pierce, University Affirmative Action Director, Administration Building 235, 280-3084
(complaints by employees), or
- c. Mrs. Kathy Taggart, Chairperson of the University Harassment and Discrimination Committee,
Criss I, #136, 280-2360.

Hazing and Initiation

The University strictly prohibits hazing - in any form, at any time - including hazing in connection with training, indoctrination, qualification for membership, functions or activities, or initiations conducted or sponsored by any student organization, athletic team, or group of students. Hazing includes any action taken or situation created, whether on or off campus, intended to produce or which may foreseeably produce unusual or unnecessary mental or physical discomfort or pain, embarrassment, harassment, ridicule or risk of physical, mental or emotional harm or injury.

Hazing also includes any action or situation which is intended to be or which may foreseeably be morally, physically, emotionally or mentally degrading to any individual, or which unnecessarily exposes any individual to any risk of physical, mental or emotional harm, injury or distress beyond the risks encountered in ordinary daily life, or which is intended to intimidate or has the effect of intimidating any individual to unwillingly or reluctantly engage in any activity, or which unreasonably interferes with scholastic activities or pursuits of any individual.

As examples, hazing includes, but is not limited to, any conduct or method of initiation into or participation in **any student organization, athletic team, or other student group** which willfully or recklessly endangers the physical or mental health of any student or other person, including, but again not limited to: whipping, beating, or branding; forced, coerced or required calisthenics or physically exerting activities; exposure to weather or the elements; forced, coerced or required consumption of any food, liquor, beverage, drug or other substance; any brutal or cruel treatment; and any activity which subjects any student or other person to extreme mental stress, including any extended deprivation of sleep or rest or extended isolation.

Any form of hazing is contrary to the **Student Credo of Creighton**. Any individual, who believes she or he has been subjected to or has knowledge of hazing, should report the violation as soon as possible to the Assistant Vice President for Student Life.

The University fully reserves to University officials the authority to interpret this policy, and to apply the policy as so interpreted, to the actions of University students and organizations, as University officials in their discretion deem appropriate under the circumstances.

Serious disciplinary action will be imposed by the University upon any student or student organization, athletic team, or group of students found in violation of this policy, up to and including revocation of the charter of, and/or withdrawal of University privileges from, a student organization, athletic team or student group and suspension or dismissal from the University of individual students determined to have violated this policy.

Indebtedness to the University

A student in debt to the University will not be permitted to register for the following semester; nor will he/she be entitled to receive a transcript of his/her credits until this indebtedness has been settled. This regulation applies to student indebtedness to the University only and not indebtedness of student organizations.

Official Means of Communication

The Creighton University assigned email account shall be the official means of communication with all students. All students are responsible for all information sent to them via their University assigned email account. Students who choose to manually forward mail from their University email accounts are responsible for ensuring that all information, including attachments, is transmitted in its entirety to the preferred account.

All students are required to maintain a @creighton.edu computer account. This account provides both an online identification key and a University Official Email address. The University sends much of its correspondence solely through email. This includes, but is not limited to, policy announcements, emergency notices, meeting and event notifications, course syllabi and

requirements, and correspondence between faculty, staff, and students. Such correspondence is mailed only to the University Official Email address.

Students are expected to check their email on a frequent and consistent basis in order to stay current with University-related communications. Students have the responsibility to recognize that certain communications may be time-critical.

Personal Searches

The University reserves the right to search a student or his/ her belongings if a University official believes that a student is in violation of Creighton University policies and/or procedures or local, state, or federal law.

Furthermore, if a University official believes that a student or his/her guest is in violation of Creighton University policies and/or procedures or local, state, or federal law, the University official has the right to check any packages, book bags, boxes, duffel bags, or other items.

1. If a University official believes that a student or his/ her guest is in possession of alcohol, whether by someone under age 21 or by someone of age transporting items for the minor, the University official has the right to check any packages, book bags, boxes, duffel bags, or other items.
2. In addition, a student, his/her guest, and any items they have may be inspected if it is believed that the student or his/her guest is in possession of drugs, other illegal items, or items that are in violation of University policy.

Posting Policy and Procedures

The Student Activities Office manages the 17 official campus posting boards on the main university campus as a service to students, departments, organizations, and off-campus vendors. Registered Student Organizations, University departments and University affiliated vendors may post without approval from the Student Activities Office. Non university-sponsored groups or individuals such as off-campus vendors and individuals advertising merchandise, products, services or information, and/or any event not officially sponsored by Student Organizations and University departments must have approval from the Student Activities Office. Unregistered student organizations are not university-sponsored and must receive approval before posting. All postings must comply with the Posting Standards.

Posting Involving Alcohol

Materials with any reference or implied reference to alcohol must be approved by the Student Activities Office professional staff before posting. It must conform to the Posting Standards, the University Alcohol Policy and the "Guidelines for Promotion of Events where Alcohol Will be Served."

Posting Standards

All materials posted on "Campus Posting Boards" must be in compliance with the following Posting Standards:

1. The content of all materials displayed on Creighton's campus must conform to the Creighton University Mission and the Student Code of Conduct and must avoid demeaning, sexual, racial, or other discriminatory reference.
2. Materials may be displayed only on boards marked "Campus Posting." A list of these official boards is available through the Student Activities Office. Materials may not be attached to building walls, trees, hallways, doors, stairwells, or any painted surface.
3. Posters and fliers may not exceed 18" x 24".
4. Only one copy of a poster or flier may be displayed per bulletin board.
5. Only staples and pushpins may be used to hang fliers on the boards; no tape or adhesives. Sponsors are responsible for posting their materials and must supply their own pins or staples when posting.
6. The name of the sponsoring organization, department, vendor or individual and contact information must appear on every poster.
7. Materials may be on display for two weeks unless approved and stamped for a longer period.
8. All postings for fundraising activities/events must include the name of the individual or organization benefiting from the activity. Additionally, all lottery and raffle winners will be announced to the University community using JayNet News, CU Today, the Creightonian, or other official forms of communication.
9. All postings for fraternity and sorority recruitment require the approval of the Assistant Director for Greek Life.

Procedure for Approval

Any non university-sponsored groups or individuals wishing to post on the Campus Posting Boards must have approval from the Student Activities Office. Approval is granted after the materials have been properly registered, compliance with posting standards has been verified, and materials have been stamped "Approved for Posting."

Administration of Policy

The Student Activities Office administers this policy. Any questions related to the policy, procedures and posting locations should be directed to the Student Activities Office. The Student Activities Staff will make judgments regarding the appropriateness of materials. Appeals to the decision or process may be made to the Student Life Policy Committee via the Vice-President for Student Services office. The Student Activities Office will periodically clear the posting boards of outdated posters and fliers. Materials improperly posted or inconsistent with this policy will be removed, and the violator may be subjected to penalties.

Other Promotional Materials

Creighton Students Union Elections

CSU election campaign posters must be in compliance with the Posting Standards and the following:

- 1) Election materials may not be displayed prior to two weeks before the respective election.
- 2) All election materials must be removed within 3 days after the election.

Banners

Banner space in the Student Center and outside the dining halls may be reserved by contacting the Student Activities Office. Reservations are for one week. Banners are to advertise specific events/programs only and must comply with the above applicable Posting Standards.

Table Tents

Table tent space in the Student Center, the dining halls, and retail food locations may be reserved by contacting the Student Activities Office. Reservations are for one week. Table tents are to advertise specific events/programs only and must comply with the above applicable Posting Standards.

Licensing Waiver

Prior to production, the Student Activities Office must approve all t-shirts and other merchandise.

Merchandise

Registered Student organizations using the "Creighton University" or the "Bluejay" names or logos in any commercial venture must have the materials approved by the Student Activities Office before production, as both are registered and protected trademarks of Creighton University (uses of the Creighton Trademarks are protected by the Sports Information Office).

Student News Listserv: The Student Activities Office staff moderates the Student News listserv. Twice a week, Monday and Thursday, a digest email will be sent posting the events that have been submitted to the listserv. An event must be submitted before midnight on the previous day to be considered for the upcoming email posting. Please visit <http://www.creighton.edu/studentactivitiesoffice/studentnewslistserv/index.php> for the official guidelines to submit events to the listserv. To submit an event or involvement opportunity, please send the email to student_news@creighton.edu.

Posting in Other Places

Residence Halls

Approval from the appropriate Resident Director must be obtained before posters, fliers or other materials can be placed on residence hall floors, lobby bulletin boards, or any other area of the residence halls. Generally, posters can be left at the residence hall desks to be placed by residence hall personnel.

University Departments & Professional Schools

Posting must be approved by authorized personnel in their respective areas.

Handbills

All promotional materials may not be handed out to students on the Creighton campus, either outside or inside buildings. Promotional materials may not be placed on cars in the University parking lots. This is a violation of Omaha Code 1959 Ord. No. 21486.

Violations

All promotional materials must conform to the Creighton University Mission and the Student Code of Conduct and must avoid demeaning sexual, racial, or other discriminatory reference. Violators of this policy may be subjected to: suspension of posting privileges, loss of registration for the sponsoring organization, a fine of up to \$25, and other University disciplinary action.

Relationships between Employees and Students

By selecting and utilizing the educational programs of Creighton University, students and their parents have demonstrated confidence in the University. In their personal dealings with students, University employees are representatives of the University and are expected to exemplify its Christian and educational values. It is incumbent upon all those who are in positions of authority over students not to abuse, or seem to abuse, the power with which they are entrusted.

Inappropriate personal relationships between employees and students may have the effect of undermining the atmosphere of trust and mutual respect upon which the educational process depends. Particularly troublesome are romantic relationships. Even when both parties have consented to such a relationship, it is the employee who holds a position of special responsibility within the University. It is the employee, therefore, who will be held accountable for unprofessional behavior.

Employees should be aware that a romantic relationship with a student may render them liable for disciplinary action if the relationship creates, reasonably has the potential to create, or reasonably appears to create a conflict between the employee's personal interest and the employee's obligations to the University or its students.

Because graduate teaching fellows, tutors, and undergraduate teaching assistants may be less accustomed than other employees to thinking of themselves as possessing professional responsibilities, they should be particularly sensitive and exercise special care in their relationships with students whom they instruct or evaluate.

Respect for the Dignity of the Person

Creighton University desires to foster a campus community where people can work and learn with respect, dignity and freedom from discrimination. Individuals deserve to be free from the threat or actuality of physical violence or verbal abuse. Especially intolerable in view of the University's commitment to respect for the person are offenses against persons because of their race, religion, ethnicity, disability, gender or sexual orientation.

Actions or expressions which may cause violent situations, create a clear and present danger of violent situations, or which represent a malicious or willful attempt to demean, degrade or harass members of the University community will not be tolerated. Such actions include, but are not limited to, acts of violence, physical or verbal threats, verbal harassment, slurs, degrading humor, and written materials such as epithets, graffiti or other similar expression.

Persons who believe they are victims of such actions are encouraged to report the incident to the Assistant Vice President for Student Life (280-2775), the Vice President for Student Services or other appropriate University officials may also be contacted. Violation of this policy will result in disciplinary action.

Sexual Assault Policy

Sexual Assault is defined to include any unwanted kissing, any unwanted touching of an intimate part of another person, such as a sexual organ, breast, or buttocks as well as forced or non-consenting sexual intercourse. In this definition, sexual intercourse is defined to include sodomy, oral copulation, and rape by foreign object (penetration of genital or anal openings by a foreign object, including a finger).

Creighton University will not tolerate any type of sexual assault. Sexual assault is considered to be among the most serious violations of its Code of Conduct. When there is reasonable cause to suspect a violation of University policy in regard to sexual assault, the University will investigate and undertake disciplinary action against the perpetrator(s) following the initiation of a complaint by a victim. Because of the seriousness of this offense, the full range of University sanctions may be imposed. Further, it should be clearly understood that University action against violators of this policy in no way precludes the possibility of criminal action by civil authorities should the victim wish to pursue this course.

PROCEDURE: Victims of Sexual Assault are urged to call Public Safety (2911), their Resident Advisor, or their Resident Director for immediate assistance.

Victims of sexual assault are also encouraged to seek assistance from any of the following resources:

Crisis Counseling	Counseling Center (2733) YWCA Hot Line (345-7273)
Emergencies	Public Safety (2911) Omaha Police (911)
Medical Treatment	Student Health (2735) Creighton Medical Center E.R.
Report an offense	Public Safety (2104) Student Services (2775) Omaha Police (911) Omaha Police Sexual Assault (444-5657)

Even if the victim does not want to file a report with the police, thought should be given to filing a report with the Assistant Vice President for Student Life (280-2775). The Assistant Vice President can assist the victim in obtaining absences from class, making up missed assignments, or changing the victim's living arrangements if such changes are available. Furthermore, the Assistant Vice President can also facilitate University disciplinary action against the perpetrator(s). In any hearing involving an alleged sexual assault, both the accuser and the accused are entitled to the same opportunities to have others present during the proceeding.

Sexual Conduct

Any sexual activity which is not in accordance with the Judeo-Christian values of Creighton University and the specific doctrinal teachings of the Roman Catholic Church are prohibited on University property or in the course of activities sponsored by the University or its organizations.

Speakers Policy

Creighton is a Catholic University. As Catholic, Creighton is committed to identification with a specific religious tradition and all of its essential values. As a university, Creighton is committed to the widest possible freedom of expression, including critical examination of ideas and perspectives which may be or may appear to be incompatible with its Catholic tradition and mission. Because these two fundamental commitments may sometimes conflict, especially when speakers are invited on to campus, the University adopts a speaker's policy with these components.

1. Only authorized sponsoring organizations may invite a speaker on to campus. Ordinarily, the Vice President for Student Services must be notified of an invitation at least three weeks before the scheduled appearance of a speaker whose presentation will be advertised to the general public.
2. The fact that some authorized sponsoring organization invites a speaker to campus does not state nor imply that the University endorses the ideas or perspectives offered by that speaker.
3. Sponsoring organizations are expected to use responsible judgment in selecting speakers. When it is likely that a speaker may espouse or appear to espouse positions hostile to Creighton's traditions and values, opportunities for expression of alternative viewpoints must be assured. The Vice President for Student Services, in consultation with the appropriate academic Vice President and University Committee on Lectures, Films, and Concerts, may require that a speaker make the presentation in a debate or panel of discussants format so as to assure expression of other views.

4. If there is reason to suppose that the presentation of a speaker on campus may pose safety problems, the Vice President for Student Services may postpone the speaker's presentation for up to three weeks so that security arrangements can be developed.

Student Center Lobby Table Reservations

1. Tables may be reserved in the Skutt Student Center Fireplace Lounge on a first come, first serve basis. Please contact the Skutt Student Center at 280-3358 to reserve a space in the Student Center or the Skinner Mall.
2. Registered student organizations and University departments may use the tables free of charge for purposes such as promoting events, holding fundraisers, or recruiting members.
3. Non-University vendors will be allowed to reserve tables for the purpose of generating business or selling products if approved through the Skutt Student Center Reservations Office. A daily fee will be charged, payable to Creighton University, in advance of the requested date.
4. Each group should identify the purpose of their table through use of a sign or banner.

Tobacco-Free Policy

Creighton University is dedicated to providing a healthy, comfortable, and productive living and work environment for our faculty, staff and students and a healthy, comfortable, and safe environment for our visitors.

Due to the acknowledged health hazards arising from tobacco products, including exposure to secondhand smoke, it shall be the policy of Creighton University to provide a tobacco-free environment for all faculty, staff, students and visitors beginning July 1, 2008. This policy covers tobacco of any kind, including the use of smokeless or "spit" tobacco and applies to all faculty, staff, students and visitors of Creighton University.

1. There will be no tobacco use in or on any Creighton facility or property, owned or leased, at any time. The only exception will be all Creighton University approved research studies involving tobacco-use.
2. There will be no tobacco use in any Creighton University vehicle at any time.
3. The sale of tobacco products on campus is prohibited.
4. The availability of tobacco products in campus stores serves only to reinforce the notion that tobacco use is socially normative, sanctioned adult behavior. It would be hypocritical for Creighton University to take a stand against tobacco use but profit by allowing the sale of tobacco on its campus.
5. Campus organizations are prohibited from accepting money or gifts from tobacco companies. Nothing in this policy will prohibit the University from accepting Nebraska Tobacco Settlement Trust Fund money, or money from any other governmental entity which was generated from tobacco litigation or tobacco taxes, and which is intended to be used to fund tobacco cessation or other research projects at the University.
6. Tobacco advertisements are prohibited in University-sponsored publications

Definition—"Tobacco" and "tobacco products" includes tobacco of any kind, including the use of smokeless or "spit" tobacco.

CAMPUS EMERGENCY PROCEDURES

Public Safety Telephone Numbers:
EMERGENCY 280-2911 NON-EMERGENCY 280-2104
www.creighton.edu/publicsafety

Bomb Threats

If you receive a bomb threat, contact Public Safety immediately at **280-2911**. Public Safety officers will respond, assess the situation, and take appropriate action.

Chemical Spills

If you encounter chemical spills, evacuate the immediate area and contact Public Safety at **280-2911**. Report the chemical(s) involved, if known. While waiting for Public Safety Officers to arrive, ensure that no one enters the contaminated area.

Crime in Progress

If you observe a suspicious person, suspicious activity, or crime in progress, contact Public Safety immediately at **280-2911** and describe the action taking place. If possible, give a complete physical description of the individual(s) involved. **DO NOT ATTEMPT TO APPREHEND SOMEONE OR PUT YOURSELF AT RISK. PUBLIC SAFETY OFFICERS WILL RESPOND IMMEDIATELY.**

Fire

- If smoke or flame is detected, activate fire alarm pull station.
- Evacuate building.

- Contact Public Safety at **280-2911** and provide all information requested.

During Evacuation:

- Go to the nearest exit.
- DO NOT use the elevator.
- Keep low to the floor if smoke is present.
- Once outside, keep away from the building and listen for information about where to gather in the event that a census of building occupants is needed.
- Do not re-enter until an all-clear is announced by authorized staff.

When Evacuation is not Possible:

- As you leave your room to enter a hallway or stairwell, feel the doorknob before opening the door. If the knob is hot, do not open the door. Remain in the room.
- If heat or heavy smoke prevents your evacuation, close the door and remain in your room.
- Seal the door with wet towels. Hang a white object (towel or sheet) out the window to attract attention. Do not leave the window open all the way.
- Call Public Safety at **280-2911** to report your status. Wait for help to arrive.

MEDICAL

Non-Life threatening Situations: Contact Public Safety at **280-2104** and provide all information requested. Public Safety will provide transportation to an employee health facility or Creighton University Medical Center, summon a rescue squad or provide necessary assistance.

Life Threatening Situations:

- Contact Public Safety at **280-2911** and indicate that the incident is life-threatening. Provide all information requested. Public Safety will immediately summon a rescue squad and guide it to your location. An officer will also respond directly to your location to render assistance.
- Do not attempt to move an injured person unless absolutely necessary.
- If the injured person is not breathing, administer CPR if you are trained. Use an AED if available.

Tornado

Watch: A watch is in effect when the National Weather Service reports that conditions are such that a tornado COULD develop. Turn on a radio or television to monitor further developments. **Public Safety will not provide additional information.**

Warning: Civil Defense Sirens will sound when a tornado has been sighted or detected by radar. Seek shelter immediately in the designated area of your building. Remain in the shelter until an all-clear has been issued on the radio or television. **Public Safety will not provide additional information.**

UNIVERSITY CLOSING

Decisions to close the University due to snowstorms or other events are made by the President. Decisions made during the workday are communicated to the Vice Presidents, who notify the departments under their supervision. Closing information is immediately posted on the University's Weather Hotline at **280-5800**. Campus voice mail announcements are also made. Closing decisions made overnight that involve a delayed start or all-day closing are also broadcast over local radio and television stations.

THE MONTSERRAT

(The Creighton University Residence Hall Handbook)

The Department of Residence Life at Creighton University provides students with this residence hall handbook, The Montserrat to help inform you of the resources, services, policies, and benefits of living in the residence halls. Early in the 16th century, a Basque soldier by the name of Inigo Lopez y Loyola was wounded in battle. During his convalescence, he underwent a transformation. He traveled to the Benedictine abbey of Nuestra Señora de Montserrat near Barcelona, Spain. There, Inigo, who now assumed the name Ignatius in honor of an early saint, dedicated himself to the service of God. His experiences at Montserrat as he described them "made such a strong impression on me that it was as if I had become a different person, and as if I had a totally different intellect than I had before." From these experiences, Ignatius founded the Society of Jesus, also known as the Jesuits, and established what has been acclaimed as the best system of education in the world. It is in honor of Montserrat, the residence from which many of these exciting, world changing ideas sprung that the residence hall handbook of Creighton University is named. It is our wish that your years in the residence halls at Creighton might hold even a small measure of the transformation that Ignatius discovered at Montserrat.

THE DEPARTMENT OF RESIDENCE LIFE MISSION

Creighton University's residence life program seeks to enable students to develop their fullest potential intellectually, ethically, socially, and morally in the context of a residential community of students, Jesuit and lay chaplains, and residence hall staff. The aim is to provide students with opportunities to better understand their deepest selves and, in doing so, determine their role as educated members of society.

We foster the Jesuit mission, which believes in humanistic education through service, reflection, and learning. We attempt to foster this through service to others, both within the University community and beyond, and believe that this is accomplished best when shared with others similarly engaged in their own journeys of learning. It is through service that students come to appreciate their God given gifts, learn of the inequities of society, and develop means to create a more just community of men and women.

Living in the residence halls at Creighton University is one of the special experiences that you will have as a student at Creighton. For many of you, this will be the first time you have lived in a community other than your own family. This transition, while sometimes difficult, is also an opportunity for you to begin exploring the responsibilities that come from being on your own. With this in mind, the residence life program is developed so that you may explore, learn, and reflect upon your choice of lifestyles that will become the basis of your adult life. The Jesuits, live-in chaplains, and Residence Hall staff, who are here to help you make up an important part of the residence hall community.

This will be a special time your life and will provide you with friendships and relationships that will last a lifetime. It will be a time of learning, commitment, and decisions. All members of Campus Ministry and Residence Life who live and work in the residence halls are ready to help you meet the demands that you are facing.

INTRODUCTION

The following information is provided to help you to live successfully in the residence halls and apartment complexes on campus. Because you are living in a community, many of these rules and guidelines are determined not only by your individual needs or those of the University, but also by those of all students living in residence. The "Montserrat" is not expected to be a complete overview of all of the expectations you are expected to meet while a student at Creighton University. This document, the Creighton University Student Handbook, the Creighton University Credo, the Creighton University Bulletin, and the Residence Hall and Food Services Agreement should also be consulted to provide information concerning these expectations. You are encouraged to become familiar with all of these documents.

OUR STAFF...OUR STRENGTH

The Resident Director

Each residence hall employs a full-time, live-in professional Resident Director (R.D.). The R.D. serves as a primary resource to the resident students in his or her building. Every R.D. keeps regular office hours and can provide such services as personal and academic counseling, crisis intervention, and conflict mediation. She or he also ensures that students maintain appropriate behavior as members of the residence hall community. The R.D. is responsible for all administrative functions of the residence hall and directly supervises the Resident Advisors and the Assistant Resident Director of that hall. The R.D.'s office is located near the lobby of Deglman, Gallagher, Kiewit, Swanson, Kenefick and McGloin.

The Apartment Coordinator

Each of the apartment buildings (Davis Square, Opus Hall, and Heider Hall) is staffed by a graduate student Apartment Coordinator. These individuals develop community in the apartment buildings, respond to student needs and crises, advise the Apartment Council, and coordinate events and activities for the residents. AC's also supervise the front desk, coordinate keys/access cards, and are responsible for the administration and operation of their building.

The Assistant Resident Director

These upper-class student staff members assist the Resident Directors in each of our halls in the administration, programming, service, and advising functions. Assistant Resident Directors oversee the front desk operations of each freshman/sophomore residence hall, as well as a variety of other tasks within each hall.

The Resident Advisor

Every floor or wing in Deglman, Swanson, Heider, Kiewit, Gallagher, Kenefick and McGloin Halls is served by a Resident Advisor (R.A.). Your R.A. is your primary resource person in the residence halls. These upper-class peer educators facilitate the development of community on a floor or wing. He or she can assist you with personal or academic concerns and refer you to appropriate resources on campus such as the Center for Health and Counseling, Career Services, Business Office, Campus Ministry, or Financial Aid. R.A.'s are also excellent sources of advice about classes and ways to get involved. R.A.'s also enforce the policies in this handbook. In doing this, they assist in the maintenance of a clean, safe environment where all students can sleep, study, socialize, serve, and live comfortably.

The House Advisor

In Kiewit and Swanson Halls, communities are divided into "Houses", areas made up of two floors. In each House we have a House Advisor, a student staff member who coordinates the other three Resident Advisors in the House and who facilitates house-wide programs and events, in addition to serving as the Resident Advisor for her or his own wing.

The Health Aides

In addition to Residence Life staff, there are also Health Aides who can provide basic first aid and medical assessment. This person is on call after 5 PM (and at other times when Student Health is closed) to assist residential staff in medical assessment and emergencies. If you have any medical problems or concerns, contact a R.A. or the front desk of your hall.

Chaplains

Jesuit priests reside in the residence halls as Chaplains. The Chaplains assist the residence hall staff in integrating Creighton University's mission as a Catholic, Jesuit institution into the daily lives of our students. Chaplains help students in personal and spiritual matters. They promote academic and personal growth that encourages you to be a person of high values, ethics, and service to others.

Environmental Services

While you are responsible for cleaning your own room, suite, or apartment, the Environmental Services staff cleans all common areas daily. The Environmental Services staff and other residents will appreciate your cooperation in keeping your floor clean. As well, it is your responsibility to help keep our home clean, safe, and comfortable to live in!

Maintenance

Each building has a maintenance person responsible for the upkeep and repair of the facilities. Services you might request for repairs include but are not limited to: light fixtures, sinks, pest control, broken or lost keys, and heating and air conditioning. To request these services or other services, complete a work service request at your front desk.

THE RESIDENCE HALLS

Deglman Hall – Desk phone number is 546-6100

Deglman Hall houses approximately 160 freshman women in the only single-sex hall on campus. Deglman's size provides an opportunity for its student population to form a close community, focusing on issues that affect all college students as well as those unique to women. Deglman features a large multipurpose room, chapel, and the Eileen Lieben Center for Women, a resource for all women students at Creighton University.

Gallagher Hall - Desk phone number is 546-6800

Gallagher Hall houses approximately 190 freshmen students on four floors. With several unique group study spaces, a newly remodeled kitchen, and a vending area, this is the smallest co-ed hall on campus.

Kiewit Hall - Desk phone number is 546-6700

Kiewit Hall is our largest residence hall, housing 480 freshmen students. The hall features a large lounge/recreation room, a TV lounge, meeting rooms, and a chapel. Each floor in Kiewit is equipped with a kitchenette. The 9th floor of Kiewit houses the Freshman Leadership Program

McGloin Hall - Desk phone number is 546-6900

McGloin Hall houses 275 sophomore students in four-person suites. The hall features study spaces, chapel, student government offices and the Java Jay, a coffeehouse, which is located on the ground floor, and open to all students. The 5th floor of McGloin houses the Cortina Community, a living-learning program centered on service, faith, and justice.

Swanson Hall - x6500

Swanson Hall houses approximately 450 freshmen and sophomore students in suite-style housing. The hall features study spaces, meeting spaces, a kitchenette and study on each floor, and a chapel. The Department of Residence Life is located on the first floor of Swanson Hall. The 9th floor of Swanson houses the Freshman Honors Scholars Community.

Kenefick Hall -x6300

Kenefick, located on 20th street, houses 200 sophomores in apartment style living. Both efficiencies and one-bedroom units house two students each. Each apartment has a private bathroom, and a kitchenette. Kenefick features a spacious

study/lounge floor which includes a kitchen, fitness room, and chapel, and also provides residents with limited underground parking. Kenefick is located on the Shuttle route for quick and easy access to the main campus. All residents of this hall are required to choose a meal plan.

Heider Hall - x6200

Heider Hall houses sophomores, juniors, seniors, graduate students, and students with families in apartment-style suites. Located approximately two blocks southeast of the main campus, Heider is within walking distance and is also on the Shuttle route. Heider Hall features a spacious community recreation room, fitness room, chapel, and limited underground parking. All sophomore residents are required to choose a meal plan.

Davis Square- x6000

Davis Square houses approximately 260 juniors and seniors in 2-, 3-, and 4-bedroom apartments. The west building of Davis Square has a laundry room and The Diner. The three houses of Davis Square surround a grassy interior courtyard.

Opus Hall - X6600

Opus Hall houses 280 junior and senior students in 2, 3 and 4 bedroom apartments. The complex also has a large community room, offices, and a large courtyard which faces onto the skyline of downtown Omaha.

SERVICES AVAILABLE FOR YOU

Automatic Teller Machines (ATM's)

Automated teller machines are available in Swanson Hall, McGloin Hall, Kenefick Hall, Davis Square, and both Skutt and Harper Centers for your banking convenience.

Cable Television

Every room, suite or apartment is provided with free basic cable service, which includes local programming and public television. In addition, HBO is provided as a free premium channel. The University does not provide a coax cable from the wall cable outlet to any television you may wish to bring. Residents who wish to take advantage of the free cable service will have to provide this cable themselves. Students also have the option of upgrading their cable service. Upgrading the service will be a contract between the student and Cox Digital Cable for an additional fee. All agreements and equipment provided by Cox are the responsibility of the student.

Chapels and Prayer Room

Heider, Kiewit, McGloin, Swanson, Kenefick, and Deglman Halls have chapels available for prayer and reflection. Please consult your R.A. or Desk Receptionist for the location of the chapel.

The first floor of Kiewit Hall has a designated prayer room for Muslim students. To obtain access, please contact the Resident Director of Kiewit Hall for the code to the room.

Computing in the Halls

Each room, suite or apartment has been wired for cable (TV), voice (Phone), and data (Internet) connections. Throughout the year, staff members from Academic Computing will be available to assist you in configuring your computer equipment for access to the university's computer systems (JAYNet) and the Internet. There is no charge for this service and access but there may be variable costs for the hardware needed to accomplish this.

Wireless access has been added to our halls over a number of years. By Fall 2009, it is expected that wireless will be available in Deglman, Swanson, Kiewit and Gallagher Halls, as well as Davis Square and Opus Hall. Other residence halls and dining areas have access in some locations within the building.

Your residence hall, in cooperation with the Division of Information Technology (DOIT), also maintains computer rooms on the main level of each residence hall. These computer rooms are generally open when the hall is open. These computers can be used for word processing (Microsoft Word and WordPerfect), spreadsheets (Excel), and databases (Access) as well as for e-mail and Internet access.

A laser printer is available at the front desks of Deglman, Gallagher, Heider, Kiewit, McGloin, Kenefick, and Swanson Halls. There is a standard campus printing fee of \$.08 per page for black and white, and \$.25 per page for color printing. You may place JayBuck\$ on your ID card and use this for payment for your copies.

The residence hall computing rooms were created as a convenience for residence hall students' use. As such, access to these machines is regarded as a privilege, and not as a right. Please be considerate of other students' needs when using these facilities. Vandalizing, stealing from, or in any other way damaging the computers or the computing rooms will be treated as serious violations of residence hall and university policies. Academic work takes precedence over all other computing activities.

On a cautionary note, some students have had difficulty using services such as e-mail or electronic "chat rooms" in a healthy manner, either spending inordinate amounts of non-academic time at the computer, or making arrangements to personally meet people with whom they have been corresponding, without knowing the person sufficiently. Students are strongly encouraged to limit the amount of non-academic time spent at the computers in the residence hall labs, and to make smart decisions regarding contacts made electronically.

The Department of Residence Life reserves the right to deny, monitor, or otherwise regulate access to the residence hall computer rooms. DOIT provides a HELPDESK at x1111 to assist students with most computing problems a student might encounter.

Equipment Check-out

Each hall has a variety of items available for your use. All desks stock cleaning supplies such as brooms, dustpans, and vacuum cleaners. Some halls are equipped with ping pong equipment, games, kitchen supplies, jumper cables, snow shovels and ice scrapers. All equipment can be checked out to a residence hall student with a Creighton student I.D. Some equipment available for check-out requires a small monetary deposit.

Front Desks

A Desk Receptionist staffs each desk. The Desk Receptionist provides a secure presence in the building, directory assistance, general information and referral, submits maintenance requests, distributes newspapers, makes appointments for the Resident Director, and assists with hall operations.

Front Desk Hours

All building desks are open 24 hours a day. Holiday hours are different and will be posted prior to the break. The Department of Residence Life reserves the right to amend these hours as condition warrants.

Hall / Floor Kitchens (Deglman, Gallagher, Kiewit, McGloin & Swanson)

Halls are equipped with public kitchen space that includes a microwave oven and a stove/oven. You are responsible for cleaning the kitchenette after every use. If you notice a problem with any appliance (oven, stove, microwave), please contact the front desk immediately. These kitchens are meant for occasional cooking only and are not meant for students to prepare personal meals on a regular basis.

Laundry, Vending, and Change Machines

Each residence hall and apartment building has coin-operated washer and dryer facilities and an assortment of vending machines. Machines are equipped with card readers, allowing you to use your JayBuck\$ for these services. When a machine malfunctions, contact the front desk to get the machine serviced. Be prepared to describe the machine, number, its location, the malfunction, and the loss. Refunds are obtained by filling out a request. If you observe someone mistreating or tampering with this equipment, please report this to the front desk immediately.

Mail Services

To expedite mail delivery, a mail clerk is assigned to each residence hall to sort and deliver mail and packages. Assigned clerks are also responsible for forwarding mail in accordance with postal regulations. Questions regarding mail service should be directed to your assigned mail clerk. Residence Hall mailrooms are located in close proximity to the mailboxes.

All classes of mail are delivered Monday through Friday to each residence hall. Letters delivered through the United States Postal System (USPS) are placed directly in your mailbox, whereas packages are kept in residence hall mailrooms. Residents of Deglman Hall may pick up their packages in Swanson Hall, and residents of Gallagher Hall receive theirs in Kiewit Hall. If you receive a package, a notification slip will be placed in your mailbox. C.O.D. deliveries are not accepted. All outgoing USPS, FedEx, and UPS packages must be processed through Mail Services located in the Murphy Building at 701 N. 20th Street. There is a scheduled pickup for the above vendors from Mail Services, Monday through Friday between the hours of 3:00 p.m. and 4:00 p.m.

If you change your campus address, please be sure to complete a change of address form (available when you move) to ensure that your mail is correctly delivered. At the end of the academic year, be sure to complete a change of address card so that any mail may be forwarded to your home.

Maintenance and Repairs

Each building has a maintenance person responsible for the upkeep and repair of the facilities. Services you might request for repairs include but are not limited to:

- light fixtures,
- sinks, pest control
- broken or lost keys
- heating and air conditioning.

It is especially important to immediately report:

- defective or non operating smoke detectors
- electric problems
- leaks from windows, walls, or ceilings
- damage to furnishings or broken window panes
- pest control problems
- clogged sinks, toilets and showers
- the smell of natural gas

When items in your room or in common areas are in need of repair, contact the Desk Receptionist who will file a service request. Most repairs are completed within a day or two. If you have questions about the status of a particular service request, please check with the Desk Receptionist, Assistant Resident Director (ARD) or Apartment Coordinator (AC).

Meal plans

All students living in Deglman, Gallagher, Kenefick, Kiewit, McGloin and Swanson Halls are required to choose from among a 19, 15 or 12 meal plan. Because of the presence of kitchenettes in apartments, sophomore students living in Kenefick and Heider Halls can choose from the 19, 15, 12 or Superflex plans. Juniors, seniors, graduate students and students with families living in Heider, Davis and Opus Squares can choose to be on a meal plan.

The days and hours of operation during the normal academic year (not including holidays) are:

Monday through Thursday:

- Breakfast 7:00 a.m. to 9:15 a.m.
- Continental Breakfast 9:15 a.m. to 11:00 a.m.
- Lunch 11:00 a.m. to 4:30 p.m.
- Dinner 4:30 p.m. to 7:00 p.m.
- Meal Exchange 3:30 p.m. to 8:00 p.m.
- Late Night Dining 10:30 a.m. to Midnight

Friday

- Breakfast 7:00 a.m. to 9:15 a.m.
- Continental Breakfast 9:15 a.m. to 11:00 a.m.
- Lunch 11:00 a.m. to 4:30 p.m.
- Dinner 4:30 p.m. to 7:00 p.m.
- Meal Exchange 2:30 p.m. to 8:00 p.m.

Saturday

- Continental Breakfast 9:00 a.m. to 10:30 a.m.
- Brunch 11:00 a.m. to 2:00 p.m.
- Dinner 4:30 p.m. to 7:00 p.m.

Sunday

- Continental Breakfast 9:00 a.m. to 10:30 a.m.
- Brunch 11:00 a.m. to 2:00 p.m.
- Dinner 4:30 p.m. to 7:00 p.m.
- Meal Exchange 3:30 p.m. to 8:00 p.m.

The differences between the meal plans are as follows:

- 19 Meal Plan -- 19 meals per week plus 40 bonus points
- 15 Meal Plan -- 15 meals per week plus 100 bonus points
- 12 Meal Plan -- 12 meals per week plus 160 bonus points
- Superflex Plan -- 120 meals per semester plus 200 bonus points
- Flex Plan -- 60 meals per semester plus 200 bonus points

Dining units serving each of the meal options are determined at the beginning of the academic year. This information is available from the residence hall staff. Times and locations are subject to change without notice. A student agrees may not allow his/her meal card to be used by another person.

Newspapers

The University participates in the USA Today Readership Program. Monday through Friday there are a limited number of, the USA Today, the New York Times, and the Omaha World Herald is delivered to the main lobby of Deglman, Gallagher, Swanson, Kiewit, McGloin, Kenefick, Heider, Opus and Davis Square. These papers are provided on a first come first serve basis.

Staff on Duty

In Gallagher, Kiewit, Swanson, Deglman, McGloin and Kenefick Halls, there are several Resident Advisors on duty every night of the academic year from 5:00 p.m. to 8:00 a.m. to provide support for any situation (e.g. noise complaints, medical emergencies, etc.). To reach a duty R.A., contact the front desk in your hall.

In the apartments (Davis Square, Opus Hall, and Heider Hall) there is a Graduate Assistant on duty every night of the year, Mondays through Friday from 5:00 p.m. to 8:00 a.m. and at all times on weekends and holidays.

A professional Residence Life staff member is also 24 hours a day when the halls are open.

Study Rooms

All of the halls have study space available on the main or ground floors as well as some that have a study space on residence floors. Please consult your R.A. to find out about available space in your hall.

Telephones and Voice Mail

Each residence hall room is equipped with a single modular jack and local telephone service. Residents must provide their own telephone. Long distance calls may be placed using a calling card. You may place collect and credit card calls or call 800 or 888 numbers without long distance service. You cannot receive collect calls, nor can you place calls and have them billed to any University telephone number. You cannot call 1-900 numbers from a University telephone number.

Residents in all halls have access to voice messaging. One voice mailbox is assigned to each room. This service works like an answering machine with some features added. It is available as a part of residence hall services without additional cost (unless both roommates wish to purchase their own voice mailbox or increase the message capacity of their voice mailbox). University business does occur through the use of your room telephone, so even if you have other telephone access, you must activate and use your telephone mail system.

Storage

All your possessions, as well as any and all University-owned furniture and equipment assigned to your room, must be stored in your room. No additional storage space is available.

Due to the lack of available space, no storage can be accommodated during the summer. There are a number of local firms who offer summer storage.

YOUR ROOM AND YOUR ROOMMATE

Your Room

You are responsible for your room and any act that takes place within it; this includes damage to University property by you or any invited or uninvited guest. By leaving your room unlocked you risk being held responsible for the actions of uninvited guests. When a room is damaged or items are missing and the staff cannot determine who is responsible, the charges will be divided between the roommates. The Department of Residence Life requires each resident to pay his or her respective portion of such charges.

Creighton University and the Department of Residence Life assume no responsibility for any damage to or theft of the student's personal property. Insurance against damage or theft for these items rests with the student. Students are encouraged to purchase supplemental property insurance if necessary.

Alterations to Your Room

Your room is equipped with a bed, desk, drawer space for storage, a wardrobe or a closet, and a desk chair for each resident. All rooms are equipped with smoke detectors. Beds in all the residence halls (but not apartments) are loft ready and are made so they can be bunked or lofted; thus, the University does not allow students to build lofts. Kenefick, Davis, Opus, and Heider, are apartment style halls and are furnished differently. You may add personal touches to your room, but you may not alter, damage, or remove any of the items in the room. You may not block the heating or cooling vents, impede quick exit from the room in case of emergency, damage pipes or pipe coverings, or pour foreign substances (including drain cleaners) into any drain.

Use caution in affixing materials to the doors, walls, ceiling and floor of your room, because such materials can cause damage to these surfaces. You may not paint your own room. You will be charged for any and all damages to these items above, including tape marks, holes of any kind, chipped or peeling paint, and stains, scuffs or marks of any kind. Waterbeds are not permitted in the residence halls.

Lofts and waterbeds

Residents may NOT build or bring in any lofts or lofting beds, as the University supplies furnishings which are loftable for all halls. Waterbeds are not allowed in the residence halls.

Privacy

For the most part, you are entitled to many of the same privacy rights you would have in any home or apartment, but the University reserves the right to enter your room and conduct a search for just cause.

The University reserves the right to enter assigned rooms or spaces for any purpose relating to:

- Improvements
- Maintenance
- Recovery of University property not authorized for use in the assigned space
- Fire, safety, and/or health inspection
- The safety, health, and general welfare of the student or others
- The protection of property
- The deterrence or detection of conduct which is contrary to law or contrary to University policies, rules or regulations (as determined by the University).

Members of the Residence Life staff will enter your room, with or without prior notice, at least four times during the year to ensure that your room is being maintained properly and that it is in good condition. Damages or other conditions found in your room that are in violation of the Residence Hall and Food Service Agreement or the Creighton University Student Handbook and Montserrat will be referred to disciplinary action.

THE BOTTOM LINE: Although you are entitled to a number of rights regarding privacy in your room, the University reserves the right to enter your room under certain conditions. It is your responsibility to be a conscientious resident while living in your room, caring for the room and its furnishings.

Your Roommate

The Residence Life staff firmly believes in the value of learning to live with a roommate. We believe that this challenges you to work together to develop respect, tolerance and consideration for each other. We suggest that you discuss such things as sleep and study hours, cleaning arrangements, appropriate times for visitors and use of one another's possessions with your roommate early in the year.

In order to support the primary goal of university life, academic pursuits, the Residence Life staff gives the rights to sleep, to study and to reasonable use of the room precedence above all others. The Roommate Bill of Rights is the primary tool used by the Resident Advisors and Resident Directors in redressing grievances between roommates.

The Roommate Bill of Rights

Although roommate agreements vary from person to person and pair to pair, there are some basic expectations that every student living in the Creighton University Residence Halls may reasonably expect at all times. We call these the Roommate Bill of Rights and they include:

1. The right to use the room without undue interference in your room.
2. The right to sleep without undue disturbance from noise, guests, etc.
3. The right to be free from fear and intimidation of physical or emotional harm.
4. The right to be free from pressure or ridicule regarding your choice to drink or not to drink alcoholic beverages.
5. The right to exercise reasonable security precautions, such as keeping the room door locked (which the University recommends) at all times.
6. The right to have your personal belongings treated with respect.
7. The right to a clean environment in which to live.
8. The right to free access to your room.
9. The right to privacy.
10. The right to have guests who respect the rights of your roommate and other residents.
11. The right to seek help from the residence hall staff in the mediation of disagreements between roommates.
12. The right to expect reasonable cooperation in the use of shared appliances (e.g. telephone, refrigerator, etc.) and a commitment to honor all shared payment agreements.

Roommate Conflicts

Conflicts between roommates can revolve around many issues. You are strongly encouraged to discuss the many issues surrounding living and learning in the residences halls. When conflicts arise, residents are expected to attempt resolve personal conflicts on their own. If a conflict has reached an impasse, the Resident Advisor, Resident Director, or Apartment Coordinator will act as a mediator. He or she will provide opportunities for you and your roommate to share your concerns with each other and work jointly to develop a strategy for managing the conflict. The Roommate Bill of Rights and any other prior agreements between you and your roommate serve as tools in resolving this conflict. The process of conflict resolution is ongoing and does not end with the formal mediation. Both roommates are mutually responsible for following up on all points in any agreement. Often, new issues will arise, and you and your roommate may need to add to your current agreement either with or without the assistance of Residence Life staff. **There are certain issues that cannot be negotiated.** All residents are expected to adhere to all policies in the *Student Handbook* and *The Montserrat* at all times. In any conflict that involves a violation of University or Residence Hall policy, the resident responsible for the violation may be subject to disciplinary action including but not limited to a mandated, immediate room change.

SDRC – Student Dispute Resource Center: The Center provides a number of confidential services that empower students to confront their disputes and thus serve as a positive agent for change in their own lives and those of others. These services included third party mediation, individual consultation and educational programming and are free of charge to the Creighton University community.

The Student Dispute Resolution Center assists the Creighton University community by offering third party mediation to resolve disputes and providing educational programming to encourage citizenship and healthy relationships.

We seek to provide educational and meaningful experiences to clients by discussing conflict in an environment that encourages students to become agents for change in the Creighton University community.

For more information, please visit

<http://www.creighton.edu/student-services/centerforstudentintegrity/studentdisputeresourcecenter/index.php>

THE BOTTOM LINE: Two people sharing a residence hall room may experience difficulties. The Department of Residence Life believes that many of these difficulties are manageable, with or without assistance from Residence Life staff. Students will be encouraged to work with one another to solve disputes. There may be times when more immediate action is necessary, and the Department of Residence Life will intervene when appropriate.

LIVING IN A COMMUNITY

While living with your peers, you will have an opportunity to meet students who share your values and interests and many others who do not. We hope that you will take the opportunity to experience and accept the vast diversity in the beliefs, values, and customs of other students. While at Creighton you will meet students who come from a richness of backgrounds, beliefs, and talents. Floor-mates, like roommates, are challenged to work together to develop respect, tolerance and consideration for one another. *Creighton University* values student behavior that demonstrates mutual respect and concern for others.

Community Agreements

To form a Community Agreement, your community may be asked to personally craft a document to suit its needs and expectations. Your *Resident Advisor* will begin the Community Agreement process at one of your first floor meetings to facilitate the development of a strong community on your floor.

Common Areas

Individual(s) who intentionally or accidentally cause damage, theft, or loss of service in common areas of a residence hall will be charged the cost of repair, replacement, or restoration of the property or special service. In such cases, the Residence Life staff reserves the right to impose additional disciplinary sanctions. When the University cannot determine who is responsible, residents sharing that common area at that time will be responsible for any charges incurred; this includes additional services deemed necessary to prevent further damages from occurring. All charges will be divided equally based upon occupancy at the time of damage.

THE BOTTOM LINE: You share responsibility, financially and in many other ways, for the conditions in your living area.

Quiet Hours

The University values the right to sleep and study in the residence halls. We therefore maintain that a student's request for quiet supersedes another student's right to play music, visit with guests, or engage in any other activity. "Quiet" means that music, voices, and/or other noises cannot be heard in the hallway or in any room down the hall, or above or below, when a resident's door is closed. If repeated violations occur because of the inappropriate use of stereo or other musical equipment, you may be required to remove the stereo or musical equipment from the residence hall for a specified period of time. The Department of Residence Life requires that quiet, as defined above, be maintained during the following hours:

Sunday through Thursday:
7:00 p.m. to 9:00 a.m.
Fridays, Saturdays & Holidays:
11:00 p.m. to 9:00 a.m.

Although quiet hours cannot be shortened, your floor may choose to extend quiet hours while developing your Community Agreement (see "Community Agreements, above). During final exam periods, quiet hours are in effect 24 hours a day. In some cases, staff may impose extended quiet hours for a specific timeframe if it is deemed beneficial to the wing, floor or hall community.

THE BOTTOM LINE: The right to sleep and study takes priority over all other activities and privileges.

Although specific quiet hours exist, courtesy is expected at all times. When others are noisy, it is your responsibility to first speak to the person making the noise and request that he/she be quieter. If your request is ignored, please call the front desk. Be prepared to identify yourself to the Desk Receptionist so the R.A. can contact you for further information about your concern.

INTER RESIDENCE HALL GOVERNMENT

Inter Residence Hall Government (IRHG)

The Inter Residence Hall Government (IRHG) has served as a forum to discuss, evaluate, and improve the quality of life in Creighton's residence halls since 1984. IRHG supports and promotes activities in individual residence halls and sponsors campus-wide programs and events. IRHG is governed by an elected President, VP for Administration, VP for Finance, VP for Service, Faith, & Justice, VP for NRHH, and VP for NCC, and an appointed VP of Operations. The Assistant Directors for Residence Life advise IRHG. The legislative branch is made up of the elected Presidents and representatives from each Residence Hall and Apartment Council.

Residence Hall Councils (RHCs)

Residence Hall Councils (RHC's) exist in each residence hall to promote and serve the interests of the students who live there. An elected or appointed president, vice president, secretary/treasurer, a service, faith, & justice executive, and IRHG Representatives govern each RHC. The Resident Director of their building primarily advises each RHC. The balance of each Residence Hall Council is made up of at least one representative from each floor or wing, called Floor Representatives. RHCs develop programs and activities that reflect the interests and needs of the residents of a given community. RHCs may also be called upon to assist with a variety of Residence Life activities, from all-campus programs to distributing and collecting information during the evaluation of their Resident Advisor. If you are interested in being a part of the R.H.C. or IRHG, contact your R.A. or R.D.

Apartment Councils (ACS)

Each apartment building on campus also has an Apartment Council, which operates in the same capacity as the RHCs. Each Apartment Council has a president, an administration and finance executive, a service/faith/justice executive, and an IRHG representative.

National Residence Hall Honorary (NRHH)

Creighton's Fr. John Holbrook, S.J. Chapter of the National Residence Hall Honorary (NRHH) has been established to recognize the accomplishments of outstanding residence hall student leaders and staff each month, and is made up of the top 1% of the students living in our residence halls. NRHH chooses the recipient of the Stephen Conroy award each year, awarded to the student whose ambition, enthusiasm, compassion, and service most enriches the residence hall community. NRHH is also a branch of the Inter Residence Hall Government (IRHG).

HOUSING ASSIGNMENTS INFORMATION

Residence Hall and Apartment Agreements

Living in residence is a contractual agreement between the student and the Department of Residence Life at Creighton University. Below are a few items from the Agreement that are important to know. It is in the best interest of the student to have read the contract as there are some items not covered below.

Release from Contract

All unmarried undergraduate students from outside the immediate Omaha area as defined by the University are required to live in University residence halls during their first two years at the University. A request to be exempt from this requirement or to cancel the housing and food services agreement must be made in writing to the Associate Vice President for Student Services - Residence Life, Department of Residence Life, 136 Swanson Hall, Creighton University, Omaha, Nebraska 68178 by July 15 for requests for the upcoming fall semester, and by December 1 for the upcoming spring semester. Only the Associate Vice President for Student Services or his/her designee will be able to permit these exemptions. Residents should refer to their Residence Hall and Food Service Agreement or Apartment Living Agreement for other specific dates related to occupancy. Residents would have received a copy of this agreement when they made a room reservation. Copies of signed agreements can be received by contacting the Housing Assignments Office at housing@creighton.edu.

In the event the request is approved, the resident (and his/her co-signing parent or legal guardian if the student is under 19) will be refunded the remaining portion of the room fee according to the refund schedule stipulated in the "Creighton University Bulletin". Residents who are on a meal plan will be refunded the unused portion of the board plan. Students who are approved to be released prior to the date on which they were to take occupancy may be held responsible for some fees depending upon the date of their release. Residents, who after occupancy commences (or was to have commenced), vacate the residence space without having obtained approved release from this Housing & Food Service Agreement, will be held liable for and agree to pay to the University all charges associated with occupancy of the space.

Students from the Omaha area may live in the residence halls. Otherwise, during their first two years at the University, students from the Omaha area must live with a parent or guardian unless given permission by the Associate Vice President for Student Services – Residence Life to live elsewhere.

Students receiving room and board as part of a scholarship or grant endowed by the University are required to live in University residence halls during the period they receive funds from the University. Should scholarship or grant students receiving full room and board choose to live off campus beyond their second year at the University, they will forfeit those scholarships or grant dollars that fund room and board.

For more details on release from occupancy, consult your Housing & Food Service Agreement and/or your Resident Director.

Room Assignments

The University reserves all rights concerning assignment of rooms or the termination of their occupancy. While we try to honor specific building and roommate requests, we are not able to do so in all cases. The sole responsibility for such room assignments rests with the University. The University will not discriminate according to race, color, national origin, or religion regarding room assignments. Only students who are assigned by the Department of Residence Life to occupy a given room may live in that room.

Checking In

Students may not move into the halls until the date designated by the Department of Residence Life. When you move into your residence hall room or apartment, you should have received a Room Inventory Form to document any and all damages that are present when you assumed occupancy of the room. **YOU MAY BE HELD RESPONSIBLE FOR DAMAGES WHICH ARE NOT DOCUMENTED ON THIS FORM.**

It is important that you have told your RA/AC about any discrepancies on the Room Inventory Form to avoid being fined for damages that occurred prior to your arrival. Both you and the RA should have signed the form, and you should have a copy. You should have also received a room key, and in some halls a mail key. These should be kept with you at all times.

Room CHANGES AND Room "Freezes"

To accommodate all interested students who want to live in the residence halls, to determine available space, and/or to help new roommates learn to live together, the University "freezes" room changes at the beginning of each semester. The room freeze typically lasts for two weeks and during that time no room changes will be approved.

If you wish to change rooms or space assignments after the room freeze, you must contact your Resident Director. If approved and if space is available, you will obtain official information for processing your room change.

You should not expect staff to approve requests for room changes that are based on:

- consideration of race, color, national origin, or religious preference; or
- conflicts between individuals related to lifestyle preferences or personal habits which, in the judgment of staff, are resolvable.

THE BOTTOM LINE: Changing rooms requires the approval of the Department of Residence Life. No changes will be granted for disputes based on race, color, national origin, religious preference, or resolvable differences.

While staff accept room moves as an occasional means of resolving serious conflicts, we are committed to exploring with all residents involved other means of resolving conflicts.

If You Are Not Assigned A Roommate

Occasionally, residents assigned to double occupancy rooms will go for a period of time without a roommate. This is especially true at the beginning of each new semester. During the room freeze period residents in that situation may receive a new roommate without prior notification. The Residence Life staff will make every effort to notify you of a new roommate if this situation occurs but cannot guarantee it.

After the room freeze is over and a room is not fully occupied, the Department of Residence Life will notify those residents living alone that they

- (a) can consolidate with another student.
- (b) be prepared at any time to receive a roommate who may be a new resident or one involved in a room change, or
- (c) take the room as a private by incurring the additional assigned cost. This third option (c) is available on a limited basis as space permits and only if when it is known that sufficient space exists to accommodate all students needing housing..

If option (b) is chosen, the room must be ready to accommodate new occupant(s) at all times. If a resident does not contact the Department of Residence Life, regarding the above options, it will be assumed that the resident's choice is option (b). At that time, the empty space(s) will be placed in the pool of openings for students requesting assignments.

Your willingness to welcome your new roommate will do much to ease his or her entry into the residence halls and Creighton University. Should your room not be prepared to welcome a new resident, you will be subject to possible sanctions in **addition** to being charged the additional expense of a private room for the semester.

Checking Out

Immediately prior to your move out, your R.A. or Apartment Coordinator will compare the condition of your room/apartment with the Room Inventory Form completed at the time of check-in. Apart from reasonable wear and tear, you and/or your roommate will be expected to pay for damages, deficiencies, losses, or any special services incurred while you were an occupant of the room. Often exact amounts for charges and fines are not available at the time of your departure. The Coordinator of Housing Facilities will assess these damages and the Department of Residence Life will bill you accordingly. Common area damages may also be assessed just prior to check out. Please see "Common Areas."

When permanently vacating an assigned space for any reason at any time during or at the end of an academic year, you are responsible for completing the checkout procedures established by the University. These procedures include but are not limited to:

- cleaning and fully vacating your room, including the removal of all personal property;
- making sure that walls, furnishings, etc. are free of damage and defacement;
- removing all trash to designated trash receptacles;
- repositioning beds and other furnishings as you found them at check-in;
- turning off and unplugging all lights;
- closing all windows and opening blinds or curtains;
- turning heating or air conditioning units to "low";
- scheduling with your R.A. for an assessment of the condition of your room using the Room Inventory Form;
- returning all assigned keys (and access cards, if appropriate); and
- completing a forwarding address card to ensure that you will receive any first class mail.

Failure to complete any of the above listed procedures may make you liable for damage assessments, fines, and/or other action. **(NOTE: These procedures do NOT apply to regularly scheduled vacation periods during the academic year. During these times, you may keep your personal belongings in your room. However, residence halls close over Christmas Break, therefore you will not have access to your room at that time.)**

The University reserves the right to remove and dispose of any property remaining in a room 24 hours after (a) a cancellation of the contract or lease by the University; (b) your separation or departure from the University [note that any unexplained absence of ten days or more may be considered a departure from the University]; or (c) the date you officially check out of your room. The University requires you to pay any costs incurred to remove any items.

MAINTAINING THE SECURITY IN THE HALLS

Student Identification Card

The student ID is important to student security, access to buildings and eating. It is important for a student to keep their ID with them at all times. At times a student may be asked to use the ID as collateral for equipment, or for identification purposes during guest hours.

Guest Policy

- **Entering the Residence Hall or Apartment Building In Which You Live Between the hours of 7:00 p.m. and 7:00 a.m.** Residents of each hall must give their Student ID to the Desk Receptionist in order to enter their residence hall. Sign in is not required.
- **Resident Students Entering Any Residence Hall Between the hours of 7:00 p.m. and 7:00 a.m.,** Any resident student may check themselves into any residence hall in which they do not live, by leaving their Creighton student identification card at the hall desk and signing themselves in after their host has been contacted by the Desk Receptionist. Resident students do not need to be escorted.
- **Non-Residents Entering Any Residence Hall Between the hours of 7:00 p.m. and 7:00 a.m.,** Any non-resident must be approved and leave a valid picture identification card at the hall desk and be signed in by a student living in that residence hall. Residents are responsible for escorting their guests at all times.
- **Entering Any Residence Hall before 7:00 p.m.** Any individual with a Creighton ID (faculty, staff, or student) can enter any residence hall before 7:00pm without checking in with the front desk staff. Individuals without Creighton IDs must be checked in and escorted by a resident of the hall at all times.
- **Overnight Guests** Any resident who would like to have a non-resident guest of the same sex remain in their room overnight must register them as an overnight with staff at each Hall's front desk. A student may check in a maximum of two guests at a given time, and no guest is allowed to stay for an extended period of time.

Parents and guests who do not reside in the residence halls are responsible for observing all policies and procedures outlined in this handbook. Residents are responsible for the conduct of their guests, and for escorting them at all times. The University does not assume responsibility for personal accident, injury, or illness sustained or caused by residents or guests of residents.

Visitation

Guests of the opposite sex are not permitted to remain in a room or in a residential area past the specified visitation hours. Hosting an overnight guest of the opposite sex is considered a serious violation of Residence Life policy. Students or guests of the same gender are permitted in a room after visitation hours providing their presence does not disrupt the normal activities of your roommate or other residents.

University residence hall visitation hours are as follows:

Sunday through Thursday	10:00 a.m. to 1:00 a.m.
Friday, Saturday, & Holidays	10:00 a.m. to 2:00 a.m.
(Holidays include: Fall Break, Thanksgiving, Spring Break, and Easter.)	

Being aware of these policies yourself and helping your guests and visitors to understand and abide by them, will help make living on campus much more enjoyable for you and your friends. A student desk worker who asks for identification is simply doing his or her job, and your patient cooperation with them in these situations is greatly appreciated.

Keys and Lock Out Keys

Your student ID will serve as your key to enter your residence hall. All students are required to swipe their ID before entering their assigned hall. Failure to have your university ID will prevent you from being able to enter the hall, and you will need to check in at the desk to gain access to the building. You are able to check in through the desk three times without penalty; each additional instance of not having your ID when entering the building will result in a \$5.00 fee.

When you check into the residence halls, you are issued one room key and, in some halls, a mailbox key. If you lose your room key, it is necessary to change the lock on your room to ensure that your room is secure; the cost for this service is \$30.00 in all residence halls except McGloin where the cost for this service is \$60.00. This process takes approximately two days and once completed, you may pick up your new keys at the front desk. If you lose your mail key, contact the front desk to order a new one; the replacement fee is \$5.00. It is prohibited to duplicate any residence hall key.

If you break a room or mailbox key, bring both portions of the broken key to the front desk. A new key will be ordered at a charge of \$5.00. If you notice that your key is bent, please bring the key to the front desk and it will be replaced at no charge.

It is important to let the front desk know within 48 hours if your key(s) is/are lost, stolen, or broken. This can greatly reduce the time you need to wait for a replacement key. All charges cover exactly the cost of lock and/or key replacement. You should keep your keys with you at all times. You should never leave your room unlocked even for a few minutes. Any student who is responsible for the unauthorized possession or use of University keys will be subject to serious disciplinary consequences.

When you checked into the hall, you signed your name on a "Lock-out Key Policy and Procedure" card. The desk receptionist uses this card to check out a lock-out key to you during the course of the year. Lock-out keys are available only to those registered to live in a particular residence hall room. The policy on lock-out keys follows:

Each room has one lock-out key available at the desk for use by the assigned occupant(s) of that room. To check out a key, you must present a valid Creighton ID to the desk receptionist. If your ID is locked in your room you may have to present other information or be let into your room by residence hall staff. The fee for a lock-out key is \$1.00, and the key must be returned to the front desk within one hour. Failure to return the lock-out key within one hour will result in a \$5.00 fine. If the lock-out key is not returned within 24 hours, the key will be considered lost, and a lock change will be ordered. A charge of \$30.00 will be levied to cover the costs of lock replacement and the production of new keys. Fees in McGloin Hall are \$90. To ensure the safety and security of residents and their belongings, anyone attempting to check out a key to any room other than his or her own will be subject to serious disciplinary action.

ID Entry in the Apartments

In Opus and Davis, your Creighton ID will serve as your apartment "key." You will also have the option of acquiring an actual key to your individual bedroom within the apartment. Lockout cards (for the apartments) and keys (for the bedrooms) are provided at the front desk, according to the same checkout policy as described above for the residence halls. There is a \$5 fee for checking out a lockout card, and a \$20 fine if the card is not returned within 1 hour. If you lose or break your ID card and get a replacement card, you will need to contact your Apartment Coordinator to arrange to have the new card number activated for your door.

Security

You should lock your room every time you leave no matter for how long. Thefts from residence hall rooms almost always occur when residents leave their doors open or unlocked or their keys unattended. You can greatly reduce the potential for theft if you follow the advice listed below:

Engrave valuable personal property with your individual N.C.I.C. (National Crime Information Center) code number. Contact Public Safety (x2104) to obtain your computer code number and check out an engraver. Write down brand names, purchase prices, dates and serial numbers of all valuables as well as the name, account number, and expiration date of all credit cards. Check your family or personal property insurance policy to insure that your personal belongings are protected against loss. The University does not assume responsibility for damage to student property due to theft, fire, water, or other causes. Consequently, the University encourages all students to take valuables with them when they leave for holidays, breaks, or other extended periods. Your insurance policy is your only protection against such loss. If your family policy does not apply, you may wish to consider a personal property insurance package.

Register your bicycle with Public Safety. Failure to do so makes it difficult to verify the owner if the bike is stolen and subsequently recovered. Report any loss immediately to your R.A. and Public Safety. Report immediately any suspicious persons or activities you see by calling your front desk. NOTE: Heider Hall residents should refer to your signed lease in addition to this booklet for information about your responsibilities, rights, and privileges as a tenant.

THE BOTTOM LINE: You are responsible for the safety and security of your personal possessions. Take steps now to prevent situations in the future.

Personal Searches

The University reserves the right to search a resident or his/ her belongings if a University official believes that a student is in violation of Creighton University policies and/or procedures or local, state, or federal law.

Furthermore, if a University official believes that a student or his/her guest is in violation of Creighton University policies and/or procedures or local, state, or federal law, the University official has the right to check any packages, book bags, boxes, duffel bags, or other items brought into the residence halls.

1. If a University official believes that a student or his/ her guest is in possession of alcohol, whether by someone under age 21 or by someone of age transporting items to a minor's room, the University official has the right to check any packages, book bags, boxes, duffel bags, or other items brought into the residence halls.
2. In addition, a student, his/her guest, and any items they have may be inspected if it is believed that the student or his/her guest is in possession of drugs, other illegal items, or items that are against University policies.

RESIDENCE HALL SAFETY AND OTHER RELATED POLICIES

Appliances

Cooking is not allowed in student rooms. Because of the potential fire hazard, no open coiled appliances are allowed in the residence halls or apartment buildings. The following appliances are approved for use in your room. All of these must have the Underwriter's Laboratory Seal of Approval and be in good condition:

- Electric irons
- Hair dryers, curling irons, and hot rollers
- Electric Blankets
- Televisions and VCRs/DVD Players
- Stereos/sound systems
- Computers/printers/fax machines
- Standard Telephones and cellular telephones

- Microwave ovens of less than 1.2 cubic feet
- Refrigerators no larger than 6 cubic feet
- Small portable fans

Bicycles

Bicycle racks are provided by the University outside of the residence halls. You may not store bicycles in residence hall common areas. Bicycles may be stored in student rooms as long as all roommates agree and the storage does not block egress or otherwise violate University policies.

Candles and Other Items with a Flame

Because of the significant risk of fire and the inability to contain scents to a given room, anything with an open flame, as well as flammable and/or excessively fragrant materials (including candles, incense, and potpourri pots) are prohibited in the residence halls and apartments. In summary, no open flames may be used in the residence halls and this includes cigarettes, lighters, pipes, etc. Candles, whether used or not, may not be kept in the residence halls.

Christmas Safety

Because they constitute a significant fire hazard, live cut Christmas trees, wreaths, or greenery are not permitted in the residence halls. Also, only Underwriter's Laboratory-approved electrical cords and lights may be used in the decorating of residence hall rooms. Only non-flammable Christmas decorations are permitted, however, no decorations are to be hung on the door to students' rooms, or any other fire door, due to fire code. All Christmas decorations must be removed before Christmas break.

Cleanliness

You are responsible for maintaining a reasonable standard of cleanliness in your room. An unclean or unsafe room may be cause for action on the part of the University. The University reserves the right to check rooms at any time and assess fines and fees accordingly. (see also "Your Room and Roommate") Residents of a floor or wing share the responsibility of keeping their environment reasonably clean, including the hallways, lounges, and bathroom areas. Any floor member who intentionally or unintentionally creates a mess in the residence halls will be held responsible for cleaning up that area. Each building has trash and recycling receptacles.

Fire Safety, Smoke Detectors, and Sprinkler Heads

The most effective way to avoid harm in a fire is to be prepared BEFORE the emergency occurs. In the residence halls we do this in several ways. At the beginning of the semester, your R.A. will explain all emergency procedures and relevant information, including the locations of exit stairwells, fire extinguishers, and alarm pull stations. Additionally, each hall will hold unannounced and/or announced fire drills during the course of the school year. **IT IS VITAL TO YOUR SAFETY THAT YOU EVACUATE YOUR HALL WHENEVER A FIRE ALARM IS SOUNDED. ALWAYS ASSUME THAT THERE IS A REAL FIRE, AND EXIT THE BUILDING IMMEDIATELY.** Failure to leave the building may result in a fine and/or disciplinary action.

If you are physically challenged or become physically challenged (sprained ankle, any injury requiring crutches, etc.) at any time during the year, notify your R.A. immediately to be placed on the mobility impaired list. Upon doing so, you will receive further emergency procedure information and instructions. The front desk maintains an up-to-date list of mobility impaired students in the event of an evacuation. Elevators are not in operation during a fire alarm.

If you see a fire or smell smoke, pull the nearest fire alarm pull station and immediately proceed to the front desk. Once you have given the desk receptionist the specific location of the fire, leave the building. Never attempt to put out a fire yourself.

If you hear a fire alarm, immediately exit using the nearest stairwell. Please comply with any instructions given by building staff or emergency personnel. Once evacuated, stand clear of the building and all driveways until residence hall, Public Safety, or emergency personnel indicate that you may return.

If you are trapped in a room, move to the window and wave brightly colored clothing or a light to alert rescue personnel to your location. If possible, write your room number on a piece of paper and place it in the window. Open the window at the top and bottom to let fresh air in and heat and smoke out. Keep your room door closed and place wet towels along the bottom of the door.

Smoke detectors are provided in every room to help prevent personal injury. When the smoke detector sounds:

- If there is a fire, exit the room, close the door, pull the alarm, report to the front desk and evacuate the building.
- If there is no fire, extinguish heat or smoke sources, open windows and door and tell other residents that there is no fire. Call the front desk immediately to notify them of the false alarm. If the detector does not stop, call the desk and report the smoke detector malfunction.

If you hear a smoke detector in someone else's room and the door is closed, knock on the door. If there is no response and the detector has not stopped sounding, call the front desk to request that a staff member investigate the problem. It is a violation of residence hall and University rules and regulations to tamper with or render inoperable one's smoke detector.

Sprinkler heads are located in Deglman, Swanson, Kiewit, McGloin, Kenefick, Davis Square and Opus Square to help prevent personal injury. You must not block your sprinkler head in any way including using it as a fixture from which to hang personal property. It is in violations of residence hall and university rules and regulations to tamper with any fire suppression device.

Due to fire code, students are not allowed to post any paper material on the exterior surface of their room door. Residence Life staff will post door name tags that have been treated with a special fire retardant chemical, but no other paper materials are to be posted.

THE BOTTOM LINE: Assume every fire alarm is a real fire, and exit the building immediately.

Lamps and Lighting

Halogen lamps are considered a fire hazard due to the high temperature that these bulbs reach when in use. Consequently, all halogen lamps (floor lamps, desk lamps, or any other lamp containing a halogen bulb) have been banned from Creighton University residence halls

Motorized Vehicles

Motorbikes, motorcycles, or any device requiring the use of combustible fuels create a potential fire hazard and may not be ridden or stored in any residence hall at any time. Persons responsible for such items will be charged for the removal and storage of said items.

Pets

For health and safety reasons, cats, dogs, birds, and other animals are prohibited in residence hall rooms and apartments. The two allowable exceptions are fish in small aquariums (under 10 gallons) and guide dogs belonging to the visually or hearing impaired. No pets will be allowed to remain in the hall when the halls are closed. You will be charged for any removal and/or cleaning costs incurred because of your pet.

Power Failures

In the event of a power failure, emergency lights will activate. Remain calm and do not use candles or other flames. Keep hallways and common areas free of obstruction.

Severe Weather / Tornado Safety

Due to the possibility that a tornado watch or warning could exist in the Omaha Area, students are advised to be aware of weather conditions. The University will use CUAAlert in the case of an impending tornado so all students are encouraged to sign onto this system for this and other emergency information. A Tornado Watch implies that the weather conditions are such that a storm could develop. A Tornado Warning indicates that a tornado has been sighted, though not necessarily on the ground, somewhere in the Omaha area. The sirens you may hear are meant to warn those outside that a storm is in the vicinity and thus, students should not wait for the sirens before they move to safety. There is not an all clear siren. Instead, Tornado and Storm Warnings have a time limit. This time limit, unless extended by the Weather Service, should indicate that any storm conditions that existed have passed.

When a Storm / Tornado Warning exists, students should move to safe areas designated in each residence hall. These are:

- Davis Square – Storm Shelter in the basement of the west building (Room B15)
- Deglman Hall – Basement Hallway
- Gallagher Hall – Basement in the south stairwell
- Heider Hall – Garage area, stay clear of entrance door
- Kiewit Hall – Basement
- McGloin Hall – Ground floor interior rooms – vending area or study area beneath main entrance.
- Opus Hall – Storm Shelter in southwest section of the complex.
- Swanson Hall – The basement and first two floors of the north stairwell.

Smoking

All residence halls at Creighton University are non-smoking facilities. Smoking is prohibited in all areas of each residence hall, in apartment courtyards and balconies and is also prohibited 30 feet from any entrance of any of our residence halls. Furthermore, any student who violates this smoking policy may be documented and sent through the normal conduct process for disregarding our community's stance on smoking

THE BOTTOM LINE: Creighton is a smoke free campus. Smoking is not allowed either inside or outside of the buildings on campus, including the residence halls.

Solicitation and Conducting Businesses from the Residence Halls

All door-to-door solicitation and selling within the residence halls or apartments by students or commercial salespersons are prohibited. Likewise, no flyers, advertisements, coupons, etc. may be placed under the doors or hung on doorknobs in any residence hall. If you witness a solicitor on your floor or in the building, contact the front desk immediately.

In certain circumstances, a student, student group, or a commercial salesperson may be given limited privileges to conduct a sale or promotion in a lobby or other approved space. In these cases, permission must be secured, in advance, from the Resident Director. Students may not sell anything, post notices, solicit for any purpose or conduct any business enterprise from their rooms, suites or apartments without the written permission of the Associate Vice President for Student Services-Residence Life or his/her designate.

Sports

Riding skateboards, roller skates, in-line skates, scooters or bicycles, throwing Frisbees and other projectiles are not permitted in the residence halls. Likewise, residents may not engage in any sports play (e.g. golf, baseball, hockey, soccer, lacrosse, water fights) or "rough housing" in the residence halls.

Windows, Ledges, and Roofs

At no time should any person or object be on a roof or ledge for any reason. If you, or your personal property, are found on a roof or ledge, you will be subject to disciplinary action. For what should be obvious safety reasons, throwing any item from a hallway,

roof, ledge, window, or balcony is prohibited and is subject to a \$100.00 fine. This includes trying to throw an item or object from outside the building up into a window, ledge, or roof. When an object is thrown from the window of a resident's room and the identity of the person cannot be determined, the residents of that room will share any fine or sanction that is assessed. To maintain the appearance of the residence halls, items may not be displayed in or hung from windows or ledges.

Windows must remain closed when the building's heating or cooling system is on. Damage may occur to the radiator in the room if a window is open when the heating systems are on and it is cold outside; students will be held responsible for any damage and associated cleanup that may occur due to opening a window during the winter months. A fine of \$50.00 may be assessed if a resident opens their window when the heating/cooling systems are in operation. If the temperature of a student's room is not at a comfortable level, they should contact their residence hall front desk and submit a maintenance request

The large, center windows in Kiewit Hall rooms, and windows without screens in the common areas of these buildings have been bolted shut for your safety. These windows may not be opened for any reason. Any room or floor found with their large window open will be assessed a \$100.00 fine. Screens must also remain in place.

Students may not post signs, posters, banners or other printed material, art or advertisements in windows, inside or on the outside of the buildings, or on the grounds without the written permission of the Resident Director of the residence in which the resident resides.

THE BOTTOM LINE: For what should be obvious safety reasons, being on a ledge or roof, as well as throwing items from open windows, ledges, or roofs, is strictly prohibited.

CONDUCT AND POLICY VIOLATIONS

A focus of Residence Life policies is not to restrict your freedom but to create a comfortable, quiet, and safe community living environment that supports every student's pursuit of academic and personal goals. Our primary purpose is to help educate students to be responsible members of a community. We expect that each student meet certain minimum standards of expected behavior and take responsibility for the consequences of his/her behavior.

As a residence hall student you must abide by the following sets of policies and agreements:

- Roommate agreements
- The terms of your Community Agreement;
- The terms and conditions sets forth in your Residence Hall and Food Service Agreement;
- University rules and policies found in the Student Handbook;
- Federal, state, and local laws.

THE BOTTOM LINE: You are responsible for knowing and following the rules and regulations for your community.

When you are involved in policy violations all incident reports and all letters from the Resident Director and/or other University officials regarding those incidents are on file in the Department of Residence Life. Every document in your file is available for you to read. This information is otherwise restricted. Your file remains active until you have graduated from the University; sanctions will carry-over from year to year.

Confronting a Policy Violation

Residence hall staff is responsible for confronting any policy violation that they encounter in any residence hall. Students are expected to assist staff in creating a positive living environment by confronting each other and/or notifying staff of those people who violate expectations.

It is equally expected that residents who are confronted be courteous and cooperative. Failure to cooperate, providing false information, or acting out through verbal or physical abuse to a staff member is considered among the most serious of violations. It is likewise important to bring to the Resident Director's attention any incident in which you feel a staff member may have acted inappropriately.

Incident Reports

When a resident is involved in a policy violation or an incident, a Residence Life staff member will document the details of the situation on an Incident Report. Not all Incident Reports involve policy violations. Some are used to document equipment malfunctions, illness, theft or loss, emergencies, and any of a variety of other situations.

Because the Incident Report is written objectively, it is important that you give clear details of any situation in which you are involved. The Resident Director reviews all Incident Reports and may request to discuss the details of the report.

Meeting with a member of the Student Services Staff

When a Resident Director receives an Incident Report, he or she explores the details of the incident. If the details of the report indicate that a student may be in violation of the Student Code of Conduct the report is referred to the Center for Student Integrity and a judicial officer is assigned. Hearing officers include Resident Directors, Assistant Directors of Residence Life, the Assistant Director of the Center for Student Integrity and the Assistant Vice President for Student Life.

When a Resident Director or another judicial officer meets with a student who may have been involved in a policy violation, the primary goal is to determine the circumstances of the incident and ascertain which parties are responsible for what specific policy violations, if any. Your cooperation, even if you believe you were not responsible, is critical to the successful resolution of the incident.

Following your involvement in an incident, a member of the Student Services staff will send you a letter asking you to schedule an appointment with him or her, or his/her designee. This letter will also provide specific guidelines about when the appointment should take place. It is important that you carefully follow these instructions. Ignoring this letter will lead to more serious action. At this meeting, you will be given an opportunity to share your version of the incident. Your honesty is important; providing false information is a serious violation of University policy.

Once you have shared your version of the incident, the staff member will explain where he or she believes your responsibility lies and will work with you to develop an appropriate sanction, when applicable in order to help you learn from this experience. Although it may be tempting to compare the results of your meeting to that of a peer in a similar situation, it is important to remember that each person and each situation is considered entirely on an individual basis. No two incidents are ever identical.

Along with our efforts to give every person a fair hearing based on the particular circumstances of his or her situation, we seek to be consistent in dealing with incidents across campus. For this reason, we have some standard guidelines for sanctioning from which we work.

<p>THE BOTTOM LINE: You are guaranteed the right to have your side heard in any situation. All of the University's disciplinary processes are designed to be equally fair and objective for all students.</p>
--

Sanctions

Student Services' staff has authority to levy any combination of the sanctions detailed in the Student Conduct section of the Handbook. Failure to comply with any sanction will result in more serious action, including but not limited to additional sanctions.

Living in Residence

Whether you are living in the residence halls or in on campus apartments, we hope you will find that you will have a wonderful learning opportunity as well as an experience of making friends and creating memories that can last a lifetime. Please remember that the residence hall staff is there to be helpful to you whether you only have a question, or if you are struggling with a major problem. Have a wonderful year and may this experience provide you with an opportunity to grow as an individual and enjoy the Creighton experience fully.