

**2016-
2017**

Creighton University Student Handbook



2016-2017 CREIGHTON UNIVERSITY STUDENT HANDBOOK

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(Revised August 2016)

Introduction

Creighton University 2016 – 2017 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 Life. The Handbook and the Montserrat, the residence hall handbook, may be found at https://www.creighton.edu/fileadmin/user/students/docs/2016-17_Student_Handbook/2016-2017_CU_Student_Handbook_FINAL.pdf

The Vice Provost for Student Life or his/her designee is responsible for notifying students of the availability of this publication and how to access it. Additionally, the Vice Provost 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.

WELCOME

Dear Creighton University Student,

Greetings and welcome to the 2016 – 2017 academic year. The purpose of the Creighton University Student Handbook is to assist you in becoming an informed and involved member of our community. As a Jesuit, Catholic University, Creighton promotes an academic learning environment that encourages you to engage in your community and to act with care and concern for each other.

This handbook contains information that will assist you in understanding your student rights and responsibilities as a member of our academic learning community. It is also a useful resource with information about a variety of University departments and programs, student involvement opportunities, campus safety, and University policies.

An important resource, the Student Handbook encourages you to engage in the Creighton community “with compassion, confidence and character.” As you commit to learning in the classroom and to participating in the many co-curricular opportunities that Creighton offers, we encourage you to create meaningful relationships and to fully commit to being a part of our inclusive community. In return, you will find support and guidance. Seek us out if you need us. We are here for you and are committed to your success.

Warmest regards,

Dr. Tanya Winegard
Vice Provost for Student Life

HISTORICAL SKETCH

Creighton University owes its origin to a bequest made by 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 health professions, a graduate school, and summer sessions.

THE MISSION STATEMENT OF CREIGHTON UNIVERSITY

Creighton is a Catholic and Jesuit comprehensive university committed to excellence in its selected undergraduate, graduate and professional programs.

As Catholic, Creighton is dedicated to the pursuit of truth in all its forms and is guided by the living tradition of the Catholic Church.

As Jesuit, Creighton participates in the tradition of the Society of Jesus, which provides an integrating vision of the world that arises out of a knowledge and love of Jesus Christ.

As comprehensive, Creighton's education embraces several colleges and professional schools and is directed to the intellectual, social, spiritual, physical and recreational aspects of students' lives and to the promotion of justice.

Creighton exists for students and learning. Members of the Creighton community are challenged to reflect on transcendent values, including their relationship with God, in an atmosphere of freedom of inquiry, belief and religious worship. Service to others, the importance of family life, the inalienable worth of each individual and appreciation of ethnic and cultural diversity are core values of Creighton.

Creighton faculty members conduct research to enhance teaching, to contribute to the betterment of society, and to discover new knowledge. Faculty and staff stimulate critical and creative thinking and provide ethical perspectives for dealing with an increasingly complex world.

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-endavors.
- 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, 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.

GENERAL INFORMATION

A. Academic Information

1. Confidentiality and Privacy of Student Records

Creighton's policy relating to the confidentiality and privacy of student education 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:

- a. The right to inspect and review the student's education records.

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 within 45 days of the day the University receives a request 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.

- b. 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.

Note: The right to challenge grades does not apply under this Act unless the grade assigned was inaccurately reported.

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.

- c. 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, that 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 Trustees; or a student serving on an official committee, such as a disciplinary

or grievance committee, or assisting another school official in performing his or her tasks. A legitimate educational interest exists where the information is reasonably needed for the official to perform appropriate tasks specified in the official's position or contract or for official University business or relevant to accomplishing a task or determination regarding the student.

Generally, schools must have written permission from the student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is requesting transfer or enrollment;
- Specified government officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- To a parent of a student under the age of 21 concerning the student's violation of any law or policy regarding the use or possession of alcohol or a controlled substance;
- Appropriate officials in cases of health and safety emergencies;
- State and local authorities, within a juvenile justice system, pursuant to specific state law;
- To victims of crimes of violence or non-forcible sex offenses;
- Disclosures to the student.

FERPA permits disclosure of education 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.

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, and full-time/part-time status, local and permanent address(es), e-mail address(es), 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, honors and awards received, participation in officially recognized activities and sports, weight and height of members of athletic teams, photograph(s), and previous educational agency or institution attended by the student. A currently enrolled student may request all directory information not be released by designation as such on his/her N.E.S.T. account. The restriction shall not apply to directory information already published or in the process of being published. Once the student has designated a

confidential classification, it will not be removed until the student submits a signed authorization requesting that it be removed.

- d. 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
400 Maryland Avenue, SW
Washington, DC 20202

2. 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 (Brandeis Hall, 2nd floor)

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 each 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. The following is a list of the schools/colleges and the respective websites:

[Creighton College of Arts & Sciences](#)

[Heider College of Business](#)

[College of Nursing](#)

[College of Professional Studies](#)

[Graduate School](#)

[School of Dentistry](#)

[School of Law](#)

[School of Medicine](#)

[School of Pharmacy & Health Professions](#)

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 (Championship & Ryan Centers)

Directory information; recruiting and eligibility records; performance statistics

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

Medical records and Counseling records

Global Engagement Office (Creighton Hall, Suite 302)

Records of international students and records of students who studied abroad

Residential Life Office (Swanson Hall 136)

Housing information and Dining Services information

Student Financial Aid Office (Harper Center, Suite 2040)

Financial aid records

University Business Office (Creighton Hall Room 113)

Financial records, student accounts, student loans, collections and cashier services

University Relations (Wareham Building, 3rd Floor)

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

Vice Provost for Student Life (Creighton Hall, Suite 224)

Disciplinary records

Vice Provost for Mission and Ministry (Creighton Hall 240)

Directory information and religious affiliation

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

3. 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, Brandeis Hall, 3rd floor or on the [Registrar's website](#)). Currently enrolled students may request official transcripts through their N.E.S.T. accounts. All financial obligations with the University must be met in order for a transcript to be issued. Copies are not made of transcripts on file from other institutions. The student must request any additional copies of these directly from the original issuing institution.

4. 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 by the established withdrawal deadline for the term. 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.

B. Essential Information

1. **Bio-Information Center**

Bio Information Center Building/28th & Burt Streets (west of I-480 & east of Boyne Building)

Phone: (402) 280-5108

Fax: (402) 280-5134

The Bio-Information Center (BIC), houses the Health Sciences Library, School of Pharmacy and Health Profession's Drug Information Center and the Center for Medication Therapy Management, 3 large classrooms in the lower level and four small classrooms on the second level as well as the Café a la Cart. The BIC, is located on Creighton's West Campus. See "[Health Sciences Library](#)" for more information.

2. **Bookstore**

Harper Center for Student Life & Learning, Level two

Phone: (402) 280-2796

Website: [Creighton Shop](#)

3. **Change of Name**

Registrar's Office

Brandeis Building, 2nd Level

Any change of name (whether through court action, marriage, or for any other reason) must be reported to the Registrar with a [Name Change Request form](#)

4. **Check Cashing**

Creighton University Business Office

Creighton Hall, Room 113

Phone: (402) 280-2707

Website: [Business Office](#)

Checks in amounts not exceeding \$200.00 may be cashed at the Business Office in Creighton Hall. Checks will be cashed with presentation of a valid Creighton ID card and/or driver's license.

5. **Creighton EDGE** - 2 office locations

Reinert Alumni Library, Lower Level

Phone: (402) 280-5566

E-mail: EDGE@creighton.edu

Website: [Creighton Edge](#)

John P. Fahey Career Center

Harper Center, Suite 2015

Phone: (402) 280-2722

E-mail: careercenter@creighton.edu

Education in the Jesuit tradition

Development of God-given talents

Growth of intellectual, cultural and global perspective

Engaged spirit and sense of purpose

Creighton EDGE is designed to provide Creighton students with a holistic approach to pre-professional advising, the pursuit of advanced studies, and career development, as well as services and programs to assist with any issues that could impact a student's ability to be academically successful.

- Tutoring
- Academic Coaching
- Academic Counseling
- Academic Strategy Courses
- Pre-Professional Learning Communities
- Career Counseling
- EDGE Scholars Program
- EDGE Internship Program
- Career Portfolio Program
- Shadowing
- Mentoring
- Internships
- Alumni networking

6. Financial Aid

Harper Center, Room 2040

Phone: 1-800-282-5835

Local Phone: (402) 280-2731

Fax: (402) 280-2895

Undergraduate Financial Aid: E-mail: finaid@creighton.edu

Graduate/Professional: E-mail: gpfinaid@creighton.edu

Website: [Financial Aid](#)

7. Global Engagement Office

Creighton Hall, Suite 324

Phone: (402) 280-2221

Fax: (402) 280-2211

Website: [Global Engagement Office](#)

As the focal point and information center for Creighton's international activity, the Global Engagement Office administers many programs and services, including:

- [Study abroad](#)
- Encuentro Dominicano administration
- Visa documentation for international students and visiting scholars
- International student advising on academic, visa, social, cultural and employment matters
- International visiting scholar support
- The Intensive English Language Institute
- International agreements
- Links with foreign universities, ministries, embassies and foundations
- Cross-cultural communication workshops
- Events with an international focus
- Travel insurance for international travel
- Creighton Global Initiative (CGI) project oversight and support

8. **Health Sciences Library**
Bio Information Center Building/28th & Burt Streets (west of I-480 & east of Boyne Building)
Phone: (402) 280-5108
Fax: (402) 280-5134
Website: [Health Sciences Library](#)
9. **Klutznick Law Library/McGrath North Mullin & Kratz Legal Research Library**
Ahmanson Law Center, 2nd Floor, 21st and Cass Streets
Phone: (402) 280-2875
Website: [School of Law Library](#)
10. **Lockers**
There are a limited number of lockers available on a first-come, first-serve basis, located in:
[Reinert Alumni Library](#)
College of Professional Studies Lounge
Call (402) 280-2424
[Health Sciences Library](#)
[Kiewit Fitness Center](#)
Call (402) 280-2848
[Rasmussen Center](#)
11. **Lost and Found**
Public Safety Department
2204 Burt Street
Jahn Building
Phone: (402) 280-2104
Website: [Public Safety](#)

Items found will be turned in to Public Safety.
12. **Mail Services**
Murphy Building; 701 No. 20th Street
Phone: (402) 280-3881
Website: [Mail Services](#)
13. **News Releases**
University Communications and Marketing
1624 Mike Fahey Street
Wareham Building, 3rd Floor
Phone: (402) 280-2738
Website: [University Communications and Marketing](#)
14. **Notary Public Services**
Creighton University Business Office
Creighton Hall, Room 113
Phone: (402) 280-2707
Website: [Business Office](#)

15. **Parking**

Public Safety Office
2204 Burt Street
Jahn Building
Phone: (402) 280-2104
Website: [Public Safety](#)

A University permit is required to park on campus and can be purchased at the Public Safety office during normal business hours.

16. **Reinert-Alumni Memorial Library**

Located in the center of East Campus, just west of St. John's Church
Phone: (402) 280-2227 Reference
Phone: (402) 280-2260 Circulation
E-Mail: askus@creighton.edu (Reference)
E-Mail: ralcirc@creighton.edu (Circulation)
Text: (402) 507-4222
Website: [Reinert-Alumni Memorial Library](#)

17. **University I.D. Card**

Card Services
Harper Center for Student Life and Learning, Room 1094
Phone: (402) 280-4700
Website: [Card Services](#)

Privacy Statement: Images captured for the ID card will be used only 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.

18. **Voter Registration**

This information is provided to students in order to comply with Section 487(a)(23) of the Higher Education Act of 1965 and the [National Voter Registration Act of 1993 \(NVRA\)](#) that requires all higher education institutions to distribute voter registration forms to their students.

Nebraska students, click the link below in order to complete the necessary forms in order to register to [vote in Nebraska](#).

For students from states other than Nebraska, [click the link](#) in order to learn how to register to vote in your home districts and access necessary forms.

Voters registered at their Creighton addresses vote in the following locations:

Gallagher, Kiewit, Swanson, and Deglman
Douglas County district 03-01
Polling Place: Harper Center

McGloin, Opus and Davis Square

Douglas County district 02-15
Polling Place: Morning Star Baptist Church, 20th & Burdette

Heider & Kenefick
Douglas County district 02-18
Polling Place: W. Dale Clark Library, 215 S. 15th Street

[Other Douglas County polling locations](#)

Student Organizations and Activities

1. Student Government

All undergraduate, graduate, 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, Executive Vice President, Vice President for Finance, and Vice President for Programming. The CSU President and Executive Vice President run for office in a campus-wide election. Selection committees choose the Vice President for Finance and the Vice President for Programming.

CSU is the unified, comprehensive student government at Creighton University and speaks as the official voice of the student body to administration, faculty, staff, alumni, and Board of Trustees. This group of student leaders is also responsible for allocation of student fees to student organizations and school governments. Additionally, CSU provides valuable student services and operates through ad hoc committees, Appropriations Committee and Program Board.

CSU Board of Representatives 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 (402) 280-2724 or at csu@creighton.edu.

General Election – is held on the first Tuesday in November. The positions of President, Executive Vice President and representatives for the College of Arts and Sciences, the Heider College of Business, and the College of Nursing are also elected. Representatives from the School of Law, School of Medicine, School of Dentistry, School of Pharmacy and Health Professions, and Graduate School are elected or appointed through their respective school student government.

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. Further qualifications and requirements may be determined by the CSU Election Commission.

Campaigning – commences two weeks prior to the General Election and is overseen by the CSU Election Commission.

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 and advisory boards for the upcoming year. The students are appointed to the following committees for a one-year term:

American with Disabilities Act Committee – Deals with providing increased to students, faculty, staff, and visitors dealing with accommodations for disabilities.

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

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

Kiewit Fitness Center Advisory Board – Advises the Kiewit Fitness Center.

Reinert Alumni Memorial Library Advisory Board – Advises the Reinert Alumni Memorial Library.

Skutt Student Center Advisory Board – Advises the Skutt and Harper Centers

Student Health Advisory Board – Advises Student Health.

Public Safety Advisory Board – Advises Public Safety and provides insight to Transportation.

Lieben Center for Women Advisory Board – Advises the Lieben Center for Women.

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

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

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

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

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

University Committee on 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.

2. 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. Subject to all other University policies, Student Organizations or student clubs are composed of University students; entirely responsible for the conduct of various sponsored activities, as well as the daily affairs of the group.

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 and participate in moderator training once every three (3) years for the student organization to continue to receive registered student organization status with the Student Leadership and Involvement Center.
- 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, by submitting the 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.
- All registered student organizations must create and maintain a student organization site on CU Involved.
- Two (2) members from each registered student organization must attend the CSU Fall Conference or student organization orientation annually to maintain their registered student organization status with the Student Leadership and Involvement Center and University.
- As part of the Annual Registration process each organization will submit the names of two (2) organization members who will be responsible for making all reservations for the organization for their term in office.
- Each registered student organization is responsible for submitting an Annual Registration Form to the Student Leadership and Involvement Center (via CU Involved) at the time of officer transitions to ensure records and contact information is kept up-to-date in the Student Leadership and Involvement Center. This is a required part of the organization registration process, and organizations that do not submit this information will be in jeopardy of losing their organization registration status with the Student Leadership and Involvement Center.
- Each registered student organization is required to submit an Annual Activity Form (via CU Involved) to the Student Leadership and Involvement Center at the end of each academic year. This is a required part of the organization registration process, and organizations that do not submit this information will be in jeopardy of losing their organization registration status with the Student Leadership and Involvement Center.
- 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.
- Student organizations/clubs may extend membership to associate members determined by the language provided in the organization/club constitution.

- Leadership and executive boards/officers must be full-time students in good standing with the University with a minimum GPA of 2.5. If membership is open to persons outside of the campus community, all officers must be Creighton students.
- The involvement of faculty and staff is defined in the role of a moderator rather than a voting member.
- Registered student organizations must have and maintain a minimum of four (4) active members to secure approved Registered Student Organization (RSO) status from the University.

Many groups such as faculty-initiated academic interest groups, faculty/student honor societies, University department groups/committees, and student businesses are not student organizations, but rather University organizations/initiatives. As such, they are directed or chaired by a regular University staff member, and responsible to University policies. The University staff member, by virtue of his/her expertise or job duties, is responsible for directing the organization/initiative. Students often participate in the organization/initiative decision-making process. Registration of such groups through the Student Leadership & Involvement Center is not required; however, they are subject to general University procedures; for example, but not limited to, non-discrimination, fund-raising event, and logo/graphic policies.

Student Organization Review Committee

The Student Organization Review Committee (SORC) is a group of people who review new student organization applications and interview applicants. SORC then makes recommendations to the Vice Provost for Student Life for approval based on the application and interview.

SORC consists of:

- Director of the Student Leadership and Involvement Center
- CSU Executive Member
- Student representative from the Student Life Policy Committee
- A graduate/professional school representative selected by the CSU Cabinet

Following receipt of the completed application packet, the materials will be reviewed by SORC for consideration. You will then be required to attend an interview with SORC. Interviews typically take place 2-3 weeks after the application packet deadline in the fall and spring.

During the SORC interview, a representative must be present to briefly discuss the purpose and goals of the proposed organization and answer any questions. After the interview, SORC makes recommendations to the Vice Provost for Student Life. The options for SORC recommendations include:

- Recommend
 - If group follows all application guidelines, lives out Creighton mission, does not duplicate efforts and is sustainable
- Recommend with Reservations
 - If group has questionable sustainability or leadership, may be duplicating efforts, etc.
- Do Not Recommend
 - Group does not fulfill requirements. May be invited to reapply

In lieu of the SORC process, in all cases involving interest in forming a new social Greek organization, whether from the general student body of the Panhellenic (PHC) or Interfraternity Councils (IFC), an exploratory committee will be created through the appropriate governing

body. This exploratory committee will vote on proposed organizations and share with PHC/IFC, which will make final recommendations to the Vice Provost for Student Life. All students interested in starting a new social Greek organization are required to meet with the Assistant Director of Student Leadership and Involvement Center for Greek Life who will take the lead in communication with any inter/national offices.

Students who wish to participate in the fraternity or sorority recruitment process must have completed one semester as a full-time student (12 hours) at Creighton or another college or university, and must maintain a 2.5 grade point average to be eligible. Transfer students must be able to produce a transcript for grade point average verification.

Students have the right to know the status of a registered student organization that they are a member of, or that they are interested in joining. Students can access this information through a request to the Student Leadership and Involvement Center staff.

Due to the nature of membership recruitment for social Greek organizations, students engaging in the recruitment process will be notified at the beginning of the process if any of the organizations are on disciplinary reprimand, disciplinary or social probation. Suspended organizations are not eligible to recruit new members.

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 Leadership and Involvement Center 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.

Event Guidelines

- 1) Student organizations are prohibited from hosting the following events because they do not fit within the mission of Creighton University.
 - Date auctions, where individuals are being bought for a date. Service auctions are permitted so long as the services are within the University mission (i.e. raking leaves, house work, car washes, etc.)
 - Food and drink consumption contests where competitive consumption is the goal
- 2) It is required that student organizations contact the Student Leadership & Involvement Center if they wish to host any event/activity on or off campus. All student organization events/activities need to be

registered through the Student Leadership & Involvement Center via CU Involved at least two weeks in advance of the event date. This includes but is not limited to the following events:

- Movie viewing events, both documentaries and fictional movies
 - i. Movies are copyrighted material; federal guidelines mandate that organizations have copyright approval to show the film outside a classroom setting
- An event on campus where alcohol will be present (see the "Serving Alcohol on Campus Policy" for more information)
- A public event that is open to the Creighton community and/or the Omaha community, particularly if the organization will be entering a contract with a speaker or speaking agency
- Potentially controversial events or activities
 - i. The University Student Handbook Speakers Policy and the University Speakers and Artistic/Creative Presenters policy state that student organizations are required to get speakers approved who may have conflicting views of Creighton's traditions and values. If you are unsure if your speaker has conflicting values with the University, please contact the Student Leadership & Involvement Center for consultation.
 - ii. This includes, but is not limited to speakers, lectures, concerts, films, tabling, fundraisers, philanthropy event/activities, apparel creation, and date parties.
 - iii. "Sponsoring organizations are expected to use responsible judgment in selecting speakers/activities. When it is likely that a speaker/activity 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 Provost for Student Life, in consultation with the appropriate academic Vice President and University Committee on Lectures, Films, and Concerts, may require that a speaker/activity planner make the presentation in a debate or panel of discussants format so as to assure expression of other views."
 - iv. "If it is reasonably likely that a potential speaker or other artistic/creative performer will espouse or appear to espouse positions in conflict with Creighton's traditions and values, the Inviter must inform the relevant Vice President/Provost of the planned invitation and provide the Vice President/Provost with background information about the invitee's positions, works, published speeches and other relevant information to allow the Vice President/Provost to make an informed judgment as to whether and under what circumstances (including but not limited to the format of the event) the invitation should be extended."
- If a student organization desires to use food provided from someone outside of the University, the organization needs to apply for Catering Exclusivity and follow the Catering Exclusivity policy.

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 Event Form that can be submitted via CU Involved by the Student Leadership and Involvement Center prior to securing room or mall reservations and prior to the event

- All fundraisers must conform to the Creighton University Code of Student Conduct and avoid demeaning sexual, racial, or other discriminatory references and not promote the abuse of alcohol.
- All organizations wishing to hold a fundraiser must have a completed and approved event form on file in the Student Leadership and Involvement Center (via CU Involved) prior to securing room or mall

reservations. All reservations may be made by contacting the Centralized Reservations office at (402) 280-1700.

- Scheduled fundraising projects must be administered in accordance with University policies governing advertising and solicitation.
- All door-to-door solicitation and selling within the residence halls by students or commercial salespersons is prohibited. Likewise, no flyers, advertisements, coupons, etc., may be placed under the doors or hung on doorknobs in any residence hall. 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. If you witness a solicitor on your floor or in the building, contact the front desk.
- 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.
- Any advertising and publicity materials must include: name of the sponsoring organization, contact information for sponsoring organization (creighton.edu e-mail account), product or service being sold, purpose for which the profit will be used, date/time or event/activity, and location of the activity. All advertisements must follow the posting policy guidelines.
- For raffles, participants must be made aware of the prizes offered and of their chances of winning. To do this, limit the number of ticket sales and state "chances of winning are greater than 1 in (# of tickets being sold)."
- If soliciting vendors or alumni for support, either financial or in-kind donations, in addition to the fundraising registration form being completed, a list of the businesses to be contacted and a copy of the letter to be sent must be attached to this form or sent electronically to slc@creighton.edu.
- If a student organization wishes to do a bake sale or sale of other foods for a fundraiser, all items sold must be baked by the organization or its members. No pre-purchased items may be sold unless they are purchased through Sodexo Food Services. You must follow proper food-handling guidelines. These guidelines may be found [online](#) or in the Student Leadership and Involvement Center.
- If wishing to serve food not provided by Sodexo a catering exclusivity form needs to be filled out and approved prior to the event.
- Upon processing, all approvals will be communicated via CU Mail.
- If you are creating an item to sell, a "T-shirt/Merchandise Design Approval Form" must be completed via CU Involved.

Waiver of Liability Policy

Student organizations participating or sponsoring activities/events that are deemed high risk by Risk Management will require all participants (students, faculty, staff, community members) to sign a waiver of liability prior to participating in the event/activity. In the state of Nebraska the age of majority is 19, so anyone under the age of 19 will also need a guardian's signature to participate in the activity/event.

Failure to obtain signed waivers can result in a loss of privileges, fines, and the ability to sponsor events.

Contract Policy

Student organizations hosting/sponsoring events that require a contract to be signed by the vendor are required to submit the contract to the Student Leadership and Involvement Center for approval at least three weeks in advance of the event via CU Involved. Student organization members and moderator are not allowed to sign contracts. The Director of the Student Leadership and Involvement Center reviews and signs all contracts for student organizations. University Dining and Centralized Reservation contracts are exempt from this policy. Failure to submit contracts to the Student Leadership and Involvement Center for approval may result in loss of privileges and organization registration status as a student organization, fines, and the ability to sponsor events

T-Shirt/Merchandise and Licensing Waiver Policy

- The Student Leadership and Involvement Center must approve any designs for T-Shirts or other merchandise created by student organizations.
- T-Shirt and other merchandise designs must be submitted to the Student Leadership and Involvement Center via CU Involved before any items are made/printed. *Please submit design at least 2 weeks before the printing date.*
- Any organization that creates and distributes T-Shirts or other merchandise without prior approval will be in violation of this policy and will be responsible for the consequences.
- The Creighton University logos, graphics and Athletic marks are registered and protected trademarks of Creighton University, protected by both the Department of Marketing and Communications and Athletics, as well as the US Patent Office. No alterations are permitted on the University seal, logo or Athletic marks. This policy helps to ensure immediate recognition, the maintenance of appropriateness, and the prevention of commercial use without compensation to the University
- Registered student organizations, as defined by the University, using the names, marks, logo, seals, and/or symbols of Creighton University in any commercial venture, whether fundraising or promotional, are required to seek prior approval from the Student Leadership and Involvement Center and University Communications and Marketing by completing a T-shirt/Merchandise Form [found on CU Involved.]
- Products sold or given away bearing the trademarks of the University and the names or logo of a registered student organization, for the sole benefit of that organization, are exempt from a royalty fee charged for commercial ventures. However, these products must be purchased from licensed vendors.
- If items are to be sold to those outside of your organization's membership, or for a profit, a Fundraising Registration Form must also be completed.

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 Leadership and Involvement Center 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.

STUDENT LIFE

Student life at Creighton University supports the development of the whole individual, while supporting the academic mission. Student life at Creighton integrates 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.

Office of the Vice Provost for Student Life

Website: [Division of Student Life](#)

Location: Creighton Hall, Suite 224

Phone: (402) 280-2775

Staff: Tanya Winegard, Ph.D., Vice Provost for Student Life
W. Wayne Young, Jr., Ph.D., Associate Vice Provost for Student Development
Michele K. Bogard, Ph.D., Associate Vice Provost for Student Engagement
Dawn Jensen, M.B.A., Associate Vice Provost of Housing & Auxiliary Services
Desiree Nownes, M.S., Senior Director for Student Integrity, Wellness & Assistance
Joan Kowalski, Executive Assistant to the Vice Provost
Cheryl Roberts, Administrative Assistant

Athletics

Website: [Go Creighton](#)

Location: Championship Center & Ryan Center

Phone: (402) 280-2720

Staff: Bruce Rasmussen, Athletic Director
Brandy Menaugh, Senior Women's Administrator
Mark Burgers, Associate Athletic Director
Chris Schroeder, Business Manager

Campus Recreation & Wellness

Website: [Campus Recreation and Intermurals](#)

Location: Kiewit Fitness Center & Rasmussen Center

Phone: Kiewit Fitness Center (Main Office, Room 211) (402) 280-2848
Kiewit Fitness Center (Front Desk) (402) 280-2114
Rasmussen Fitness & Sports Center (Front Desk) (402) 280-3575

Email: campusrecreation@creighton.edu
imsports@creighton.edu
clubsports@creighton.edu
fitness@creighton.edu

Staff: Steve Woita, M.S.Ed., Director
TBD, Assistant Director of Fitness & Operations
TBD, Assistant Director of Competitive Sports
Pat Zander, Administrative Assistant

Center for Health and Counseling

Website: [Center for Health and Counseling](#)

Location: Harper Center for Student Life and Learning, Suite 1034

Phone: (402) 280-2735

Fax: (402) 280-1859

The Center for Health and Counseling (CHC) houses both Student Health Services and Student 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.

Student Health Services

Website: [Student Health Services](#)

Location: Harper Center for Student Life and Learning, Suite 1034

Phone: (402) 280-2735

Fax: (402) 280-1859

Staff: Debra C. Saure, MSN, APRN, Senior Director
Marian Brown, Sr. Program Coordinator, Insurance Specialist
Nathan Haecker, M.D., Medical Director
Angela Maynard, BSN, CPN, Assistant Director, Clinical Operations
Susan Weston, RN, Assistant Director, Campus Outreach

Student Counseling Services

Website: [Student Counseling Services](#)

Location: Harper Center Suite 1034

Phone: 402-280-2735

Fax: (402) 280-1859

Staff: Allison Harlow, Ph.D. Interim Director
Michael Kelley, Ph.D., Psychologist
Tom Grandy, Ph.D., Psychologist
Catherine Brougham, M.S., Counselor
Ashley Burke, M.A., Counselor
Rebecca Tompkins, Psy.D., Academic Success Psychologist

Sangeetha Kumar, M.S.W., Coordinator for Student Transitions and Support
Ben Erbes, M.A., Pre-doctoral Intern
Nicole Lozano, Ph.D., Post-doctoral Intern

Creighton Intercultural Center

Website: [Creighton Intercultural Center](#)

Location: Harper Center for Student Life and Learning, Suite 1109

Phone: (402) 280-2459

Staff: Becky Nickerson, Interim Director, Creighton Intercultural Center
Curtis Taylor, M.Ed., Assistant Director for Multicultural Organizations and Programming
Len Gordy, Student and Community Outreach Advisor
YaMika Herald, Coordinator for Multicultural Retention
Joan Thomas, Administrative Assistant

The Creighton Intercultural Center (CIC) is a department in the Division of Student Life 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.

To accomplish this mission, the office has four primary functions:

- [Intercultural Education](#)
- [Academic Support and Mentoring](#)
- [Outreach](#)
- [Student Cultural Center](#)

Eileen B. Lieben Center for Women

Website: [Lieben Center](#)

Location: McGloin Hall, lower level

Phone: (402) 280-2459

Staff: Becky Nickerson, M.S., Interim Director for Creighton Intercultural Center

The Eileen B. Lieben Center for Women at Creighton University was established in 1998 by students, faculty, and staff to respond to issues impacting women students at Creighton University. While the Lieben Center is student-centered, it is a welcoming space for all members of the Creighton community and aims to improve the quality of life on campus through programming, education, and empowerment.

Encuentro Dominicano

Website: [Encuentro Dominicano](#)

Staff: Michele Bogard, Ph.D., Associate Vice Provost for Student Engagement
Margarita Dubocq, M.S. Academic Director
Rene' Padilla, Ph.D., OTR/L, FAOTA, LMHP, Executive Director, Global Engagement Office
Kathleen (Kat) Turco, Student Life Director
TBA, Encuentro Dominicano Program Coordinator, Global Engagement Office

The Encuentro Dominicano (ED) is a semester long, academic, living-learning program housed in the CESI Center in Santiago in the Dominican Republic. A collaborative effort of the Global Engagement Office and the Division of Student Life, the Encuentro integrates community-based learning in a cross-cultural immersion context.

Military and Veteran Affairs

Website: [Military and Veteran Affairs](#)

Location: Hixson-Lied Science Building, Room G06

Phone: (402) 280-4073

Staff: Mark Turner, Director
Jennifer Austin, Program Coordinator

Mission and Ministry

Website: [Mission and Ministry](#)

Location: Creighton Hall, Suite 240

Phone: (402) 280-3056

Staff: Eileen Burke-Sullivan, S.T.D., Vice Provost for Mission and Ministry
Susan Naatz, Associate Vice Provost for Mission and Ministry
Carol Krajicek, Executive Assistant

The Division of Mission and Ministry provides 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 pastoral needs of the Creighton family and as a stimulus to a heightened awareness of our broader social responsibilities. The Division of Mission and Ministry supports a *faith that does justice* as part of Creighton's Catholic, Jesuit mission. The following is a listing of the various departments (including websites) within Mission and Ministry:

[Campus Ministry](#)

[Schlegel Center for Service and Justice \(SCSJ\)](#)

[Collaborative Ministry Office](#)

[Deglman Center for Ignatian Spirituality](#)

[Institute for Latin American Concern](#)

[Creighton University Retreat Center](#)

Office of Equity and Inclusion

Website: [Office of Equity and Inclusion](#)

Location: Creighton Hall, Suite 340

Phone: (402) 280-3189

Staff: Allison Taylor, M.S.Ed., Executive Director
Marshall Kole, Senior Investigator
Lauren Ward, M.A., Associate Director/Prevention Education and Inclusion,
Violence Intervention and Prevention (VIP) Center
Angela Rickels, Administrative Assistant

The Office of Equity and Inclusion brings together a number of important University initiatives to reduce obstacles and foster an environment that is welcoming and inclusive to all Creighton community members. This includes:

- Oversight of reported incidents of sexual violence, harassment, and discrimination.
 - Title IX incidents – sex discrimination, sexual harassment, sexual violence
 - ADA/Section 504 – discrimination or harassment due to a disability status
- Prevention education on issues of sexual violence, harassment, and discrimination
- Confidential advocacy through the Violence Intervention and Prevention (VIP) Center
- Affirmative Action/EEO
- Children and vulnerable adults

Housing and Auxiliary Services

Website: [Department of Residential Life](#)

Location: 1st floor Swanson Hall, Room 136

Phone: (402) 280-2717

Staff: Dawn Jensen, MBA, Associate Vice Provost, Housing & Auxiliary Services
Lucas Novotny, M.Ed., MBA, Assistant Director Housing Services
Danny Steiner, Housing Assignments Coordinator
Robert Johnson, Assistant Director of Facility Operations
Dolan Peters, Facilities Coordinator

Jennifer Swartzendruber, Office Manager, (402) 280-2717

Residential Life

Website: [Department of Residential Life](#)

Location: 1st floor Swanson Hall, Room 136

Phone: (402) 280-2717

Staff: Kimberly Grassmeyer, Ph.D., Director of Residential Life
Kristen Roppolo, M.S., Assistant Director, Residential Life
Katie Breedlove, M.S., Resident Director, Gallagher Hall

Madeline Chouanard, M.A., Resident Director, Swanson Hall; Honors Program
 Gregory Durham, M.S., Resident Director, Kenefick Hall
 Kate Macan, M.A. Resident Director, Heider Hall, & Director of the Cortina Community
 Isaac Ortega, M.S., Resident Director, & Co-Advisor of Freshman Leadership Program
 Kathryn Onorato, M.S., Resident Director, McGloin Hall

Jennifer Swartzendruber, Office Manager, (402) 280-2717

Student Integrity

Website: [Student Integrity](#)

Location: Creighton Hall Suite 224

Phone: (402) 280-2775

Staff: Desiree R. Nownes, M.S., Senior Director for Student Integrity, Wellness & Assistance
 Kaitlin Logan, M.S., Assistant Director for Student Integrity
 Martin Jow, Graduate Assistant
 Sue Weston, Assistant Director for Campus Outreach & Wellness Education
 Sangeetha Kumar, Coordinator for Student Assistance

Co-Curricular Programming: Health & Wellness Education and Outreach

Specifically, this programming addresses issues with alcohol and drug education, health and wellness issues, body image, eating disorders, women's health, peer-to-peer learning, and more.

Contacts:

Sue Weston, RN, Assistant Director for Campus Outreach & Wellness Education (402) 280-2735
 Desiree R. Nownes, Senior Director for Student Integrity, Wellness & Assistance (402) 280-2775

- Develop and coordinate alcohol education efforts that focus on prevention, to include:
 - "Think About It" Alcohol On-Line Course for New Students
 - Party Smart program – Risks associated with using alcohol and other drugs
 - Co-curricular presentations for Ratio Studiorum
 - Other programming
- Peer-to-Peer Learning and various canned programs on various health and wellness issues
- Advise Peer Education at Creighton (PEAC)
- Help contact an advisor/advocate for students who report they were a victim of serious violations of the Code of Conduct.
- Facilitate programs and student organization space in the WellNest housed within the Kiewit Fitness Center.
- Coordinate Health Aide outreach within the Creighton community.

Services for Students with Disabilities

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

Website: [Services for Students with Disabilities](#)

Phone: (402) 280-2166

a. Eligibility for Services

Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the ADA Amendments Act of 2008 provide for appropriate and necessary accommodations and auxiliary aids and services to qualified individuals with disabilities. Creighton University requires that written documentation of a student's disability be submitted 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 include current recommendations for a postsecondary setting.

b. Student Responsibilities

Disclosure of a disability and requesting for accommodation 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 academic 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 (402) 280-2166.

Student Center and Dining Services

Websites: [Reservations/Event Planning](#)
[Skutt Student Center](#)
[Harper Center](#)

Phones:	Main Office	(402) 280-1706
	Reservations/Event Planning	(402) 280-1700 or (402) 280-1493
	Welcome Center/Harper Center	(402)-280-3850
	Information Desk	(402) 280-1705
	Catering Services	(402)-280-2446

Staff: Scott Maas, M.A. Director
Dijon DeLaPorte, Ed.D., Assistant Director
Jon Shields, M.A., Event Manager
TBD, 25Live Functional Administrator
Meradith Ganow, Event Specialist
Judi Augustine, Event Specialist
Jason Konersmann, Assistant Event Manager
Stephen Levy, Assistant Event Manager
Abby Merrill, Assistant Event Manager
Jerome David, Operations Assistant
Erec Herckt, Operations Assistant
Kevin Deprez, Operations Assistant

University Dining Services Staff:

Mike Fleming, General Manager, University Dining Services (402) 280-1174

Student Leadership and Involvement Center

Website: [Student Leadership and Involvement Center](#)

Location: Skutt Student Center, Rooms 120 & 205

Phone: (402) 280-1715

Staff: Katie Kelsey, M.Ed., Director
Margaret Zimmer, M.Ed., Assistant Director for Fraternity and Sorority Life
Joey Kimes, M.S., Assistant Director for Leadership
Molly Salisbury, Assistant Director for Programming and Student Organizations
Emma Rapp, M.Ed., Assistant Director of Transitions
Anna Alexander Administrative Assistant
Pat Zander, Administrative Assistant

Student Support Services

Website: [Student Support Services](#)

Location: Vinardi Center (Old Gymnasium), 2nd Floor, Room 203

Phone: (402) 280-2749

Staff:

Shannon Teamer, Director	(402) 280-3468
Karen Thurber, Assistant Director	(402) 280-3007
Cedora Barnett, Student Development Specialist	(402) 280-2165
Ryan McLaughlin, Student Access Coach	(402) 280-2311
Richard Jehlik, Science Specialist	(402) 280-2167
Mary Longo	(402) 280-2223
Kelley Sanders, Administrative Assistant	(402) 280-3384

Services offered include academic, personal, financial literacy, 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.

Violence Intervention and Prevention (VIP) Center

Website: [VIP Center](#)

Location: Brandeis Hall, Room 101

Phone: (402) 280-3794

Staff: Lauren Ward, Associate Director for Prevention Education and Inclusion

The VIP Center is the coordinating office for confidential advocacy, education, and prevention for the University. This includes:

- Working with **students, faculty, and staff** who have experienced or know someone who has experienced an incident of violence, abuse, or discrimination, including, but not limited to:
 - Sexual violence

- Sexual harassment
- Dating/domestic violence
- Stalking
- Discriminatory harassment
- Discrimination

The VIP Center offers trainings and programs on sexual violence, dating violence, stalking, harassment, and more. In addition, the VIP Center implements the Green Dot program, a campus-wide violence prevention effort that engages bystanders and offers safe and positive strategies for bystanders to intervene when they see the potential for violence to occur.

CAMPUS SAFETY

Bomb Threats

If you receive a bomb threat, contact Public Safety immediately at **(402) 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 **(402) 280-2911**. Report the chemical(s) involved, if known. Please wait at a safe distance from the spill for Public Safety Officers to arrive to 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 **(402) 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.**

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](#).

CreightonAlert

Creighton University has implemented the CreightonAlert emergency notification system to allow Creighton University administration and security professionals the ability to reach all students, faculty 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 [CreightonAlert website](#).

Campus Crime Bulletins are timely updates issued by the Department of Public Safety to make community members aware of serious crimes or incidents that have occurred on campus. These events are considered to pose a continuing, but not necessarily immediate, threat to the welfare of the community population. The primary mechanism for distributing a Campus Crime Bulletin is via CU Official, the University's campus-wide email, although other communication mechanisms may be used.

CU S.A.F.E.

For [more information](#) about safety on and off campus.

Department of Public Safety

Website: [Public Safety](#)
Location: 2204 Burt Street
Phone: (402) 280-2104 (non-emergency calls)
Phone: (402) 280-2911 (emergency calls)

The Department of 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.

Bluejay Shuttle & Jayride

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 Jahn Building, 2204 Burt St. (enter through the Department of Public Safety). Shuttle vehicles, residence halls, academic buildings and the shuttle [website](#) have routes, schedules and GPS locating information posted. Jayride is an after-hours free ride service offered by Shuttle Services. For rides between the hours of 11:00 p.m. and 2:00 a.m. please call (402) 546-8294. The Shuttle Services office may be contacted at (402) 280-2396.

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.

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 8,000 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 are directed toward 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 (402) 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 **(402) 280-2911** to report your status. Wait for help to arrive

Medical Assistance

Medical emergencies are coordinated through Public Safety at (402) 280-2911. Public Safety officers are certified in First-Aid and CPR and respond immediately to requests for medical assistance, provide transportation to the Center for Health and Counseling, or CHI Health Creighton University Medical Center, and coordinate other emergency services as needed.

Non-Life threatening Situations: Contact Public Safety at **(402) 280-2104** and provide all information requested. Public Safety will provide transportation to the Center for Health and Counseling, an employee health facility, or CHI Health Creighton University Medical Center, summon a rescue squad or provide necessary assistance.

Life Threatening Situations:

- Contact Public Safety at **(402) 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.

Security of Personal Property

Public Safety actively promotes the physical security of personal property through various measures. High security bike locks and anti-auto theft devices are sold at cost 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 (402) 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. Public Safety will then issue a CreightonAlert, but this communication is not instantaneous. Enroll in [CreightonAlert](#). 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 website](#). Please review this information before a warning is issued.

University Closings

1. The decision to close the University because of inclement weather or other events rests with senior leadership who will notify campus administrators of an emergency closing.
2. In the event of a closing, an announcement, with a recorded message on the status of the University closing, will be put on the Weather Hotline at (402) 280-5800. Information will also be posted on the University website. Public Safety will issue a CreightonAlert, an announcement via our emergency notification system via phone, text and email, to campus community members. Marketing and Communications will also notify the media.

When a decision is made to close the University, that information is posted immediately on the weather hotline and a CreightonAlert is issued. There is no need to call the President, Student Life, 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.

UNIVERSITY POLICIES

A. Abortion Policy

Services for the purpose of abortion are not available to students through Creighton University.

Creighton University, a Jesuit, Catholic University, is convinced that the hope of humanity is the ability of men and women to seek the truths and values essential to human life. We value the dignity of life and the goodness of sexual expression according to the teachings of the Catholic faith. The University must however recognize the privacy of the individual's conscience. We cannot and do not police the domain of private conscience.

B. 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 students 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.

1. 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. The University's educational position, however, 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](#).

Educating students on this low-risk approach to alcohol consumption is Creighton's way of setting students up 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.

2. **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 incidences 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.

3. **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".

Creighton University defines binge drinking as:

"Activities that encourage irresponsible drinking (including, but not limited to, drinking games, chugging, and shots), are not permitted".

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.

4. **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:

- a. A student is identified as potentially being intoxicated by demonstrating impaired judgment, impaired reactions, decreased coordination or unresponsiveness.
- b. Medical assessment and field sobriety tests are administered.
- c. The student is transported to CUMC if determined appropriate by the medical assessment.

- d. Parents are notified.
- e. 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.
- f. 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.
- g. The incident is documented and referred for disciplinary action, which normally results in a student status of disciplinary probation or suspension; \$250 restitution fee; and educational sanctions.
- h. 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, 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 Student Integrity.

Marijuana 101: Drug Use/Possession Course - In response to concerns that students who have been through the Student Integrity process for drug use multiple times without effective sanctioning, Student Integrity has researched and found a course to continue the education of students and foster critical thinking skills. In alignment with the Jesuit values and tenants of Cura Personalis, Magis, and the Creighton Student Credo, this program was researched with the intent of growth of the whole person. After an incident involving the possession/use of illegal substances, it is important to see the students as individuals, and this process aims to lead all its members in discovering and embracing the challenging responsibilities of their intelligence, choices and future. We believe this program is a valuable tool to combat attitudes and choices concerning drug use, and more specifically marijuana use.

5. **Good Samaritan Provision**

As a part of this responsibility to others, students are expected to immediately report conduct or activity which poses a danger to the community or its members. This is most important in medical emergencies due to alcohol use. Students should not hesitate to seek help because of fear of disciplinary action. The welfare of everyone in this community is paramount, and Creighton University encourages students to offer healing and assistance to others in need even under the effects of alcohol. In most cases, the help seeker will not be held responsible with a policy violation under Creighton's Code of Conduct. The help seeker must actively seek medical assistance, give their name to the university official, and must remain cooperative at the scene.

In such cases where a help seeker would be present, the following actions will take place:

- 1.) The help seeker will be documented and titled with the term "help seeker" next to their name in the report (as reported by RA, RD, Public safety, or other university officials to whom the help seeker sought out).
- 2.) The help seeker will meet with Student Integrity to discuss the situation that occurred. At this point, the Student Integrity staff member will determine the severity of the incident that took place. In most cases the help seeker will not be held responsible, however, in the case of other policy violations (vandalism, sexual assault, violence,

etc.) the student may be held to different standards and practices when outside the scope of this policy.

The risks of being a help seeker include:

- 1.) Potential for documentation of policy violation
- 2.) Potential to go through C.A.R.E. program
- 3.) Potential for other repercussions as deemed appropriate by Student Integrity when outside the scope of this policy.

The risks of NOT being a help seeker include:

- 1.) Lack of adequate medical assistance when needed
- 2.) Risk for medical emergencies
- 3.) Potential for University violations and documentation
- 4.) Potential for many other risks in relation to severe alcohol intoxication incidents

6. On-Campus Alcohol Use

- a. Prior approval must be obtained from the Vice Provost for Student Life (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 Leadership and Involvement Center.
- b. 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.
- c. 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.
- d. 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".
- e. 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.
- f. 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.
- g. 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.
- h. Irresponsible Alcohol Use: Students living in the residence halls and student organizations shall not possess irresponsible amounts of alcohol, nor should they provide irresponsible amounts of alcohol to members, residents, or guests of legal drinking age. Alcohol is only to be used in a responsible manner by individuals over the age of 21. Large amounts of alcoholic beverages are prohibited in the residence halls and at events a reasonable outsider would associate with student organizations. This includes, but is not limited to: kegs, handles of liquor, and boxed wine(s), along with beer that contain 7% or

more alcohol percentage by volume. Games, behaviors, or devices that promote the rapid consumption of alcohol are similarly prohibited.

- i. Consuming or possessing open containers of alcoholic beverages is prohibited in hallways, bathrooms, stairwells, general lounges, lobbies, study rooms, and all public areas.

7. Off-Campus Alcohol Use

- a. 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.
- b. Fraternity/Sorority organizations governed by Interfraternity and Panhellenic Councils have implemented specific alcohol guidelines that must be adhered to by Greek organizations.

8. Violations

- a. Violations of the Alcohol Policy will be referred to the Office of the Vice Provost for Student Life for the appropriate action.
- b. Violations of the policy will be subject but not limited to:
 - i. suspension of "alcohol use" privileges.
 - ii. fines
 - iii. referral for evaluation (in case of individuals) of possible drinking related problems.
 - iv. suspension of University approval for the sponsoring organization or group.
 - v. other University disciplinary action.

9. Douglas County (Omaha) and Nebraska State Laws Regarding Alcohol

- a. 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.
- b. 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.
- c. 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.
- d. 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 Class I misdemeanor. 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.
- e. [Good Samaritan Provision of Nebraska Underage Drinking Law](#): Subsection of this 53-180.02 shall apply if the person; Requested emergency medical assistance in response to the possible alcohol overdose of himself or herself or another person as soon as the emergency situation is apparent after such violation of section 53-180.02 was the first person to make a request for medical assistance under subdivision (b)(i) of this subsection as soon as the emergency situation is apparent after such violation of section 53-180.02; and when emergency medical assistance was requested for the possible alcohol overdose of another person:

- (A) Remained on the scene until the medical assistance arrived; and
- (B) Cooperated with medical assistance and law enforcement personnel.
- (C) A person shall not initiate or maintain an action against a peace officer or the employing state agency or political subdivision based on the officer's compliance with subdivision (b) of this subsection.

10. Guidelines for the Promotion of Events Where Alcohol Will be Served

- a. 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.
- b. 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.")
- c. Alcoholic beverages (such as kegs or cases of beer) must not be provided as free awards to individual students or campus organizations.
- d. No uncontrolled sampling as part of campus marketing programs shall be permitted and no sampling, or other promotional activities, shall include "drinking contests."
- e. 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.
- f. Promotional activities must not be associated with otherwise existing campus events or programs without the prior knowledge and consent of the Vice Provost for Student Life Office.
- g. 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."
- h. 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.
- i. 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.
- j. Local off-campus promotional activities, primarily directed to students, must be developed in cooperation with the Associate Vice Provost for Student Engagement.

C. Anti-Retaliation

Students have the right to be free from retaliation. Threats or other forms of intimidation or retribution against a student who files a complaint, participates in an investigation, appears as a witness at an administrative hearing, or opposes an unlawful act, discriminatory practice or policy, are prohibited and subject to university student discipline procedures. If a student has a complaint of retaliation, the student should use the procedures available under the Student Code of Conduct, the Harassment, Discrimination, Sexual and Relationship Misconduct Policy or other policies outlined in this handbook.

For assistance with procedures, contact the Office of Equity and Inclusion (402) 280-3189 or the Office of the Vice Provost for Student Life at (402) 280-2775.

D. Children and Vulnerable Adults

In order to ensure that the appropriate supervision of children and vulnerable adults who are involved in University-sponsored programs and programs held at the University, including the housing of children and vulnerable adults in University residence halls, it is necessary to establish certain requirements governing the presence of children and vulnerable adults on the University's campus.

These requirements are as follows:

1. All children and vulnerable adults not registered for classes who are otherwise participating in a University-sponsored program or a program taking place on University property must be supervised by an authorized adult(s) at all times while they are participating in that program.
2. All supervised children and vulnerable adults participating in a University-sponsored program or a program taking place on University property are permitted in the general use facilities (athletic facilities, public spaces, academic buildings, food services area etc.) but may be restricted from certain areas of the facilities or from utilizing certain equipment.
3. Children and vulnerable adults are permitted at events and venues open to the public. However, the University reserves the right to determine, in its sole discretion, whether selected events or venues are appropriate for children.

[Click here](#) for more information on this policy and training requirements to become an authorized adult.

E. Communicable Diseases

Creighton University strives to provide a campus environment that promotes good health, reserves the right to require specific immunization data from students 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 denial of registration privileges, exclusion from University activities, educational clinical experiences and/or employment.

F. Contraceptives Policy

Contraceptives for the purpose of birth control are not available to students through Creighton University.

Creighton University, a Jesuit, Catholic University, is convinced that the hope of humanity is the ability of men and women to seek the truths and values essential to human life. We value the dignity of life and the goodness of sexual expression according to the teachings of the Catholic faith. The University must however recognize the privacy of the individual's conscience. We cannot and do not police the domain of private conscience.

G. Dating Violence

A pattern of intimidation, physical assault, sexual assault, and/or other abusive behavior committed by one partner in a social relationship of a romantic or intimate nature (serious, casual, monogamous or not, short or long-term) against the other current or former partner. Examples of dating violence include, but are not limited to:

- Physical: Hitting, slapping, shoving, punching, grabbing, pinching, biting, hair pulling, strangling.

- Sexual: Sexual assault, coercing or attempting to coerce any sexual act without consent, treating an individual in a sexually demeaning manner.
- Emotional: Actions and/or words that diminish an individual's self-worth or self-esteem.
- Psychological: Threats of physical harm to self, partner, children, or partner's family or friends, destruction or threats of destruction of pets or property, forced isolation from family, friends, school and/or work, or any behaviors that intimidate, manipulate, humiliate, isolate, frighten, coerce, threaten, blame, or injure someone.
- Economic: Withholding an individual's access to money, restricting access to an individual's education or employment, maintaining total control over an individual's financial resources.

Creighton University prohibits all forms of harassment, discrimination, sexual and relationship misconduct including dating violence. When there is reasonable cause to suspect a violation of the Harassment, Discrimination, Sexual and Relationship Misconduct policy the University will:

- Conduct a prompt, thorough, and impartial investigation;
- Provide access to process navigators/advocates to assist both the reporting party and the responding party throughout the course of the investigation; and
- Put in place interim measures such as contact restrictions, and housing or class reassignments.

Advocacy

Creighton's [Violence Intervention and Prevention Center](#) (VIP Center) provides confidential advocacy to first- and second-hand survivors of sexual violence, dating violence, stalking, harassment, discrimination, and more. An advocate is someone who will provide one-on-one individualized support to individuals. These services are free, confidential, and available to all students. Services include:

- Support after an incident of violence
- Safety Planning
- Assistance with class absences, coursework extensions, transportation, and housing
- Assistance with reporting incidents, both on and off campus
- Assistance filing protection orders
- Resources to support a friend, partner, or family member
- Campus and community referrals

For additional information contact the VIP Center at (402) 280-3794 or vipcenter@creighton.edu.

How to Report

Individuals who believe they have experienced dating violence and who desire University assistance in dealing with the situation should immediately report the details by contacting the Office of Equity and Inclusion at (402) 280-3189, at oei@creighton.edu, or the [online form](#). For additional information see the University's [Harassment, Discrimination, Sexual and Relationship Misconduct Policy #2.1.25](#).

Anti-Retaliation

The University expressly prohibits any form of retaliatory action against any individual for filing a bona fide complaint under this Policy or for assisting in a complaint investigation. If you feel that you have been retaliated against, contact the Office of Equity and Inclusion to report at (402) 280-

3189. Additional information is available under VI. University Policies, Section DD Respect for the Dignity of the Person.

H. Discrimination

Any distinction, preference, advantage for or detriment to an individual compared to others that is based upon an individual's actual or perceived race, color, religion, sex, marital status, national origin, age, disability, citizenship, sexual orientation, gender identity, gender expression, veteran status, and any other groups protected by federal, state or local statutes. The conduct must be so objectively offensive as to alter the conditions of the individual's employment or educational experience.

Creighton University prohibits all forms of discrimination. When there is reasonable cause to suspect a violation of the Harassment, Discrimination, Sexual and Relationship Misconduct policy the University will:

- Conduct a prompt, thorough, and impartial investigation;
- Provide access to process navigators/advocates to assist both the reporting party and the responding party throughout the course of the investigation; and
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3189. Additional information is available under VI. University Policies, Section DD, Respect for the Dignity of the Person.

I. Diversity and Inclusion

Creighton University, inspired out of a Catholic and Jesuit tradition, treasures the innate dignity of each member of our community and upholds the sanctity of each human being as a profound gift of God. Finding the resplendence of the divine reflected in the uniqueness of every person, we seek, acknowledge and celebrate diversity at Creighton because our Catholic and Ignatian heritage inspires and impels us to do so. Diversity in principle is the “service of faith in the promotion of justice”. Diversity enhances our social selves and intellectual lives by exposing all of us to methods, styles and frames of reference that challenge our unexamined assumptions helping us unmask personal, cultural, institutionalized, and organizational discrimination and stigmatization, recognizing that ignorance and stereotypes create and sustain privileges and preference for some, while creating and sustaining marginalization and oppression for others.

In a truly catholic context, diversity at Creighton commends inclusion as a prudential, virtuous, and practical principle. Celebrating diversity at Creighton is an invitation to incarnate our mission to educate lifelong learners who will be agents for change in our local communities and in the world. Diversity at Creighton animates our varied intellectual pursuits and enriches our mission to “seek Truth in all its forms.” To this end, Creighton faculty, staff, students and administrators seek to foster an environment of awareness, inclusion, and compassion for everyone in our community and our guests, regardless of age, culture, faith, ethnicity, immigrant status, race, gender, sexual orientation, language, physical appearance, physical ability, or social class. Our caring, hospitable community, our attention to those who are underserved, our academic and co-curricular offerings, and our admissions, hiring, and promotion policies all give testimony to our desire to make Creighton a welcoming, inclusive community. We do this by constant vigilance and reassessment of our campus climate, reaching out to those who are marginalized and whose voices are muted by the mainstream.

J. Domestic Violence

A pattern of intimidation, physical assault, sexual assault, and/or other abusive behavior committed by one partner against the other partner where the individuals are current or former spouses, individuals who share a child in common, or individuals who are cohabitating or who have cohabitated. Examples of domestic violence include but are not limited to:

- Physical: Hitting, slapping, shoving, punching, grabbing, pinching, biting, hair pulling, strangling.
- Sexual: Sexual assault, coercing or attempting to coerce any sexual act without consent, treating an individual in a sexually demeaning manner.
- Emotional: Actions and/or words that diminish an individual's self-worth or self-esteem.
- Psychological: Threats of physical harm to self, partner, children, or partner's family or friends, destruction or threats of destruction of pets or property, forced isolation from family, friends, school and/or work, or any behaviors that intimidate, manipulate, humiliate, isolate, frighten, coerce, threaten, blame, or injure someone.
- Economic: Withholding an individual's access to money, restricting access to an individual's education or employment, maintaining total control over an individual's financial resources.

Creighton University prohibits all forms of harassment, discrimination, sexual and relationship misconduct, including domestic violence. When there is reasonable cause to suspect a violation of the Harassment, Discrimination, Sexual and Relationship Misconduct policy the University will:

- Conduct a prompt, thorough, and impartial investigation;
- Provide access to process navigators/advocates to assist both the reporting party and the responding party throughout the course of the investigation; and
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K. Drug Use

1. 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.

2. **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:

- a. 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.
- b. 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.
- c. Knowledgeable association in an environment where illegal substances are being used constitutes grounds for disciplinary action.
- d. 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.
- e. 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.
- f. See also: [Creighton University Policy 2.2.15 on Drug and Alcohol Use](#) which complies with the Drug-Free Schools and Communities Act.

3. **Douglas County (Omaha) and Nebraska State Laws Regarding Controlled Substances**
- a. 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
 - b. Any person who violates subsection (1) with respect to cocaine or any mixture or substance containing a detectable amount of cocaine in a quantity of:
 - i. At least 28 grams but less than 140 grams shall be guilty of a Class IC felony;
 - ii. At least 10 grams but less than 28 grams shall be guilty of a Class ID felony.
 - c. Any person knowingly or intentionally possessing marijuana weighing more than one ounce but not more than one pound shall be guilty of a Class III misdemeanor.
 - d. Any person knowingly or intentionally possessing marijuana weighing more than one pound shall be guilty of a Class IV felony.
 - e. Any person knowingly or intentionally possessing marijuana weighing one ounce or less shall:
 - i. For the first offense, be guilty of an infraction, receive a citation, be fined \$300, and may be assigned to a drug abuse course;
 - ii. For the second offense, be guilty of a Class IV misdemeanor, receive a citation, and be fined \$400 and may be imprisoned not to exceed 5 days;
 - iii. For the third and all subsequent offenses, be guilty of a Class IIIA misdemeanor, receive a citation, be fined \$500, and be imprisoned for not more than 7 days.
 - g. 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 Nebraska's controlled substance laws, it is not 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 for the state to prove that the accused was under the influence of some controlled substance by proving that the accused manifested physical and physiological symptoms or reactions caused by the use of any controlled substance. Any person who violates this section shall be guilty of a Class III misdemeanor.

L. 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](#).

M. Fair, Responsible, and Acceptable Use Policy For Electronic Resources

1. 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.

2. Policy

Introduction

Creighton University (CU) values technology as a means of communicating information and ideas to 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, 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. 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 guarantee that its computer systems are secure. CU provides reasonable security against intrusion and damage to files stored on the 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 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

The following policy statements, in **Bold**, are accompanied by specific examples that highlight types of activities that constitute unfair, irresponsible or unacceptable use of CU electronic resources. Please note that these examples are provided for the purpose of illustrating each policy's intent and are not intended to be an exhaustive list of all possible scenarios within the policy framework.

Creighton University electronic resources may not be used to impair, disrupt, or in any way damage Creighton University networks, computers, telephone equipment, external networks or computers.

For example, you may not:

- a. Use CU electronic resources to breach security of any computer system.
- b. Knowingly give passwords or ID's for others to use.
- c. Use computer resources to send large amounts of email (e.g., email "spamming") to an internal or external system.
- d. Send email of any type to someone's address in an effort to disable their email capabilities.
- e. Run DNS or DHCP servers that interfere with Creighton's Network.

- f. Run a personal network or wireless network that interferes with Creighton's network.
- g. Forge, alter, or willfully falsify electronic mail headers, directory information, or other information generated and/or maintained by Creighton University.
- h. Use computer resources irresponsibly or in a manner that adversely affects the work of others. This includes intentionally, recklessly or negligently (1) damaging any system by introducing "viruses" or worms", (2) damaging or violating information not belonging to you, or (3) misusing or allowing misuse of computer resources, or (4) tampering with, obstructing, modifying or otherwise damaging or moving/removing electronic equipment.
- i. Use Creighton University resources for non-University related activities that unduly increase the network load (e.g., mass mailings, network gaming and spamming).

Unauthorized access, reproduction or use of the electronic resources of others is prohibited.

For example, you may not:

- a. Access computer accounts or files for which you are not authorized.
- b. Make unauthorized copies of copyrighted materials. You should assume all software, graphic images, music, and the like are copyrighted. Copying or downloading copyrighted materials without the authorization of the copyright owner is against the law, and may result in civil and/or criminal penalties.
- c. Create or execute any computer programs intended to (a) obscure the true identity of the sender of electronic mail or electronic messages, (b) bypass, subvert, or otherwise render ineffective the security or access control measures on any network or computer system without the permission of the owner, or (c) examine or collect data from the network (e.g., a "network sniffer" program).
- d. Use electronic resources to gain unauthorized access to resources or passwords of Creighton University or other institutions, organizations or individuals.
- e. Use false or misleading information for the purpose of obtaining access to unauthorized resources.
- f. Access, alter, copy, move or remove information, proprietary software or other data files without prior authorization.
- g. Use electronic resources to discover another individual's password.
- h. 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
- i. Use electronic resources to forge an academic document.
- j. Use electronic resources to take without authorization another person's work or to misrepresent one's own work.
- k. Use electronic communication to collude on examinations, papers, or any other academic work.
- l. Use electronic resources to falsify or fabricate research data.
- m. Use electronic resources to obtain or release another individual's or entity's proprietary information or trade secrets.
- n. Use Creighton University electronic resources for remote activities that are unauthorized at the remote site.
- o. Intercept transmitted information intended for another user.
- p. Scan computers for open or used ports.

- q. Use electronic resources to obtain or gain access to electronic or paperless medical or health related records.

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

For example, you may not:

- a. Send chain email or information about pyramid schemes.
- b. Send large quantities of email to an individual's mailbox (e.g., email "spamming") which has the effect of interfering with or causing impairment to that individual's activities.
- c. Change an individual's password in an effort to access his/her account.
- d. Communicate or use any password, personal identification number, credit card number or other personal or financial information without the permission of its owner.

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

For example, you may not:

- a. Send unwanted and repeated communication by electronic mail, voicemail or other form of electronic communication.
- b. Send communication by electronic mail, voicemail or other forms of electronic harassing or inciting communication which are motivated by bias on grounds of race, ethnicity, religion, gender, or sexual orientation (including, without limitation, any communication that violates the University's "Statement Against Discrimination or Harassment" or the University's equal opportunity or affirmative action policies).
- c. Use email or newsgroups to threaten, stalk or harass someone.
- d. Post or distribute via any form of electronic communication "hate speech" regarding a group's or individual's race, ethnicity, religion, gender, or sexual orientation.

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

For example, you may not:

- a. Use computer resources for personal commercial gain, or other commercial purpose without prior written approval by Creighton University.
- b. Use computer resources to operate or support a non-University related business.
- c. Use computer resources in a manner inconsistent with Creighton University's contractual obligations to suppliers of those resources or with any published policy of the University.
- d. Use your University granted web-space for personal monetary gain (this includes clickable ads and pay-per click banners) without approval by the University.
- e. Register domain names to Creighton University network without proper written approval in advance.

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.

For example, you may not:

- a. Place software on university-owned equipment that is not legally obtained; such use must follow license and copyright laws as well as DoIT policies.
- b. Pirate software, upload or download music (MP3's, videos, etc.) and images in violation of copyright and trademark laws.
- c. Effect or receive unauthorized electronic transfer funds.
- d. Disseminate child pornography or other obscene material.
- e. Post, send or view illicit or inappropriate material.
- f. Violate any laws or participate in the commission or furtherance of any crime or other unlawful or improper purpose.

JayNet Issues

The following are Appropriate Usage Policy items that apply specifically to Creighton University Residence Hall 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 guidelines mentioned herein when using these resources. It is understood that all items listed above will also apply to appropriate JayNet computing use.

- a. Only computers that have been registered for JayNet through CUOne may be connected to the network.
- b. JayNet services, equipment, wiring or jacks may not be altered nor extended beyond the location of their intended use.
- c. JayNet may not be used to provide access to the Internet by anyone not formally affiliated with Creighton University, except by explicit written consent from University officials.
- d. 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.
- e. Users who connect computers to JayNet that are used as servers, or who permit others to use their computers, whether directly or through 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 occurrence of such violations and report these violations to the JayNet Support Coordinator.
- f. 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.
- g. 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 use a host name or network address that is not assigned to them by DoIT.
- h. DoIT reserves the right to require 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 other hardware or software problem. It will be the student's responsibility to correct any such problem before

the computer can be again connected to JayNet. Noncompliance with this directive will be immediately referred for judicial response.

- i. 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 Acceptable Use Policy

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 Life. 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

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 Creighton University.

Administration and Interpretations

This policy shall be administered by Information Security. Questions regarding this policy should be directed to the Information Security Officer, bmclaughlin@creighton.edu, (402) 280-2386.

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.

Exceptions

Requests for an exception to this Policy must be submitted via the Policy Exception Request Form. All exception requests will be handled in accordance with the Information Security Exception Policy and Standard.

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.

If University network resources and privileges are threatened by improperly maintained computing devices, Information Security and IT may act on behalf of the University to eliminate the threat by working with the relevant system administrator to quickly patch security holes. In circumstances

where there is an urgent situation requiring immediate action, the device may be disconnected from the Network by Information Security or IT.

N. Fleeing Student Policy

Students who are at the scene of an incident where there is concern for students' safety or where conduct violations may have occurred are expected to remain at the scene of the incident until they are released by responding University staff. If a student leaves (flees) the scene of an incident without permission, the staff member will contact the student via any means possible in order to request the student's return to the scene. This includes, but is not limited to, phone, text message, or contacting the student's parent/emergency contact. Failure to return to the scene could result in disciplinary action.

O. Food on Campus

Creighton University contracts its food service through Sodexo Campus Services (also known as University Dining Services - UDS). All food and beverage provided on campus must be purchased from University Dining Services.

The University recognizes the importance of food menus to the success of certain educational and culturally diverse programs. Therefore, in the following cases the sponsoring registered organization or university department **MAY** be eligible for a waiver of catering exclusivity:

- Ethnic food banquets when UDS is not capable of providing authentic ethnic foods.
- Fundraisers (only registered student organizations are eligible).
- Promotional activities (only registered student organizations are eligible).

Individuals or organizations requesting exceptions to this policy should fill out a request form and submit online or drop off at the Skutt Information Desk on Ground level of the Skutt Student Center. The Director of Student Centers and Dining Services will determine if the organization is eligible for an exception. If approved, guidelines will be provided on the safe procurement and distribution of food items for sale. Questions about this policy can be sent to cateringexclusivity@creighton.edu.

P. 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 Leadership and Involvement Center prior to securing room or mall reservations and prior to the event.

Q. Gambling Policy

Students are expected to abide by the federal laws and the laws of Nebraska prohibiting illegal gambling, including online gaming. Gambling for money or other things of value on campus or at University-sponsored activities is prohibited except as permitted by law. Such prohibited activity includes, but is not limited to: betting on, wagering on, or selling pools on any University athletic event; possessing on one's person or premises (e.g., room, residence unit, car) any card, book or other device for registering bets; knowingly permitting the use of one's premises or one's phone or other electronic communications device for illegal gambling; knowingly receiving or delivering a letter, package or parcel related to illegal gambling; offering, soliciting or accepting a bribe to influence the outcome of an athletic event; and involvement in bookmaking or wagering pools with respect to athletic events.

R. 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 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 Provost for Student Life 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.**

S. Harassment

Harassment is defined as bullying, stalking, slurs, comments, rumors, jokes, innuendoes, cartoons, pranks, and other verbal or physical conduct and any other conduct or behavior deemed inappropriate by Creighton University. Allegations of harassment that are not acts of discrimination will be investigated according to the Non-Academic Misconduct Procedures.

Definition of Bullying

Being bullied or harassed means that someone is subjected to deliberate behavior which is hurtful, threatening or frightening and this behavior may be an isolated incident or repeated over time. Any behavior, which sets out to cause other people pain or unhappiness, may be regarded as bullying.

Bullying is not in the intention (e.g., just joking around) but in the perception of the behavior against another party.

Bullying or harassment can take many forms, and without limiting its forms may include:

- **Physical Bullying:** any intentional and unwelcome use of physical contact or deliberate property damage. It includes fighting, pushing, interfering with another's property by stealing, hiding, damaging or destroying.
- **Verbal Bullying:** use of language to threaten or hurt. This includes name-calling, offensive language, putting people down, back stabbing, and making degrading comments about another's family, religious, social or racial background.
- **Exclusion Bullying:** leaving someone out on purpose to cause feelings of non-acceptance. It includes spreading malicious rumors, writing on posters/walls/books etc.
- **Extortion Bullying:** use of threat or power to obtain favor or goods, e.g. bullying others to provide food, money, or schoolwork. **Gesture bullying** – use of non-verbal signals to cause intimidation or fear.

- **Electronic Bullying:** use of language or images to threaten and hurt by electronic means. (SMS text, emails, web sites, video or other electronic means) (See Fair, Responsible, and Acceptable Use for Electronic Resources, p. 38).
- **Psychological Bullying:** spreading rumors, excluding, stalking, dirty looks, hiding or damaging possessions.
- Any other conduct that is intimidating, unwelcome or uninvited – e.g. “Just Joking” which can cause discomfort to others.

Discriminatory Harassment

A form of harassment, discriminatory harassment, occurs when a detrimental action based on an individual's actual or perceived race, color, religion, sex, marital status, national origin, age, disability, citizenship, sexual orientation, gender identity, gender expression, veteran status, and any other groups protected by federal, state or local statutes that is so severe, persistent or pervasive that it unreasonably interferes with or limits an individual's ability to participate in or benefit from the workplace or educational environment.

Sexual Harassment

A form of discriminatory harassment, sexual harassment is any unwanted conduct of a sexual nature. It includes but is not limited to unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal or physical conduct of a sexual nature.

Hostile Environment

A pattern of harassment directed at an individual or group that is sufficiently pervasive as to alter the conditions of the educational environment and create an abusive environment in which to work or study.

Creighton University prohibits all forms of discriminatory harassment. When there is reasonable cause to suspect a violation of the Harassment, Discrimination, Sexual and Relationship Misconduct policy the University will:

- Conduct a prompt, thorough, and impartial investigation;
- Provide access to process navigators/advocates to assist both the reporting party and the responding party throughout the course of the investigation; and
- Put in place interim measures such as contact restrictions, and housing or class reassignments.

Advocacy

Creighton's [Violence Intervention and Prevention Center](#) (VIP Center) provides confidential advocacy to first- and second-hand survivors of sexual violence, dating violence, stalking, harassment, discrimination, and more. An advocate is someone who will provide one-on-one individualized support to individuals. These services are free, confidential, and available to all students. Services include:

- Support after an incident of violence
- Safety Planning
- Assistance with class absences, coursework extensions, transportation, and housing
- Assistance with reporting incidents, both on and off campus
- Assistance filing protection orders
- Resources to support a friend, partner, or family member
- Campus and community referrals

For additional information contact the VIP Center at (402) 280-3794 or vipcenter@creighton.edu.

How to Report

Individuals who believe they have experienced discriminatory harassment and who desire University assistance in dealing with the situation should immediately report the details by contacting the Office of Equity and Inclusion at (402) 280-3189, at oei@creighton.edu, or the [online form](#). For additional information see the University's [Harassment, Discrimination, Sexual and Relationship Misconduct Policy #2.1.25](#).

Anti-Retaliation

The University expressly prohibits any form of retaliatory action against any individual for filing a bona fide complaint under this Policy or for assisting in a complaint investigation. If you feel that you have been retaliated against, contact the Office of Equity and Inclusion to report at (402) 280-3189. Additional information is available under VI. University Policies, Section DD, Respect for the Dignity of the Person.

T. Harassment, Discrimination, Sexual and Relationship Misconduct Policies and Procedures

It is the policy of the University to provide equal employment and educational opportunities to faculty, staff, students, and applicants without regard to race, color, religion, sex, marital status, national origin, age, disability, citizenship, sexual orientation, gender identity, gender expression, veteran status, and any other groups protected by federal, state, or local statutes. In addition, it is the policy of the University to comply with applicable state statutes and local ordinances governing nondiscrimination in employment and educational activities. It is also the policy of the University to address grievances that are perceived to be in violation of an institutional policy that are not governed by other specific grievance procedures. Upon notification, The Office of Equity and Inclusion will determine if an investigation is warranted, enabling the office to investigate and to take corrective action where appropriate.

Acts of harassment, discrimination, sexual and relationship misconduct are considered serious violations of this University policy. Because of the seriousness of these actions, the full range of institutional action, including separation, termination, suspension, and expulsion may be imposed. For a complete list of potential institutional action, please reference the Harassment, Discrimination, Sexual and Relationship Misconduct Policy 2.1.25.

Members of the Creighton University community who believe they have experienced harassment, discrimination, sexual misconduct, and/or relationship misconduct are encouraged to report the information to The Office of Equity and Inclusion. The University requires all faculty and all staff with supervisory or leadership responsibilities or responsibilities related to student welfare to report any information they learn about dating/domestic violence, discrimination, discriminatory harassment, sexual harassment, sexual violence, and stalking to the Office of Equity and Inclusion (see [Mandatory Reporters Policy 2.1.26](#)). The University encourages staff and students to report all instances of harassment, discrimination, sexual misconduct, and relationship misconduct.

The University will broadly disseminate this policy and distribute a list of resources available to respond to grievances, as well as concerns of harassment, discrimination, sexual misconduct, and/or relationship misconduct. Additionally, the Violence Intervention and Prevention Center will develop and present appropriate educational programs for students, faculty, and staff. Creighton University will make every effort to prevent harassment, discrimination, sexual misconduct, and/or relationship misconduct before such incidents rise to the level of a violation.

Creighton University prohibits all forms of harassment, discrimination, sexual misconduct, and relationship misconduct. When there is reasonable cause to suspect a violation of the Harassment, Discrimination, Sexual and Relationship Misconduct Policy the University will:

- Conduct a prompt, thorough, and impartial investigation;
- Provide access to process navigators/advocates to assist both the reporting party and the responding party throughout the course of the investigation; and
- Put in place interim measures such as contact restrictions, and housing or class reassignments.

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Title IX Coordinator

In accordance with Title IX regulations, the University has designated Ms. Allison Taylor, Executive Director of the Office of Equity and Inclusion, the University's Title IX Coordinator. She is charged with monitoring compliance with these regulations. Questions regarding Title IX, as well as concerns and complaints of non-compliance, may be directed to her as follows:

Allison Taylor, M.S.Ed.
Executive Director, Office of Equity and Inclusion
Creighton Hall, Suite 340
(402) 280-3189
AllisonTaylor@creighton.edu

Key Definitions

Investigation

Formal process where a reporting party, responding party, and witnesses are interviewed by campus investigators.

Finding

The results of the investigation.

Institutional Action for Students

After the findings of an investigation are determined, the Executive Director for the Office of Equity and Inclusion will communicate what institutional action, if any, will occur as a result. Possible institutional action is listed below. Note: institutional actions listed below are possible actions and may be different depending on the findings of an investigation.

Students

Institutional action that may occur as a result of an investigation regarding sexual harassment, dating violence, domestic violence, stalking, and sexual violence include:

- i. Disciplinary Reprimand
- ii. Disciplinary Probation
- iii. Suspension
- iv. Expulsion
- v. Withholding Diploma
- vi. Withholding Degree
- vii. Transcript Notation
- viii. Organizational Sanction
- ix. Other Actions

Faculty and Staff

Institutional actions that may occur as a result of an investigation regarding sexual harassment, dating violence, domestic violence, stalking, and sexual violence include:

- i. Verbal Warning
- ii. Formal Written Warning
- iii. Performance Improvement Plan
- iv. Required Training or Education
- v. Loss of Merit Pay Increase
- vi. Loss of Supervisory Responsibilities
- vii. Demotion
- viii. Suspension With or Without Pay
- ix. Termination

Discrimination

Any distinction, preference, advantage for or detriment to an individual compared to others that is based upon an individual's actual or perceived race, color, religion, sex, marital status, national origin, age, disability, citizenship, sexual orientation, gender identity, gender expression, veteran status, and any other groups protected by federal, state or local statutes. The conduct

must be so objectively offensive as to alter the conditions of the individual's employment or educational experience.

Discriminatory Harassment

Detrimental action based on an individual's actual or perceived race, color, religion, sex, marital status, national origin, age, disability, citizenship, sexual orientation, gender identity, gender expression, veteran status, and any other groups protected by federal, state or local statutes that is so severe, persistent, or pervasive that it unreasonably interferes with or limits an individual's ability to participate in or benefit from the work or educational environment.

Examples of harassment include, but are not limited to:

- Intimidation and/or humiliation as expressed by communications, threats, hatred, abuse of authority, or ill-will that assault an individual's self-worth.
- Acts of physical violence against another person based on their actual or perceived status within a protected class.
- Slurs, comments, rumors, jokes, innuendoes, and/or frequent, derogatory remarks about an individual as it relates to their actual or perceived status within a protected class.
- Cartoons, pranks, and/or other conduct or behavior deemed inappropriate by Creighton University.

Harassment

Harassment is defined as bullying, stalking, slurs, comments, rumors, jokes, innuendoes, cartoons, pranks, and other verbal or physical conduct and any other conduct or behavior deemed inappropriate by Creighton University. Allegations of harassment that are not acts of discrimination will be investigated according to the Non-Academic Misconduct Procedures.

Hostile Environment

Harassment directed at an individual or group that is sufficiently pervasive as to alter the conditions of employment or the educational environment and create an abusive environment in which to work or study. The person alleging a hostile environment must show a pattern or practice of harassment against themselves or others; a single incident or isolated incidents generally will not be sufficient. In determining whether a reasonable person in the individual's circumstances would find the work or educational environment to be hostile, the totality of the circumstances must be considered.

Relationship Misconduct

Incidents of dating violence, domestic violence, and/or stalking, as those terms are defined in the policy.

Stalking

A pattern of conduct directed at a specific person that would cause a reasonable person to fear for their safety, the safety of others, or to suffer substantial emotional distress.

Dating Violence

A pattern of intimidation, physical assault, sexual assault, and/or other abusive behavior committed by one partner in a social relationship of a romantic or intimate nature (serious, casual, monogamous or not, short- or long-term) against the other current or former partner.

Examples of dating violence include, but are not limited to:

- Physical: Hitting, slapping, shoving, punching, grabbing, pinching, biting, hair pulling, strangling.

- Sexual: Sexual assault, coercing or attempting to coerce any sexual act without consent, treating an individual in a sexually demeaning manner.
- Emotional: Actions and/or words that diminish an individual's self-worth or self-esteem.
- Psychological: Threats of physical harm to self, partner, children, or partner's family or friends, destruction or threats of destruction of pets or property, forced isolation from family, friends, school and/or work, or any behaviors that intimidate, manipulate, humiliate, isolate, frighten, coerce, threaten, blame, or injure someone.
- Economic: Withholding an individual's access to money, restricting access to an individual's education or employment, maintain total control over an individual's financial resources.

Domestic Violence

A pattern of intimidation, physical assault, sexual assault, and/or other abusive behavior committed by one partner against the other partner where the individuals are current or former spouses, individuals who share a child in common, or individuals who are cohabitating or who have cohabitated. Examples of domestic violence include but are not limited to:

- Physical: Hitting, slapping, shoving, punching, grabbing, pinching, biting, hair pulling, strangling.
- Sexual: Sexual assault, coercing or attempting to coerce any sexual act without consent, treating an individual in a sexually demeaning manner.
- Emotional: Actions and/or words that diminish an individual's self-worth or self-esteem.
- Psychological: Threats of physical harm to self, partner, children, or partner's family or friends, destruction or threats of destructions of pets or property, forced isolation from family, friends, school and/or work, or any behaviors that intimidate, manipulate, humiliate, isolate, frighten, coerce, threaten, blame, or injure someone.
- Economic: Withholding an individual's access to money, restricting access to an individual's education or employment, maintain total control over an individual's financial resources.

Sexual Misconduct

Incidents of sexual harassment and/or sexual violence, as those terms are defined in the policy.

Sexual Harassment

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment where: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic progress, (2) submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive educational or workplace environment.

Sexual Violence

As defined by the United States Department of Education's Office of Civil Rights 2011 Guidance, sexual violence is a severe form of hostile environment sexual harassment that rep-

resents conduct involving physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent. An individual's inability to consent to sexual activity may arise from use of drugs or alcohol or individual conditions including intellectual or other disability. Sexual violence offenses include the following: non-consensual sexual intercourse or attempts to commit same, non-consensual sexual contact or attempts to commit same, and sexual exploitation.

- **Non-Consensual Sexual Intercourse.** Any sexual intercourse, however slight, with any object, that is without effective consent and/or by force.
 - Intercourse includes: vaginal penetration by a penis, object, tongue, or finger; anal penetration by a penis, object, tongue, or finger; oral copulation (mouth to genital or genital to mouth contact).
- **Non-Consensual Sexual Contact.** Any sexual touching, however slight, with any object, that is without consent and/or by force.
 - Sexual touching includes: intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts; making another touch you or themselves with or on any of these body parts (breasts, buttocks, groin, or genitals); any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice.
- **Sexual Exploitation.** When a person takes non-consensual or abusive sexual advantage of another for their own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to:
 - Invasion of sexual privacy;
 - Prostituting another individual;
 - Non-consensual video or audio-taping of sexual activity;
 - Sharing or distributing naked and/or sexually explicit photographs of another individual without permission;
 - Engaging in voyeurism or arranging voyeuristic opportunities for others;
 - Knowingly transmitting an STI or HIV to another individual;
 - Exposing one's genitals in non-consensual circumstances;
 - Inducing another to expose their genitals;
 - Sexually-based stalking and/or bullying.

Rape

Rape is generally defined as forced sexual intercourse. It may also include situations where the victim is incapable of giving consent. In 2012, the Department of Justice announced a change to the definition of Rape for the Uniform Crime Reporting Program's (UCR) Summary Reporting System. Rape is defined as "Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim."

Retaliatory Harassment

Intentional action taken by an accused individual or allied third party that harms a complainant, witness, reporter, or any other individual for filing or participating in a University investigation.

Protective measures

Immediate steps to protect the reporting party and to ensure the safety and well-being of the reporting party and the campus community. These measures depend largely on the incident at issue and are determined by the University on a case by case basis. The intent is to minimize the burden on the reporting party.

The Executive Director for the Office of Equity and Inclusion may work with other departments at the University to identify, coordinate or implement Protective Measures. This includes the Student Integrity, Department of Residential Life, Department of Public Safety, Academic Dean's Offices, and other departments within the University. Requests for Protective Measures should be directed to the Executive Director for the Office of Equity and Inclusion.

The following list includes Protective Measures that may be implemented, if appropriate. This list is not exhaustive, but attempts to identify many of the Protective Measures available:

- **No Contact Order:** A No Contact Order can be issued to prevent a person from contacting another person. Note: confidentiality of the requesting party's identity cannot be maintained when a no contact order is put into place.
- **Escorts:** Arrangements may be made so that a student has an escort (a friend, a Public Safety officer, or another individual) at particular times (e.g., to/from a particular class or activity, to/from their vehicle, etc.).
- **Added Public Safety Presence:** Department of Public Safety presence may be increased in a particular area or over the entire campus.
- **Making Adjustments to On-Campus Living Arrangements:** Adjustments may be made to a student's on-campus living arrangements, if space allows. For example, a student may be required to move to a different residence hall if they are in the same residence hall as a student who has been personally adversely affected by an alleged violation of the Harassment, Discrimination, Sexual and Relationship Misconduct Policy. A student may also be required to move off-campus in certain circumstances. Note: the burden of any move or other adjustment will usually be placed on the student alleged to have violated the Harassment, Discrimination, Sexual and Relationship Misconduct Policy.
- **Making Adjustments to Class Schedules or Creighton Activities:** Adjustments can be made to a student's class schedule and/or their participation in a Creighton activity (e.g., a student club, a club or NCAA athletic team, a Creighton-sponsored trip, etc.) may be limited or restricted, pending the resolution of an investigation. For example, a student may be required to withdraw from or make other arrangements for participating in a particular class that is shared with a student who has been personally adversely affected by an alleged violation. Note the burden of any change will usually be placed on the student alleged to have violated the Harassment, Discrimination, Sexual and Relationship Misconduct Policy. If the resolution of the investigation does not result in a separation from Creighton (i.e., suspension or expulsion), measures will be taken to assist the student in mitigating any negative academic impact resulting from the temporary adjustments to their class schedule or Creighton activities.
- **Administrative Separation from Creighton:** Should an individual pose an immediate danger to or severely disrupt the Creighton community, or endanger any individual (including oneself), a student may be separated from Creighton, including removal from all housing, classes and activities, pending the resolution

of an investigation. If the resolution does not result in a separation from Creighton (i.e., suspension or expulsion), measures will be taken to assist the student in mitigating any negative academic impact resulting from being administratively separated from Creighton. The decision whether or not to impose an Administrative Separation will be at the discretion of the Executive Director for the Office of Equity and Inclusion in consultation with the Provost, the Vice Provost for Student Life, and the General Counsel. Any student placed on Administrative Separation pending the outcome of an investigation may not return until after the conclusion of the investigation.

- **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 themselves 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.
- **Other Protective Measures:** Other Protective Measures may be taken if deemed appropriate by the Executive Director for the Office of Equity and Inclusion, based on the facts and circumstances of a particular situation.

U. 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 **Student Integrity at (402) 280-2775**.

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.

V. Immunization Requirements

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. The requirements follow CDC guidelines and are reviewed annually. Immunization requirements apply to all students. International, Health Science and students who reside in campus housing have specific requirements. Consult the [Center for Health and Counseling website](#) for details.

- Residential Students
 - July 1. Immunization compliance deadline – registration holds will apply if not compliant.
 - August 1. A refundable late fee of \$150 will be assessed if student remains non-compliant.
 - Refund Policy. The late fee will be terminated/refunded if the student is compliant by the end of the first full week of classes.

W. University Insurance Requirement

Comprehensive Health Insurance (Emergency only coverage does not satisfy this requirement) is required for ALL full-time students* and must include the following:

- National Coverage for inpatient and outpatient **medical** care.
- National Coverage for inpatient and outpatient **mental** health care.
- Coverage is currently active and maintained for the entire school year, including summers.
- Offers an unlimited lifetime maximum.

*Undergraduate: 12 credits/semester; Graduate: 8 credits/semester

Enrollment in the University endorsed Health Insurance Plan is **automatic** for all full time students.

***NOTE:** The premium for the University-endorsed 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.**

Part-time students are **not** eligible for the University's endorsed Health Insurance Plan but are strongly encouraged to have coverage while attending Creighton.

[Insurance options.](#)

When Student Health Services becomes aware of a lapse in the student's insurance coverage, the following will occur:

- Automatic enrollment into the University endorsed plan
- The tuition statement will reflect a charge for the entire premium

Creighton University Student 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.

For additional information please contact [Student Health Services](#):

Phone: (402)280-2735

Fax: (402)280-1859

X. 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 to student organizations.

Y. International Travel Policy

Creighton University recognizes the value of international learning and service activities. At the same time, Creighton acknowledges the potential risks which participants in international experiences may encounter, and monitors conditions that could adversely affect the health, safety and security of members of the Creighton community who wish to travel internationally. The University's policy on trips outside of the United States is set forth below.

Creighton University will not permit members of the Creighton community who are using Creighton resources or representing Creighton in any way to travel abroad to a country which is under either a **Center for Disease Control (CDC) Travel Health Warning** or a **U.S. Department of State Travel Warning**, or which has an unacceptable safety rating according to Creighton's insurance carrier. Insurance carrier travel ratings can be obtained by contacting the Creighton University Risk Management Office at (402) 280-5833 or kbooton@creighton.edu

A **CDC Travel Health Warning** is issued when there is a widespread, serious outbreak of a disease of public health concern.

A **State Department Travel Warning** means the State Department has decided, based on all relevant information, to recommend that Americans avoid travel to a certain country.

If a trip has been approved for travel to a location that becomes the subject of an active travel warning before the participants depart, the trip will be cancelled. Creighton University will take steps to withdraw participants from a country if a travel warning is declared for that country.

The State Department may also issue a **travel alert** as a way to disseminate information about terrorist threats and other relatively short-term and/or trans-national conditions posing significant risks to the security of American travelers. While trips to countries for which a travel alert has been issued are not always prohibited, Creighton University reserves the right to cancel a planned trip, or withdraw participants from a country, in the event a travel alert is issued for a particular country if the alert indicates a special danger for the trip.

The Office of the Vice Provost for Student Life and the Global Engagement Office must be notified in advance of any Creighton trips to foreign countries involving Creighton students. These trips may include, but are not limited to: service trips, presentations/attendance at conferences, and intramural/ club/organization tournaments. University affiliated trips are defined as those in which a Creighton delegation/group/team/organization is attending, if university or student fees are utilized, and/or the Creighton name will be used during the trip.

The Global Engagement Office must be notified in advance of Creighton trips involving faculty or staff members. Faculty members should also advise their Dean's office of their travel plans.

The Vice Provost/President of the division in which the travel is administered will make decisions regarding travel in his or her division, with input from the Risk Manager, Global Engagement Office, and other persons with subject matter expertise.

Members of the Creighton community must be aware of the conditions they may encounter when they travel internationally. Creighton University strongly recommends that all persons seeking to travel internationally check the [US State Department website](http://travel.state.gov) (<http://travel.state.gov>) before they depart. Students may register a trip with the State Department at this site. Creighton University also recommends that travelers review the [CDC site](#).

Z. Lobby Table Reservations

1. Tables may be reserved in the Skutt Student Center, the Skinner Mall, or the Kiewit Fitness Center spine on a first come, first serve basis. Please contact Reservations at (402) 280-1493 to submit a reservation.
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 Reservations Office. A daily fee will be charged, payable to Creighton University.
4. Each group should identify the purpose of their table through use of a sign or banner
5. Clients are required to remain behind their tables and not actively solicit customers to their locations.

AA. Mandatory Reporters

It is the policy of the University to define all faculty and all staff with supervisory or leadership responsibilities or responsibilities related to student welfare as mandatory reporters. If a mandatory reporter learns about sexual harassment, discrimination or sexual violence, they are expected to promptly contact the Office of Equity and Inclusion. The Office of Equity and Inclusion will take responsibility for prompt notification of the Department of Public Safety and other appropriate University officials. Other serious crimes covered by the Clery Act must be reported to the Department of Public Safety. All concerning and disruptive student behaviors must be reported to the Office of the Vice Provost for Student Life. Concerning and disruptive employee (faculty or staff) behaviors must be reported to Human Resources. All behaviors by students, faculty or staff that are immediate and are an emergency should be reported to the Department of Public Safety at (402) 280-2911.

When reporting dating/domestic violence, discrimination, discriminatory harassment, sexual harassment, sexual violence, and/or stalking, a mandatory reporter may initially be able to omit personally identifiable information (the name of the victim, the name of the accused individual, and other identifying details about witnesses, location, etc.). The Office of Equity and Inclusion can

provide mandatory reporters with assistance in regard to how much detail is needed in an initial report. Subsequent to an initial report, campus officials may need additional information in order to fulfill the University's obligations under Title IX. In taking these subsequent actions, the University will always be guided by the goals of empowering the victim and allowing the victim to retain as much control over the process as possible, but no individual (except on-campus healthcare providers and counselors in accordance with their code of ethics and state and federal law, clergy during the rite of confession, and the Associate Director for Prevention Education and Inclusion) can or should promise confidentiality. The Associate Director for Prevention Education and Inclusion, counselors, health service providers and clergy are voluntary reporters, not mandated by law, but University policy creates an expectation to report non-personally identifiable information. These individuals will not share any identifiable information without permission, unless sharing is required by law, or if the information suggests that there is imminent risk of harm to self, others, or the campus community.

The Clery Act requires reporting of four general categories of crime statistics: criminal offenses, hate crimes, VAWA offenses, and arrests and referrals for disciplinary action. Sexual harassment and sex discrimination are not covered by the Clery Act, but reporting of such incidents is required under Title IX. Mandatory reporters are expected to report crimes covered by the Clery Act to the Department of Public Safety without delay.

The Clery Act does not establish an obligation for Public Safety to conduct an investigation of the reported crime, only to report the crime as a statistic following Clery Act guidelines. In some cases, Public Safety may also be required to release a timely warning to the community about a threat to the community. In such cases, an initial investigation or determination of the nature of the threat may be conducted, after which a warning will be issued immediately.

Student behaviors that might be considered concerning or disruptive should be reported to the Office of the Vice Provost for Student Life. Based on the information provided a course of action will be determined and follow-up will be coordinated in collaboration with, but not limited to Student Counseling Services, the Department of Public Safety, and the impacted school/college. Determination in each student case will be made and, if needed, an agreed upon support plan will be created.

Additional information on the Mandatory Reporters Policy is available [here](#).

BB. Missing Persons Notification Policy

All institutions that receive federal funding and have a housing program must have a policy regarding missing student notification for students who reside in on-campus housing facilities, as well as procedures for notifying a person of the resident student's choice should that resident student go missing. This notification must be made within 24 hours of the institution learning that the student is missing.

Designation of Emergency Contact Person

The Department of Residential Life will annually notify each resident student that he/she has an option to identify an individual whom the University will contact within 24 hours of the University being notified that the student has gone missing.

Students' emergency contact information will be registered confidentially. This information will be accessible only to authorized campus officials and it will not be disclosed, except to law enforcement personnel in furtherance of a missing person investigation.

Where to Report a Missing Student?

If a student, employee, or other individual believes that a student has been missing for 24 hours, they should report this information to any of the following offices:

Department of Public Safety at (402) 280-2104 or (402) 280-2911

Department of Residential Life at (402) 280-2717

Office of the Vice Provost for Student Life at (402) 280-2775

For students, the report should be made to your Resident Director, Apartment Coordinator or Resident Advisor. Important information to share includes:

1. Name of the missing student and the student's campus residence.
2. The name and contact information of the reporting person including address and phone number.
3. The relationship of the reporting person to the missing student
4. The missing student's employer if applicable and known
5. When the student was last seen, where, and under what circumstances.
6. Any information about the student's condition that might be helpful in determining the whereabouts of the student such as:
 - a. When was the student last seen?
 - b. Where was the student last seen?
 - c. Has the student been in good health or has otherwise been of any concern to the reporting student?
 - d. Did the student have any known plans to travel, visit friends, etc.? If "yes", what were these plans and where was the destination?
 - e. Did the missing student's plans involve others?
 - f. How often does the reporting student typically see or contact the student?
 - g. Has the reporting student received any recent emails, texts?
 - h. Has the student been under any unusual pressures such as upcoming exams, homework assignments, etc.?
 - i. Is there any reason to believe the student might be in danger or harm or is a potential victim?
 - j. Has the reporting person contacted any law enforcement agency, or the student's parents or guardians?
If not, why not? Assist the reporting student in notifying authorities.

All missing student reports made to an office, other than the Department of Public Safety, will be referred immediately to the Department of Public Safety for investigation.

If Public Safety determines that the student has been missing for more than 24 hours and has not returned to campus, the emergency notification procedures outlined below will be initiated.

Emergency Notification Procedures

Creighton University will contact the resident student's emergency contact person within 24 hours of determining that the student is missing, if the student has been determined missing by the Department of Public Safety, or by local law enforcement;

If a student is under 18 years of age and not emancipated, Creighton University will notify a custodial parent or guardian within 24 hours of the determination that the student is missing, in addition to notifying any additional contact person the student has designated.

Creighton University will also notify law enforcement within 24 hours of the determination that the student is missing, unless the local law enforcement agency was the entity that determined the student was missing.

Department of Residential Life Notification Procedures

The Department of Residential Life's procedures for notification include the following:

1. The Department of Residential Life will report to Public Safety when they receive a report that a resident student appears to have gone missing.
2. Should the report result in a confirmation by Public Safety that the student is missing for more than 24 hours and the student has submitted emergency contact information, Creighton will contact the individual the student has identified as their emergency contact.
3. Should the report result in a confirmation that the student is missing for more than 24 hours, Creighton will also contact the custodial parent/guardian immediately if the student is not emancipated and is under the age of 18.
4. Should the report result in a confirmation that the student is missing but neither "2" nor "3" apply, Creighton will notify the local Police department.

Procedures

To whom does this apply?

All students who live in on-campus housing are affected by this policy. Certain additional conditions apply for those residential students who are under the age of 18 and not emancipated at the time they are believed to be missing.

- On-campus housing means a dormitory or other residential facility for students that are located on the University's campus.
- Campus means any building or property owned or controlled by the University within the same reasonably contiguous geographic area and used by the University in direct support of, or in a manner related to the University's educational purposes, including residence halls.

Who is responsible for the implementation of this policy?

1. The responsible administrators and office for this policy is the Associate Vice Provost for Student Development in the Division of Student Life. In his/her absence, the contact will be the Associate Director of Residential Life in the Department of Residential Life or the Resident Director on Duty who, in turn, will contact the University Responder on Call. If the initial report of a missing student is not made to the Department of Public Safety, the responsible administrator will contact the Department of Public Safety which, in turn, will notify the Director of Public Safety.
2. The line of authority for this policy is the Associate Vice Provost for Student Development to the Vice Provost for Student Life to the President. The Department of Public Safety will keep these administrators informed throughout the process.
3. If the initial report of a missing student is made to the Department of Public Safety, Monday through Friday, 8 a.m. to 4:30 p.m., Public Safety will contact the individuals mentioned in Item 2 above. During other days and times, the Public Safety Officer will

contact the Resident Director on Duty who will communicate the information to the others listed in Item 2 above.

When will notifications be made?

Immediately upon the University being informed that a resident student has been missing for 24 hours.

What will the University do?

1. At the time of contracting for residential space in the Residential Life Portal, the Department of Residential Life will ask residents to provide their confidential contact information or to opt out of this provision. This will include a place for the resident to type in the name and contact information in case the student should becoming missing at any time during the academic year. This contact will remain confidential information in the digital database until needed.
2. When any member of the Residential Life staff or the Student Life staff is informed that a resident student is missing, the Creighton University Department of Public Safety office will be immediately notified. If the Resident Life staff or the Student Life staff is notified of a missing resident student and it is after regular business hours, the Department of Public Safety will still be called immediately at (402) 280-2104 or (402) 280-2911.
3. A University representative will attempt to contact the student by:
 - Calling the student's personal cell phone on record.
 - Entering the student's campus residence room or apartment to investigate the student's activities.
 - Check the use of the student's ID card to determine the student's whereabouts.
 - Contact the student's faculty members and check class attendance.
 - Contact known friends, roommates, places of work, or any acquaintances that the student may have.
 - Check social networks such as "Facebook" or "My Space" to determine if the student has posted any information on line.
4. If the student is unable to be contacted by any of the methods listed above, the University will, within 24 hours of being notified that the student is missing, notify the Omaha Police Department that a student is missing. The University will also contact the student's confidential contact individual on record.
5. If the student is under the age of 18 and is not emancipated, the parents or guardians of the student will be contacted, in addition to any other emergency contact person listed.

What must the student do?

1. Resident students must be notified annually of the option to digitally complete a confidential contact form within the Portal. This information will be retained in a confidential digital database during the year until needed; the information within the database will remain confidential. The contact does not have to be a parent or guardian.
2. Students or Creighton University faculty or staff members who believe that a student is missing should contact the Public Safety Office at (402) 280-2104. If a report of a student missing occurs after normal business hours, Public Safety should be contacted at (402) 280-2911. Important information to share includes:
 - a. Name of the missing student and the student's campus residence.
 - b. The name and contact information of the reporting person including address and phone number.
 - c. The relationship of the reporting person to the missing student
 - d. The missing student's employer if applicable and known

- e. When the student was last seen, where, and under what circumstances.
- f. Any information about the student's condition that might be helpful in determining the whereabouts of the student such as:
 - When was the student last seen?
 - Where was the student last seen?
 - Has the student been in good health or has otherwise been of any concern to the reporting student?
 - Did the student have any known plans to travel, visit friends, etc.? If "yes", what were these plans and where was the destination.
 - Did the missing student's plans involve others?
 - How often does the reporting student typically see or contact the student?
 - Has the reporting student received any recent emails, texts?
 - Has the student been under any unusual pressures such as upcoming exams, homework assignments, etc.?
 - Is there any reason to believe the student might be in danger or harm or is a potential victim?
 - Has the reporting student contacted any law enforcement agency, or the student's parents or guardians? If not, why not? Assist the reporting student to notify authorities.

CC. Nondiscrimination Statement

Creighton University is committed to providing a safe and nondiscriminatory educational and employment environment. The University admits qualified students and hires qualified employees without regard to race, color, religion, sex, marital status, national origin, age, disability, citizenship, sexual orientation, gender identity, gender expression, veteran status, or other status protected by law. Its education and employment policies, scholarship and loan programs, and other programs and activities, are administered without unlawful discrimination.

Sexual harassment, including sexual violence, is a form of sex discrimination prohibited by Title IX of the Education Amendments of 1972. The University does not discriminate on the basis of sex in its educational, extracurricular, athletic or other programs or in the context of employment.

It is the policy of the University to make all programs and services available to individuals with disabilities. Inquiries concerning rights and responsibilities under Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990 should be directed to the Executive Director for the Office of Equity and Inclusion. To obtain information on accessibility of buildings and programs or to report problems of accessibility, please contact Human Resources (for employees), Schneider Hall or by telephone 402.280.2709 or Office of Disability Accommodations (for students), Old Gym 437, or by telephone 402.280.2166.

The following person has been designated to monitor compliance and to answer any questions regarding the University's non-discrimination policies:

Ms. Allison Taylor, M.S.Ed
Executive Director
Title IX Coordinator/Section 504 Coordinator
Creighton University
Office of Equity and Inclusion
Creighton Hall Suite 340
Omaha, NE 68178
Phone (402) 280-3189 Email: allisontaylor@creighton.edu
Web: [Office of Equity and Inclusion](#)

The United States Department of Education's [Office for Civil Rights \(OCR\)](#) enforces Title IX and Section 504.

DD. 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.

EE. One Bed, One Body Policy

Creighton University recognizes that travel to off-campus events, activities and courses is a beneficial part of the student collegiate experience. The University seeks to provide the safest opportunities and methods of transportation and to mitigate risks that might be associated with student travel. Therefore, the One Bed, One Body policy exists to assist students in their travel planning.

Any activity which is not in accordance with the Judeo-Christian values of Creighton University and the specific doctrinal teachings of the Roman Catholic Church is prohibited. One example of this may be co-habitation. In keeping with the spirit of our existing university policies and expectations, the One Bed, One Body Policy addresses potential areas of co-habitation during off campus travel.

Under no circumstance may more than one student sleep in a bed regardless of gender (i.e. sleeping bag, cot, and/or personal sleeping area).

This policy applies to all trips sponsored, organized, facilitated or encouraged by Creighton University. This includes but is not limited to students that receive university funding, as well as all students who travel under the Creighton name with their personal and/or group finances (i.e. FLPAs, student organization travel, retreats, service trips, team travel,

academic competitions, conferences, etc.). Students who fail to comply with Creighton University policies will be referred to the Office of Student Development.

Additionally, advisors/moderators/coaches are not to room with students.

Sponsors of trips (i.e. academic units, university departments, athletics and/or student organizations, etc.) may require additional standards to address the unique requirements associated with a particular type of trip.

FF. 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.

GG. Posting Policy and Procedures

The Student Leadership and Involvement Center 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 Leadership and Involvement Center. 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 Leadership and Involvement Center. Unregistered student organizations are not university-sponsored and must receive approval before posting. All postings must comply with the Posting Standards.

1. Posting Involving Alcohol

Materials with any reference or implied reference to alcohol must be approved by the Student Leadership and Involvement Center 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](#).

2. Posting Standards

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

- a. 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.

- b. Materials may be displayed only on boards marked "Campus Posting." A list of these official boards is available through the Student Leadership and Involvement Center. Materials may not be attached to building walls, trees, hallways, doors, stairwells, or any painted surface.
- c. Posters and fliers may not exceed 18" x 24".
- d. Only one copy of a poster or flier may be displayed per bulletin board.
- e. 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.
- f. The name of the sponsoring organization, department, vendor or individual and contact information must appear on every poster.
- g. The name, date, time and location for events must appear on every poster.
- h. If there is a cost associated with the event being advertised it must appear on every poster.
- i. Materials may be on display for two weeks unless approved and stamped for a longer period.
- j. 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.
- k. All postings for fraternity and sorority recruitment require the approval of the Assistant Director for Greek Life.

3. **Procedure for Approval**

Any non-university-sponsored groups or individuals wishing to post on the Campus Posting Boards must have approval from the Student Leadership and Involvement Center. 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."

4. **Administration of Policy**

The Student Leadership and Involvement Center administers this policy. Any questions related to the policy, procedures and posting locations should be directed to the Student Leadership and Involvement Center. The Student Leadership and Involvement Center 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 Provost for Student Life office. The Student Leadership and Involvement Center 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.

5. **Other Promotional Materials**

Creighton Students Union Elections

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

- a. Election materials may not be displayed prior to two weeks before the respective election.
- b. 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 Leadership and Involvement Center. 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 Leadership and Involvement Center. Reservations are for one week. Table tents are to advertise specific events/programs only and must comply with the above applicable Posting Standards.

Yard Signs and Sandwich Boards

Yard sign and sandwich board content must follow the posting standards guidelines and be approved by the Student Leadership and Involvement Center prior to printing using the Student Leadership and Involvement Center form. To reserve space to post yard signs and sandwich boards you must contact Centralized Reservations.

Chalking

Chalking designs and content must be approved by the Student Leadership and Involvement Center using the Student Leadership and Involvement Center Form prior to chalking. Content of chalking must follow posting standards. To reserve space to chalk you must contact Centralized Reservations and follow the event registration guidelines. Chalk must be washable, and must be removed by the registered student organization, University department, or University vendor.

Licensing Waiver

Prior to production, the Student Leadership and Involvement Center must approve all t-shirts and other merchandise. See the T-Shirt/merchandise and Licensing Waiver Policy.

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 Leadership and Involvement Center 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 Leadership and Involvement Center staff moderates the Student News listserv which is then published by University Relations. Twice a week, Monday and Thursday, a digest email will be sent posting the events that have been submitted to the listserv. The digest email links to a website that offers more information. All submissions will be left on the website until the date passes for that event. Guidelines for submissions are as follows: Submissions must be received by Friday by 9:00 a.m. for the Monday edition and by Wednesday at 9:00 a.m. for the Thursday edition.

1. The email must be sponsored by a Creighton University students, faculty, or staff member OR a university department or registered student organization. The sponsor and contact information MUST be included.
2. Advertised events must have a date, time and location in the email.

3. Submissions must be in Word format or text within a submitted email (in normal font, no colors or large font or bold font necessary). Pictures, logos, graphics, etc. can be submitted in JPEG format and if possible will be used on the website.
4. The email must follow all Posting Guidelines in the Student Handbook.

To submit an event or involvement opportunity, please send the email to student_news@lists.creighton.edu

To subscribe or unsubscribe from the listserv, please visit the Mailman website.

Please contact the Student Leadership and Involvement Center if you have any questions at (402)280-1715.

6. **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

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.

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.

- The Student Leadership and Involvement Center must approve any designs for T-Shirts or other merchandise created by student organizations.
- T-Shirt and other merchandise designs must be submitted to the Student Leadership and Involvement Center via CU Involved before any items are made/printed. *Please submit design at least 2 weeks before the printing date.*
- Any organization that creates and distributes T-Shirts or other merchandise without prior approval will be in violation of this policy and will be responsible for the consequences.
- The Creighton University logos, graphics and Athletic marks are registered and protected trademarks of Creighton University, protected by both the Department of Marketing and Communications and Athletics, as well as the US Patent Office. No alterations are permitted on the University seal, logo or Athletic marks. This policy helps to ensure immediate recognition, the maintenance of appropriateness, and the prevention of commercial use without compensation to the University
- Registered student organizations, as defined by the University, using the names, marks, logo, seals, and/or symbols of Creighton University in any commercial venture, whether fundraising or promotional, are required to seek prior approval from the Student Leadership and Involvement Center and University Communications and Marketing by completing a T-shirt/Merchandise Form [found on CU Involved.]

- Products sold or given away bearing the trademarks of the University and the names or logo of a registered student organization, for the sole benefit of that organization, are exempt from a royalty fee charged for commercial ventures. However, these products must be purchased from licensed vendors.
- If items are to be sold to those outside of your organization's membership, or for a profit, a Fundraising Registration Form must also be completed.

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 Leadership and Involvement Center 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.

HH. 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 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.

II. 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 Associate Vice Provost for Student Development (402) 280-2775, the Vice Provost for Student Life or other appropriate University officials may also be contacted. Violation of this policy will result in disciplinary action.

JJ. Sexual Violence

As defined by the United States Department of Education's Office of Civil Rights 2011 Guidance, sexual violence is a severe form of hostile environment sexual harassment that represents conduct involving physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent. An individual's inability to consent to sexual activity may arise due to age, from use of drugs or alcohol or individual conditions including intellectual or other disability.

Sexual violence offenses include the following

- Non-consensual sexual intercourse or attempts to commit same
- Non-consensual sexual contact or attempts to commit same
- Sexual Exploitation

Definitions of sexual violence offenses

- Non-consensual sexual intercourse is any sexual intercourse, however slight, with any object, that is without effective consent and/or by force. Intercourse includes:
 - Vaginal penetration by a penis, object, tongue, or finger
 - Anal penetration by a penis, object, tongue, or finger
 - Oral copulation (mouth to genital or genital to mouth contact)
 - Non-consensual sexual contact is any sexual touching, however slight, with any object, by a man or a woman upon a man or a woman that is without consent and/or by force.
- Non-Consensual Sexual Contact is any sexual touching, however slight, with any object, that is without consent and/or by force. Sexual touching includes:
 - Intentional contact with the breasts, buttocks, groin, or genitals, or touching another with any of these body parts
 - Making another touch you or themselves with or on any of these body parts (breasts, buttocks, groin, or genitals)
 - Any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth, or other orifice.
- Sexual Exploitation is when a student takes non-consensual or abusive sexual advantage of another for their own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to:
 - Invasion of sexual privacy;
 - prostituting another student;
 - non-consensual video or audio-taping of sexual activity;
 - Sharing or distributing naked and/or sexually explicit photographs of another individual without permission;
 - going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex);
 - engaging in voyeurism;
 - knowingly transmitting an STI or HIV to another student;

- Exposing one's genitals in non-consensual circumstances; inducing another to expose their genitals;
- Sexually-based stalking and/or bullying

Additionally, the University provides the following definition of Rape:

Rape is generally defined as forced sexual intercourse. It may also include situations where the victim is incapable of giving consent. In 2012, the Department of Justice announced a change to the definition of Rape for the Uniform Crime Reporting Program's (UCR) Summary Reporting System. Rape is defined as "Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim."

Effective Consent

Effective consent is informed, freely and actively given, and consists of mutually understandable words or actions indicating a willingness to engage in mutually agreed-upon sexual activity. It is the responsibility of all persons wishing to engage in sexual activity with another to specifically determine the capacity of that potential sexual partner to provide "Effective Consent."

A person may not consent if s/he is:

- unconscious
- intimidated or frightened
- intoxicated/incapacitated from use of alcohol or drugs
- physically or psychologically pressured or forced
- impaired due to a cognitive disability
- less than 16 years of age per Nebraska State Statute
- under the age of consent in the jurisdiction in which the activity occurred

Additionally

- Consent may be revoked at any time, as long as the revocation is communicated clearly, at which point sexual activity must cease immediately.
- Mutually understandable consent must be obtained by both parties throughout the sexual interaction
- Consent to one form of sexual activity does not imply consent to other forms of sexual activity
- Previous sexual relationships and/or a current relationship does not imply consent
- Consent expires and needs to occur before any and all sexual activity
- Consent is not present if a person is compelled to engage in sexual contact by force, threat of force, or coercion
- Consent cannot be implied through acceptance of an invitation
- Silence and passivity cannot be interpreted as an indication of consent
- Consent cannot be given by individuals who are incapacitated as a result of alcohol or other drug consumption (voluntary and/or involuntary), or by individuals who are unconscious, unaware, asleep or otherwise physically helpless.
- Because consent must be informed, an individual may not engage in sexual activity with another person who that individual knows, or should reasonably know (based on the reasonable person standard), to be incapacitated.

Incapacitation

Incapacitation is the inability to make a rational, reasonable decision. Incapacitated persons are considered incapable of giving effective consent because they lack the ability to appreciate the fact that the situation is sexual, and/or cannot rationally and reasonably appreciate the nature and

extent (who, what, when, where, why and how) of that situation. Evidence of incapacity can be detected from one or an accumulation of context clues, which can include but are not limited to the following:

- One person may have knowledge regarding how much alcohol another person has consumed or whether some other drug has been ingested
- Slurred speech
- Bloodshot eyes
- The smell of alcohol on the breath
- Shaky equilibrium
- Vomiting
- Outrageous or unusual behavior
- Unconsciousness
- Elevated blood alcohol level
- blacking out

Because of the seriousness of sexual violence, if a student is found in violation of the Harassment, Discrimination, Sexual and Relationship Misconduct policy, the full range of University sanctions, including suspension or expulsion, 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 authorities should the victim wish to pursue this course. Sexual violence can be carried out by other students, third parties, or University employees. All such acts of sexual violence are forms of sex discrimination prohibited by Title IX.

Creighton University prohibits all forms of sexual violence. When there is reasonable cause to suspect a violation of the Harassment, Discrimination, Sexual and Relationship Misconduct policy the University will:

- Conduct a prompt, thorough, and impartial investigation;
- Provide access to process navigators/advocates to assist both the reporting party and the responding party throughout the course of the investigation; and
- Put in place interim measures such as contact restrictions, and housing or class reassignments.

Advocacy

Creighton's [Violence Intervention and Prevention Center](#) (VIP Center) provides confidential advocacy to first- and second-hand survivors of sexual violence, dating violence, stalking, harassment, discrimination, and more. An advocate is someone who will provide one-on-one individualized support to individuals. These services are free, confidential, and available to all students. Services include:

- Support after an incident of violence
- Safety Planning
- Assistance with class absences, coursework extensions, transportation, and housing
- Assistance with reporting incidents, both on and off campus
- Assistance filing protection orders
- Resources to support a friend, partner, or family member
- Campus and community referrals

For additional information contact the VIP Center at (402) 280-3794 or vipcenter@creighton.edu.

Procedures to Report Sexual Violence

To report an act of sexual violence students may:

- Contact the Office of Equity and Inclusion at (402)280-3189, oei@creighton.edu, or submit an [online form](#).
- Contact the Department of Public Safety at (402)280-2911 (immediate response)
- Contact Omaha Police Department at 911 (immediate response)

Individuals have the right to file a report with the local authorities in addition to filing a report with the University. If an individual reports an act of sexual violence to the Office of Equity and Inclusion, an investigation will commence. The victim (reporting party) of an act of sexual violence is entitled to the same rights afforded to the accused (responding party) in the investigation, hearing and the appeal. (See the Harassment, Discrimination, Sexual and Relationship Misconduct policy, 2.1.25.)

Amnesty When Reporting Sexual Violence

Creighton University strongly encourages victims and individuals to report all Student Code of Conduct violations, sex discrimination, violence in general (including sexual violence) and medical emergencies. It is likely that many victims may be hesitant when it comes to reporting conduct that he/she believes violates the Student Code of Conduct or University policy because of fear that they personally may be accused of violating policies or sections of the Student Code of Conduct in connection with the incident they are reporting. Underage drinking is a common example of conduct that may have occurred during such an incident. Because of the importance of reporting serious incidents, and in order to encourage reporting, Creighton will not normally charge a victim who reports a violation of the Student Code of Conduct or University policy, even though the victim may have participated in a non-violent violation of the Student Code of Conduct or University policy (e.g., unauthorized use of alcohol). Creighton may also elect to extend amnesty to students who report medical emergencies that may have occurred during an incident involving a potential conduct violation. In such cases, however, Creighton may exercise its discretion to impose educational sanctions as a required activity intended to engage the student in a positive learning experience related to the student's inappropriate behavior.

Anti-Retaliation

The University expressly prohibits any form of retaliatory action against any individual for filing a bona fide complaint under this Policy or for assisting in a complaint investigation. If you feel that you have been retaliated against, contact the Office of Equity and Inclusion to report at (402) 280-3189. Additional information is available under VI. University Policies, Section DD, Respect for the Dignity of the Person.

If you have been sexually assaulted, you are NOT required to make a report to law enforcement in order to obtain medical care or have access to resources.

- Students can contact Creighton's confidential advocate at (402)280-3794 or vipcenter@creighton.edu for assistance
- Students can contact the Women's Center for Advancement Crisis Hotline at (402)345-7273 (immediate response)
- Students can contact Creighton's Center for Health and Counseling at (402)280-2735 for assistance
- Students can visit a hospital for medical care

Access to Medical Care following an Act of Sexual Violence

Students who have experienced an act of sexual violence are encouraged to consider the following options:

- Visiting the Emergency Department (ED) of the nearest hospital for an examination:
 - In order to preserve evidence please follow these instructions (if possible):
 - Visit a hospital within 72 hours of a sexual assault
 - DO NOT change clothing. Bring extra clothes to the ED if possible. Otherwise, ED staff will provide you with a change of clothing. If you have changed your clothes, put the clothes that were worn when the assault occurred – including underwear – in a paper bag and bring with you to the ED.
 - DO NOT shower or bathe.
 - DO NOT brush your teeth, drink fluids, eat, or smoke.
 - Put any other article that may contain evidence (such as sheets) in a paper bag and bring it to the ED.
- The ED staff will notify an Advocate from the Women's Center for Advancement (WCA) that an act of sexual violence has occurred. An individual can request an Advocate if one has not been called prior to their interview and examination
- An advocate is able to explain hospital procedures, reporting procedures, and provide information on follow-up and recovery after an act of sexual violence. An advocate can also sit with the individual and be present during an exam if an individual would like the advocate present.
- The ED staff will notify Omaha Police Department when an act of sexual violence is reported. The individual reporting the act of sexual violence may choose to make a report with police or may choose not to report the act of sexual violence.
- While in the ED, the individual will be examined by a physician to evaluate any injuries and receive appropriate treatment. The individual will also receive a sexual assault examination by a nurse who is trained as a Sexual Assault Nurse Examiner (SANE). The exam may involve taking pictures of injuries, swabbing for evidence collection, and performing a pelvic exam. The individual has the ability to stop the exam at any point or ask any questions they might have. Individuals will be treated for potential sexually transmitted infections and provided with options for follow-up care.
- If an individual does not choose to visit a hospital after an act of sexual violence, they are still encouraged to seek medical treatment. Creighton's Center for Health and Counseling (402)280-2735 can provide follow-up care for students or individuals can seek medical treatment off-campus.
- If an individual is interested in counseling services, Creighton's Center for Health and Counseling (402)280-2735 provides free sessions for students.

Victim's Bill of Rights

- Complainants shall be notified of their options to notify law enforcement.
- The complainant and the respondent must have the same opportunity to have others present.
- Both parties shall be informed of the outcome of any disciplinary proceeding.
- Complainants shall be notified of counseling services.
- Complainants shall be notified of options for changing academic and living situations.

Prevention Education

The VIP Center focuses on primary prevention, the act of eliminating violence before it happens. Violence prevention is a complex issue and requires a multitude of strategies. Creighton University takes a holistic approach to addressing this serious issue utilizing the following strategies:

- **Awareness Programs.** Active and passive programs that aim to educate the campus community on warning signs of sexual violence, sexual harassment, stalking, dating violence, or domestic violence.
- **Ongoing prevention and awareness campaigns.** Active and passive programs offered throughout the academic year by the Violence Intervention and Prevention Center and other campus partners that have a goal of educating the campus community on issues of sexual violence, sexual harassment, stalking, dating violence, and domestic violence.
- **Primary prevention programs.** Educational programs that have a goal of preventing incidents of sexual violence, sexual harassment, stalking, dating violence, or domestic violence from occurring.

Providing awareness, education and resources on:

- **Bystander Intervention.** A strategy to reduce incidents of sexual violence, sexual harassment, stalking, dating violence, and domestic violence through action on the part of someone who witnesses or has knowledge of these incidents.
- **Risk reduction.** Actions or strategies that can decrease the likelihood that an incident of sexual violence, sexual harassment, stalking, dating violence, or domestic violence can occur.

KK. 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 Provost for Student Life 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 Provost for Student Life, 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 Provost for Student Life may postpone the speaker's presentation for up to three weeks so that security arrangements can be developed.

Click the following link to review the complete [University's Speakers and Artistic-Creative Presenters Policy](#).

LL. Student Complaint Policy

Creighton University designates the Office of the Vice Provost for Student Life as responsible for receiving, investigating and potentially resolving student complaints. When related to academic grade disputes, academic integrity issues, non-academic misconduct, financial need, disability, affirmative action, or sexual violence, harassment and discrimination, complaints will be referred to the appropriate University office(s) per Creighton University policies and procedures. No retaliation of any kind shall be taken against a student who articulates a complaint.

Scope

This policy applies to all University students regardless of school, or college, status, classification, type, or location.

Definitions

Student: An individual student, a group of students, or student governments.

Complaint: A claim by a student alleging improper, unfair or arbitrary treatment. A complaint may address issues of institutional or program quality such as Creighton University's compliance with the standards of the [Higher Learning Commission of the North Central Association of Colleges and Schools](#) or other pertinent [accrediting bodies](#).

Concerns or complaints about academic procedures or personnel must be filed with the appropriate unit.

- College of Arts and Sciences
- College of Professional Studies
- Graduate School
- Heider College of Business
- School of Dentistry
- School of Law
- School of Medicine
- College of Nursing
- School of Pharmacy and Health Professions

Concerns or complaints about non-academic procedures or personnel must be filed with the appropriate unit

- Administration
- Athletics
- Career Center
- Disability Accommodations
- Enrollment Management (Admissions & Financial Aid)
- Facilities Management
- Finance
- Information Technology
- Libraries
- Mission and Ministry
- Registrar
- Residential Life
- Student Leadership and Involvement Center

- Student Health & Counseling Services
 - Student Life
 - University Dining
 - University Relations
 - Military & Veterans Affairs
 - Other Area (Please Specify)
-

If it is unclear as to where to direct a concern or complaint, please contact the Office of the Vice Provost for Student Life at (402) 280-2775.

Exclusions to this policy include complaints regarding academic grade disputes, academic integrity, non-academic misconduct, disability, affirmative action, sexual violence, harassment and discrimination. Such exclusions have specific policies and procedures that can be accessed in the following:

Academic Grade Disputes or Academic Integrity Charges/Appeals

These are processed by the respective academic unit's policies and procedures. Complaints about academic procedures or personnel must be filed with the appropriate college or school. Each academic unit's website provides guidance for such complaints.

- [College of Arts and Sciences](#)
- [College of Professional Studies](#)
- [Graduate School](#)
- [Heider College of Business](#)
- [School of Dentistry](#)
- [School of Law](#)
- [School of Medicine](#)
- [College of Nursing](#)
- [School of Pharmacy and Health Professions](#)

For more information, click the following link to find the [University's Student Complaint Policy and Procedure](#).

Click the following link to download the [Student Complaint Form](#)

Administration & Interpretation

Tracking of student complaints will be used to generate an annual report from the Office of the Vice Provost for Student Life. The report will identify any areas of quality improvement and make appropriate recommendations to improve the overall student experience. Such improvement efforts and outcomes will be monitored and documented.

Amendments or Termination of Policy

The University reserves the right to modify, amend or terminate this policy at any time.

MM. 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. The campus is tobacco-free. To review the complete policy, please visit the [website](#).

STUDENT DISCIPLINE

A. 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.

B. 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. Creighton University is committed to a fundamentally fair process.

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.

C. 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.

D. 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 Provost to review the academic or academic-related disciplinary matters, and the student's right to request the Vice Provost for Student Life to review nonacademic misconduct disciplinary matters, as the case may be.

E. 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 nonacademic disciplinary matters where it is anticipated that a student infraction may result in disciplinary probation, withdrawal, suspension and/or expulsion, except in matters that involve allegations of harassment or discrimination, which are addressed by the [Sexual Violence, Harassment, Discrimination and Grievances Policy #2.1.25](#). An administrative hearing panel has authority regarding nonacademic disciplinary matters where it is anticipated that a student infraction may result in a warning or disciplinary reprimand, except in matters that involve allegations of harassment or discrimination, which are addressed by the [Sexual Violence, Harassment, Discrimination and Grievances Policy #2.1.25](#). 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.

F. 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.

G. 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."

H. Non-Academic Student Conduct Policies

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 (except when there is evidence that a student is in violation of the [Sexual Violence, Harassment, Discrimination and Grievances Policy #2.1.25](#)):

This list of violations, based off the Creighton University Code of Conduct, outlines specific actions which negatively impact the University community and for which students are subject to disciplinary action. All violations below are also prohibited off campus and may result in action by the University if the individuals or community's safety and/or educational opportunities are jeopardized. Prohibited conduct includes, but is not limited to, the following violations:

Code of Conduct #1

Act with professional, academic, and personal integrity.

Code of Conduct #1.1. **Conduct Unbecoming of a Creighton Student:** 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.

Code of Conduct #1.2. **Failure to Comply:** Interfering or failing to comply with the directives of University officials acting in performance of their duties.

Code of Conduct #1.3. **False Information:** Intentionally furnishing false information to any member of the University.

Code of Conduct #1.4. **False Report:** Intentionally, negligently or recklessly making a false report of misconduct that results in the unneeded utilization of university resources.

Code of Conduct #1.5. **Fake Identification:** Using, possessing, or providing a driver's license or other identification with facts inconsistent with information maintained by the University is a violation of the student code of conduct.

Code of Conduct #1.6. **Fleeing Student:** Students who are at the scene of an incident where there is concern for students' safety or where conduct violations may have occurred are expected to remain at the scene of the incident until they are released by responding University staff.

Code of Conduct #1.7. **Violating Sanctions:** Violating the terms of any disciplinary sanction imposed in accordance with the Student Code of Conduct.

Code of Conduct #1.8. **Forgery:** Forging, altering, or using any University document or any instrument of identification without proper authorization.

Code of Conduct #2

Respect and promote the dignity of all persons.

Code of Conduct #2.1. **Intoxication:** Any alcohol or drug-related behavior that adversely affects or strains a person's life in regard to: physical health; feelings of self-esteem; personal or family relationships; the campus community and its members; educational and occupational goals; or standing in regard to local, state or federal laws. Students regardless of age are held accountable to this policy if they come to the attention of University officials.

Code of Conduct #2.2. **Harassment:** 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.

Harassment can include bullying, stalking, slurs, comments, rumors, jokes, innuendoes, cartoons, pranks, and other verbal or physical conduct and any other conduct or behavior deemed inappropriate by Creighton University. Allegations of harassment that are not acts of discriminatory harassment will be investigated according to the Non-Academic Misconduct Procedures.

Bullying

Being bullied or harassed means that someone is subjected to deliberate behavior which is hurtful, threatening or frightening and this behavior may be an isolated incident or repeated over time. Any behavior, which sets out to cause other people pain or unhappiness, may be regarded as bullying.

Bullying is not in the intention (e.g., just joking around) but in the perception of the behavior against another party.

Bullying or harassment can take many forms, and without limiting its forms may include:

- **Physical bullying** – any intentional and unwelcome use of physical contact or deliberate property damage. It includes fighting, pushing, interfering with another's property by stealing, hiding, damaging or destroying.
- **Verbal bullying** – use of language to threaten or hurt. This includes name-calling, offensive language, putting people down, back stabbing, and making degrading comments about another's family, religious, social or racial background.
- **Exclusion bullying** – leaving someone out on purpose to cause feelings of non-acceptance. It includes spreading malicious rumors, writing on posters/walls/books etc.
- **Extortion bullying** - use of threat or power to obtain favor or goods, e.g. bullying others to provide food, money, or schoolwork.
- **Racial/Religious bullying** – antagonism or prejudice directed towards someone on the basis of their race/religion.
- **Sexual Orientation bullying** – Homophobia, unwelcome and uninvited comments, attention, contact or behavior of a sexual nature that is found to be humiliating, offensive or intimidating.
- **Gesture bullying** – use of non-verbal signals to cause intimidation or fear.
- **Electronic bullying** – use of language or images to threaten and hurt by electronic means. (SMS text, emails, web sites, etc.) (See Fair, Responsible, and Acceptable Use for Electronic Resources).
- **Psychological bullying** – spreading rumors, excluding, stalking, dirty looks, hiding or damaging possessions.

Any other conduct that is intimidating, unwelcome or uninvited (e.g., "Just Joking" which can cause discomfort to others).

Code of Conduct #2.3. **Discriminatory Harassment:** Detrimental action based on an individual's actual or perceived race, color, religion, sex, marital status, national origin, age, disability, citizenship, sexual orientation, veteran status, and any other groups protected by federal, state or local statutes that is so severe, persistent or pervasive that it unreasonably interferes with or limits an individual's ability to participate in or benefit from the work or educational environment.

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 can include bullying, stalking, slurs, comments, rumors, jokes, innuendoes, cartoons, pranks and other verbal or physical conduct, and any other conduct or behavior deemed inappropriate by Creighton University.

Code of Conduct #2.4. **Sexual Violence:** Sexual misconduct offenses include the following:

- Non-consensual sexual intercourse or attempts to commit same
- Non-consensual sexual contact or attempts to commit same
- Sexual Exploitation

Definitions of sexual violence offenses:

- Non-consensual sexual intercourse is any sexual intercourse, however slight, with any object, by a man or a woman, upon a man or a woman that is without effective consent and/or by force.
- Intercourse includes:
 - Vaginal penetration by a penis, object, tongue or finger
 - Anal penetration by a penis, object, tongue, or finger
 - Oral copulation (mouth to genital contact or genital to mouth contact)
- Non-consensual sexual contact is any sexual touching, however slight, with any object, by a man or a woman upon a man or a woman that is without consent and/or by force.
- Sexual Contact includes:
 - Intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts
 - Making another touch you or themselves with or on any of these body parts (breasts, buttocks, groin, or genitals)
 - Any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice.

Code of Conduct #2.5. **Stalking:** A behavior in which a student repeatedly engages in a course of conduct directed at another person and makes a credible threat with the intent to place that person in reasonable fear for his or her safety, or the safety of his or her family; where the threat is reasonably determined by the university to seriously alarm, torment, or terrorize the person, and where the threat is additionally determined by the university to serve no legitimate purpose.

Code of Conduct #2.6. **Harm to Others:** Intentionally or recklessly causing harm by any means to any person. This includes, but is not limited to, physical or verbal actions that can be reasonably determined by the university to have caused physical or emotional harm to another person.

Code of Conduct #2.7. **Harm to Self:** Intentionally or recklessly causing harm by any means to one's self. This includes, but is not limited to, physical or verbal actions that can be reasonably determined by the university to have caused physical or emotional harm to one's self.

Code of Conduct #2.8. **Apprehension of Harm:** Intentionally or recklessly causing the reasonable apprehension of physical or emotional harm to any person, including oneself.

Code of Conduct #2.9. **Threat to Safety:** Intentionally or recklessly threatening campus safety by making or indicating a threat (whether true or false) of fire, bombing, shooting, or other means of violence perpetrated upon the campus community and/or its individual members.

Code of Conduct #2.10. **Hazing:** 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. The express or implied consent of the victim is not a defense to hazing. Apathy or acquiescence in the presence of hazing is also not allowed.

Code of Conduct #2. 11. **Failure to promote and respect the dignity of all persons**- actions that compromise or demean the intrinsic worth of individuals or groups. Actions by any person which do not reflect such respect for others are damaging to each member of the community and hence damaging to the Creighton community. Each member of the community should be free from interference, intimidation or disparagement in the work place, the classroom and the social, recreational and residential environment.

Code of Conduct #2.12. **Unauthorized Recording/Surveillance** - Capturing or recording audio, video, or photographic images of an individual in a location or under circumstances, in which that person has a reasonable expectation of privacy, including, but not limited to, shower/locker rooms, residence hall rooms, and restrooms, is prohibited. Also prohibited is the storing, sharing, and/or other distribution of such unauthorized surveillance/photography (no matter whether directly or indirectly obtained) by any means, electronic or non-electronic.

Code of Conduct #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.

ALCOHOL

Code of Conduct #3.1. **Unlawful Possession of Alcohol:** The unlawful possession of alcohol is prohibited. Students under the age of 21 are strictly prohibited from possessing alcohol. Possession is not only defined by the ownership of the alcohol, but also by having or controlling the alcohol; or by allowing alcohol to be possessed in a space over which one has control.

Code of Conduct #3.2. **Unlawful Consumption of Alcohol:** The unlawful consumption of alcohol is prohibited. Students under the age of 21 are strictly prohibited from consuming alcohol.

Code of Conduct #3.3. **Irresponsible Alcohol Use:** Students living in the residence halls and student organizations shall not possess irresponsible amounts of alcohol, nor should they provide irresponsible amounts of alcohol to members, residents, or guests of legal drinking age. Alcohol is only to be used in a responsible manner by individuals over the age of 21. Large amounts of alcoholic beverages are prohibited in the residence halls and at events a reasonable outsider would associate with student organizations. This includes, but is not limited to: kegs, handles of liquor, and boxed wine(s), along with beer that contain 7% or more alcohol percentage by volume. Games, behaviors, or devices that promote the rapid consumption of alcohol are similarly prohibited.

Code of Conduct #3.4. **Procurement of Alcohol:** No person shall sell, give away, exchange, deliver, or permit the sale, gifting, or procurement of any alcohol to any person under the age

of 21. The consumption of alcoholic beverages by residents and guests within residence hall rooms and apartment spaces is permitted only if all residents and/or guests of the suite or apartment are of legal drinking age.

Code of Conduct #3.5. **Misrepresentation of Age:** Misrepresenting one's age to obtain, or attempt to obtain, alcohol when under the age of 21.

Code of Conduct #3.6. **Hosting Alcohol Use in the Residence Halls:** Hosting, sponsoring, or allowing an activity or event in the residence halls involving the use of alcoholic beverages by anyone under the legal drinking age.

Code of Conduct #3.7. **Alcoholic Container Collections:** Displaying, keeping, or collecting alcoholic beverage containers as decorations, trophies, or means to promote the consumption of alcohol.

DRUGS

Code of Conduct #3.8. **Selling/Distributing Illegal Drugs:** In accordance with federal, state, and local laws, the illegal use, possession, cultivation, sale, distribution or transfer of any drug, narcotic, or hallucinogenic substance is strictly prohibited.

Code of Conduct #3.9. **Unlawful possession of drugs and drug paraphernalia:** In accordance with federal as well as state and local laws, the illegal possession of drugs and drug paraphernalia is strictly prohibited. Possession is not only defined by the ownership of the drugs/drug paraphernalia, but also by having or controlling the drugs/drug paraphernalia; or by allowing drugs/drug paraphernalia to be possessed in a space over which one has control.

Code of Conduct #3.10. **Unlawful use of drugs and drug paraphernalia:** In accordance with federal as well as state and local laws, the illegal use of drugs and drug paraphernalia is strictly prohibited.

COMMUNITY RESPONSIBILITIES

Code of Conduct #3.11. **Violations of published or other existing University rules:** 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.

Code of Conduct #3.12. **Violation of the Law:** Committing any unlawful or criminal act that violates city, state, or federal law.

Code of Conduct #3.13. **Fair, Responsible, and Acceptable Use Policy for Electronic Resources:** Using University electronic resources in the violation of city, state, federal, or international laws, rules, regulations, rulings; or to otherwise violate any University rules or policies.

Code of Conduct #3.14. **Possession of Stolen Property:** Knowingly taking or maintaining possession of stolen property.

Code of Conduct #3.15. **Theft:** Intentional and/or unauthorized taking of University property or the personal property of others, including goods, services and other valuables.

Code of Conduct #3.16. **Solicitation:** Soliciting or offering funds or favors to obtain or furnish unauthorized information, materials, goods, or services.

Code of Conduct #3.17. **Unlawful Gambling.** Gambling for money or other things of value on campus or at University-sponsored activities is prohibited except as permitted by law.

Code of Conduct #3.18. **Prohibited Consensual 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 is prohibited. **Sexual conduct offenses can include the following:**

- Any actions deemed in direct defiance of the doctrinal teachings of the Roman Catholic Church.
- Consensual Sexual Intercourse
- Consensual Sexual Contact
- Co-habitation – evidence that a resident student has allowed another person the permission to live in his or her on-campus housing without the written consent of the Department of Residential Life.

SAFETY

Code of Conduct #3.19. **Telephone Misuse:** Phone calls or recorded messages that threaten, harass, or otherwise bother any person are not allowed. Illegally tampering with voice mail boxes/cable wire will result in serious disciplinary action. Those making prank calls of any nature may be subject to disciplinary action, including but not limited, to the loss of telephone service.

Code of Conduct #3.20. **Misuse of Keys:** Unauthorized possession, use, or fabrication of University keys.

Code of Conduct #3.21. **Possession of Perceived Weapons:** The possession of objects perceived to inflict harm (i.e. toy guns, etc.).

Code of Conduct #3.22. **Use of Perceived Weapons:** The use of objects perceived to inflict harm (i.e. toy guns, etc.).

Code of Conduct #3.23. **Open Flame:** Because of the significant risk of fire and the inability to contain scents to a given room, anything with an open flame is prohibited in the residence halls and apartments. This includes flammable and/or excessively fragrant materials such as candles (whether lit or unlit), incense, and potpourri pots. No open flames may be used in the residence halls, including cigarettes, lighters, pipes, etc.

Code of Conduct #3.24. **Explosives:** The use, possession, or manufacturing of fireworks, explosives, or any other substances designed to cause injury to others, damage property, or interfere with University activities.

Code of Conduct #3.25. **Disregard for Safety of Self or Others:** Intentionally or recklessly damaging or misusing security or fire safety equipment, or failure to follow safety directives from the University, including the failure to abide by safety directives from University officials during fire alarms, safety drills, and civil defense alarms in university buildings and university property. This also includes throwing, dropping, or causing any object to fall from building.

Code of Conduct #3.26. **Unauthorized Entry:** Trespass or unauthorized entry into any building, space, or facility.

Code of Conduct #4

Support the personal, professional, academic, and vocational development of the members of the Creighton University community.

Code of Conduct #4.1. **Allowing violations to occur:** Knowingly, freely, or negligently allowing violations of University rules and regulations to take place.

Code of Conduct #4.2. **Presence of Alcohol:** Students under the age of 21 shall not be in the presence of alcohol in the residence halls.

Code of Conduct #4.3. **Presence of Drugs:** Knowledgeable association/presence in an environment where illegal substances are being used constitutes grounds for disciplinary action.

Code of Conduct #4.4. **Weapons:** Using, possessing, or storing any weapon on University property. A weapon is defined as any object or substance designed to inflict a wound, cause injury to, or incapacitate another individual. This includes, but is not limited to: all firearms; BB, potato and pellet guns; knives (with blades three and one-half inches or more in length); or other weapons or dangerous objects such as arrows, axes, machetes, nun chucks, throwing stars.

Code of Conduct #4.5. **Arson:** Intentionally setting and/or fueling a fire.

Code of Conduct #4.6. **Vandalism:** Intentionally, negligently, or recklessly destroying, damaging or defacing the property of others.

Code of Conduct #4.7. **Freedom of Expression:** Intentionally or substantially interfering with others freedom of expression.

Code of Conduct #4.8. **University Activities:** Intentionally or recklessly interfering with University sponsored activities.

Code of Conduct #4.9. **Tobacco Use:** Tobacco use (cigarettes, cigars, smokeless tobacco, etc.), is prohibited in all areas of campus (including residence halls) at Creighton University.

Code of Conduct #4.10. **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 service animals belonging to those that have a documented disability. No pets will be allowed to remain in the hall when the halls are closed. Students violating the pet policy will be charged for any removal and/or cleaning costs incurred because of their pet.

Code of Conduct #4.11. **Unsanitary Conditions:** Failure to sanitarily maintain one's self or the physical environment of the Creighton University campus including, but not limited to: a lack of personal hygiene, failure to properly clean a living space, littering, or improperly disposing of garbage.

Code of Conduct #4.12. **Residence Hall Visitation:** Between the hours of 9:00 PM and 9:00 AM daily, any non-resident guest entering Deglman, Gallagher, Heider, Kenefick, Kiewit, McGloin, or Swanson Halls must be approved, leave a valid picture identification card at the residence hall front desk, and be signed in by a student living in that residence hall. Non-resident guests entering Davis or Opus Halls must be met by their host at the point of entry and escorted by their host at all times while within the building. If a guest is meeting with multiple people within Davis or Opus Hall, the guest must be escorted between rooms by a resident.

Guests of the opposite sex are never permitted to remain in a room or in a residential area between 1:00 AM and 9:00 AM on Mondays through Fridays. On Saturdays, Sundays, and holidays, guests of the opposite sex are never permitted to remain in a room or in a residential area between 3:00 AM and 9:00 AM. Any resident who would like to have a non-resident of the same sex remain in their room overnight must register them as an overnight guest with staff at each residence 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 overnight for an extended period of time. Students or guests of the same sex or younger siblings of either sex under the age of 19 are permitted in a room after visitation hours providing the presence does not disrupt the normal activities of the roommate or other residents. Hosting residents must escort their guests at all times and will be held responsible for the conduct of their guests at all times. The University does not assume responsibility for personal accident, injury, or illness sustained or caused by residents or guests of residents.

Between 7:00 PM and 7:00 AM daily, residents must present their student identification card at the front desk to enter their own residence hall. Additionally, to enter another hall besides their own, resident students must leave their student identification card at the front desk and sign themselves in between 7:00 PM and 7:00 AM daily in Deglman, Gallagher, Heider, Kenefick, Kiewit, McGloin, or Swanson Halls. Resident guests entering Davis or Opus Halls must be met by their host at the point of entry and escorted by their host at all times while within the building.

Code of Conduct #4.13. **Noise:** Causing, exhibiting, or encouraging noisy or disruptive behavior which interferes with the personal or academic pursuits of others.

Students are responsible for all University policies. Students living in the residence halls are also responsible for policies stated in the Montserrat (an addendum of this Handbook).

I. Non-Academic Disciplinary Procedures

1. **Preliminary Conferences** - Where there is evidence that a student is in violation of a University nonacademic misconduct regulation (except when there is evidence that a student is in violation of the [Sexual Violence, Harassment, Discrimination and Grievances Policy #2.1.25](#)), the student will be given the opportunity to discuss the matter with the Vice Provost for Student Life (or his or her designee), before the case is referred to an Administrative

Hearing Panel or the University Committee on Student Discipline (except when there is evidence that a student is in violation of the [Sexual Violence, Harassment, Discrimination and Grievances Policy #2.1.25](#)). If it is anticipated that the student's status, if found responsible of the alleged violation, 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 the student's status, if found responsible of the alleged violation, may result in a warning or a disciplinary reprimand, or disciplinary probation the student's case is presented to an Administrative Hearing Panel. 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, an administrative hearing may be held in the student's absence.

2. **Right to Private Decision** - The student may have his/her case decided by an appropriate administrator (including but not limited to the Vice Provost for Student Life, the Associate or Assistant Vice Provost for Student Life, Director, Senior Director or Assistant Director of Student Integrity, or Resident Director) when there is mutual consent between the student and the Vice Provost for Student Life or his/her designee. There is no appeal for this type of decision.
3. **Hearings** – In cases where a mutually agreeable decision cannot be made, the student will have his/her case decided by a hearing. A hearing may be a University Committee on Student Discipline hearing or an Administrative Hearing Panel.
4. **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, the Integrity Council, or an Administrative Hearing Panel. Obtaining an advisor is the student's responsibility. 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. Additionally, because of the potential of a conflict of interest, the Vice Provost for Student Life or his/her designee must approve any Student Life staff (including Resident Advisors) serving as an advisor to a student prior to the Student Life staff member's involvement in the discipline process.
5. **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 drugs and/or alcohol.
6. **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.

J. The University Committee on Student Discipline

1. **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 Provost for Student Life. 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.

2. **Membership** - The Committee shall consist of the Vice Provost for Student Life or his/her designee, three faculty members, and three students. The Vice Provost for Student Life will appoint the chairperson of the Committee on a case-by-case basis from amongst the Committee. The faculty members shall be elected by the faculty for three-year terms at staggered intervals. These members shall be elected from at least two Schools or Colleges. The faculty shall elect six alternate members for three-year terms at staggered intervals. The students shall be selected by the Creighton Students Union for one academic year—one graduate or professional student, one male undergraduate student and one female undergraduate student. 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.

When a regular member of the Committee is unable to serve, an alternate member shall be appointed by the Chair to fill the vacancy created.

3. **Voting** - A quorum of four (4) Committee members, with at least one committee member being a student, is required to hear cases. All issues, findings, or sanctions in a case will be decided by majority vote of the 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.
4. **Conflict of Interest** – If the case of any student is referred to the Committee with whom any member, including the Chair, of the Committee has an actual or perceived conflict of interest, that Committee member may be asked by any member, including the Chair, or by any interested party in the case to excuse himself/herself from the proceedings in question, and/or that member, including the Chair, may ask to excuse himself/herself from the proceedings in question. Committee members who are excused in accordance with this section shall not have access to any of the materials for the case from which they are excused.

K. Procedures of Student Discipline Committee Hearings

The accused receives advance written notice of the charges, time, date, and place of the hearing typically within 72 hours of the hearing date/time. 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.

In addition, the investigative report given to accused to review includes:

1. Summary of Investigation;
2. Reports submitted to Student Integrity (University or community reports);
3. Evidence or materials associated with investigation; and
4. Statement from accused and, if offered, the impact statement from complainant.

If there is a complainant associated with the incident, he or she may review materials and evidence that will be presented at the hearing 48 hours in advance and must review the materials and evidence only in the Student Life Suite. The materials and evidence must stay in the Student Life 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 Conduct 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 must advise the Conduct Officer 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 Conduct Officer may be consulted by the Committee when considering sanctions.

The complainant 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 complainant 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 complainant and accused to contact his/her witnesses and request their attendance at the hearing and notify the Conduct Officer at least 24 hours prior to the hearing date of the witnesses who will appear. The chairperson may also contact witnesses to appear before the Committee.

The Committee may ask questions of any witness.

The accused has the right to know the names and hear the statements of complainants and witnesses made to the Committee except in situations as described in Procedures Pertaining to Anonymity.

Written or oral statements regarding the alleged violation(s) may be submitted in advance or at the hearing by the accused, complainant, or witnesses about the circumstances or seriousness of the alleged violation(s).

Written or oral recommendations for sanction(s) regarding the alleged violation(s) may be submitted in advance or at the hearing by the accused or the complainant.

An audio recording will be made of each hearing solely for the Committee's use during deliberations and for a possible appeal. No other recordings of the hearing are permitted.

For a detailed outline of the Committee's process go to the [Discipline Process](#).

L. Decisions of the Committee and Communicating the Decision

All decisions of the University Committee on Student Discipline are subject to review of the Vice Provost for Student Life. Once reviewed and communicated to the Vice Provost for Student Life, the Committee chairperson or an administrative officer of the University will provide the written decision to the student.

Administrative Follow-up after the Hearing

Every reasonable effort will be made for the Committee to reach its decision within 24 hours. After reaching its decision, the Committee records in writing its findings and sanctions. All members sign this document.

On the working day following the hearing the Committee chairperson will make every reasonable effort to communicate the Committee's decision to the accused. The accused will be informed of the decision in a mandatory personal conference held with the chair or an administrative officer of the University. A decision letter from the University Committee on Student Discipline and Intent to Appeal form are provided to the accused at that time.

M. 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 Conduct Officer will thoroughly investigate the incident and make a recommendation on the granting of anonymity of 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.

N. Appeal Process for Decisions of the Committee on Student Discipline

A decision reached by the University Committee on Student Discipline may be appealed by the accused to the Vice Provost for Student Life. An appeal consists of a review of the written record and supporting documents based only on the grounds set forth below. Any written appeal that does not meet the grounds for appeal will not be considered. It is not the intent or purpose of the appeal process for the Vice Provost for Student Life to rehear the information that was presented to the University Committee on Student Discipline.

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

Grounds for Appeal

The student may appeal on the following grounds:

1. The decision made is arbitrary or capricious,
2. If the decision is clearly unsubstantiated by the evidence, or
3. If new information is presented that was not available during the course of the investigation.

Severity of Sanction

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

Filing the Appeal

An appeal shall not be considered to have been filed properly or timely unless it is specific. Appeals must be sufficiently complete that a personal appearance will not be necessary. The appeal must state the grounds of appeal and concrete facts and statements supportive of the stated grounds of appeal.

Appeal Deadlines and Expectations

1. After receiving the decision of the University Committee on Student Discipline, the student will then be permitted up to five (5) working days to prepare and submit a written appeal. The written appeal must cite the specific ground(s) for appeal that the accused would like the Vice Provost for Student Life to consider and provide an explanation of why, based on these grounds, the decision of the Committee should be reviewed. Any supporting evidence or documentation that was not available at the time of the Committee hearing must be attached to the written appeal. The appeal must be in writing, signed and submitted to the Vice Provost for Student Life in person, by facsimile, or attached to an e-mail from the student's official Creighton e-mail address.
2. **Student Status during Appeal**
Pending the response to the appeal, the accused'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. Students are not required to complete the sanctions given by the University Committee on Student Discipline until a final decision on the appeal is made by the Vice Provost for Student Life. Sanctions implemented before a student's University Committee on Student Discipline hearing including, but not limited to: inherent authority suspension, contact restrictions and counseling recommendations are in effect between the decision of the University Committee on Student Discipline and the appeal period.

Considerations and Determination of the Appeal

Upon receiving a written appeal from a student, the Vice Provost for Student Life will review all materials available to the University Committee on Student Discipline. Student Integrity will provide the Vice Provost for Student Life with the case file which includes the investigative report, a copy of the University Committee of Student Discipline decision letter, the audio/video recording of the hearing (if any), work product of University representatives (including memoranda and notes that they might generate), and correspondence between University representatives.

Additionally the Vice Provost for Student Life may consider an impact statement from the complainant. If the complainant/victim submitted an impact statement to Student Integrity at the time the complaint was initiated, the impact statement will be provided to the Vice Provost for Student Life. Additionally, if the complainant has previously submitted an impact statement, Student Integrity will notify the complainant of the opportunity to submit a supplemental impact statement for consideration. If the complainant has not previously submitted an impact statement, Student Integrity will notify the complainant of the opportunity to submit an impact statement for consideration. The impact statement or supplemental statement must be submitted within in five (5) working days upon notification of the opportunity. Complainant's statement must be in writing, signed and delivered to the Vice Provost for Student Life in person, by facsimile or by e mail using the complainant's official Creighton e mail address.

The Vice Provost for Student Life will review and consider all materials submitted as soon as reasonably possible.

Burden of Proof

The burden of proof rests on the accused who must establish by presenting clear and convincing evidence that the original process or decision was substantially flawed.

Actions

The following actions may be taken by the Vice Provost for Student Life:

- Affirm the finding of responsibility and the sanction imposed by the University Committee on Student Discipline;
- Affirm the finding of responsibility and amend the sanction(s); or
- Overturn the finding of the University Committee on Student Discipline.

The Vice Provost for Student Life will make a determination typically within five working days upon receiving the written appeal.

O. Administrative Hearings

1. Purpose

The purpose of this process shall be to conduct hearings on alleged infractions of University rules and provide appropriate sanctions in matters involving nonacademic disciplinary matters where it is anticipated that a student infraction may result in any sanction up to and including disciplinary probation. The administrative hearing is not a formal process such as a civil or criminal trial but an educational endeavor, which deals with alleged non-academic misconduct. 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.

Administrative hearings will occur when a mutually agreeable decision cannot be made between the student and a hearing officer, but also in cases when the Senior Director of Student Integrity determines that an Administrative Hearing Panel is the best for the student and/or the community.

2. Membership

The Administrative Hearing Panel will be composed of one to three staff members (usually from the Division of Student Life) that have been trained to handle student conduct matters. At least one staff member in the administrative hearing must be a member of Student Integrity. The Senior Director of Student Integrity will appoint the members of each Administrative Hearing Panel.

3. Procedures of Administrative Hearing Panels

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 complainant may review materials or evidence that will be presented at the hearing 24 hours in advance (or may waive that right) and must review the materials in the Vice Provost for Student Life Suite. The materials and evidence must stay in the 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 assigned Hearing Officer 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, and the members of the Administrative Hearing Panel. The student may bring one of his/her parents or a legal guardian to the hearing, and the student should advise the assigned Hearing Officer 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 members of the Administrative Hearing Panel are allowed to be present during the deliberations.

The complainant and accused have the right to ask questions of each other, but the questions will be written in advance and reviewed by the Hearing Officer 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 Hearing Officer 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 complainant and accused to contact his/her witnesses and request their attendance at the hearing and notify the Hearing Officer at least 24 hours prior to the hearing date of the witnesses who will appear. The Hearing Officer may also contact witnesses to appear before the Administrative Hearing Panel.

Any decision made by the Administrative Hearing Panel that includes the sanction of suspension are subject to the approval of the Vice Provost for Student Life. Once approved, the Hearing Officer or an administrative officer of the University will give the written decision to the student.

4. Procedures Pertaining to Anonymity

Anonymity of witnesses 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 Student Integrity Hearing Officer will thoroughly investigate the incident and make a recommendation on the granting of anonymity, subject to the concurrence and approval of the Senior Director of Student Integrity. 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 Student Integrity.

5. Grounds for Appeal

The student may appeal on the following grounds

1. The decision made is arbitrary or capricious,
2. If the decision is clearly unsubstantiated by the evidence, or
3. If new information is presented that was not available during the course of the investigation.

Severity of Sanction

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

Filing the 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.

6. Appeal Deadlines and Expectations

- a. After receiving a decision from the Administrative Hearing Panel, the student will then be permitted up to five (5) working days to prepare and submit a written appeal. The written

appeal must cite the specific ground(s) for appeal that the accused would like the Vice Provost for Student Life or his/her designee to consider and provide an explanation of why, based on these grounds, the decision of the Administrative Hearing should be reviewed. Any supporting evidence or documentation that was not available at the time of the Administrative Panel Hearing must be attached to the written appeal. The appeal must be in writing, signed and submitted to the Vice Provost for Student Life or his/her designee in person, by facsimile, or attached to an e mail from the student's official Creighton e-mail address.

- b. **Student Status during Appeal:** Pending the response to the appeal, the accused'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. Students are not required to complete the sanctions given by the Administrative Hearing Panel until a final decision on the appeal is made by the Vice Provost for Student Life or his/her designee.

7. Considerations and Determination of the Appeal

The Vice Provost for Student Life or his/her designee will make a determination within five (5) working days upon receiving the written appeal. The Vice Provost for Student Life or his/her designee will provide a written notification of his/her determination to the appellant. The decision of the Vice Provost for Student Life or his/her designee is final.

Burden of Proof

The burden of proof rests on the appellant who must establish by presenting clear and convincing evidence that the original process or decision was substantially flawed.

Actions

The following actions may be taken by the Vice Provost for Student Life or his/her designee:

- Affirm the finding of responsibility and the sanction imposed by the Administrative Hearing Panel;
- Affirm the finding of responsibility and amend the sanction(s); or
- Overturn the finding of the Administrative Hearing Panel.

The Vice Provost for Student Life will make a determination within five (5) working days upon receiving the written appeal. The Vice Provost for Student Life or his/her designee will provide a written notification of his/her determination to the appellant. The decision of the Vice Provost for Student Life or his/her designee is final.

P. Creighton Integrity Council

1. **Purpose** - The purpose of this council shall be to conduct hearings on alleged infractions of University rules and provide appropriate sanctions in matters involving nonacademic disciplinary matters where it is anticipated that a student infraction may result in a warning or disciplinary reprimand. The hearing is not a formal process such as a civil or criminal trial but an educational endeavor, which deals with alleged non-academic misconduct. 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.
2. **Membership on the Creighton Integrity Council**– Students in good academic and disciplinary standing are eligible to apply to be a member of the council. The council consists of four (4) to five (5) student members appointed by Student Integrity each time a matter will come before the council. Membership includes an apartment coordinator in Residential Life who serves as an

advisor to the Board; and three (3) to four (4) undergraduate students who serve for a term of two years.

3. **Voting** - A quorum of three (3) Council members or two (2) 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 Council'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.

4. **Procedures of Council 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 complainant may review materials or evidence that will be presented at the hearing 48 hours in advance and must review the materials in the Student Life Suite. The materials and evidence must stay in the Student Life 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 Student Integrity conduct officer investigating the alleged misconduct, chairperson and appointed members of the Council. 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 Council 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 council members are allowed to be present during the Council deliberations. f Student Integrity may be consulted by the council when considering sanctions.

The complainant 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 complainant and accused to contact his/her witnesses and request their attendance at the hearing and notify the chairperson of the Committee at least 24 hours prior to the hearing date of the witnesses who will appear. The chairperson may also contact witnesses to appear before the Committee.

5. **Procedures Pertaining to Anonymity**

Anonymity of witnesses 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, Student Integrity will thoroughly investigate the incident and make a recommendation on the granting of anonymity, subject to the concurrence and approval of the Vice Provost of Student Life. 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 Student Integrity.

6. Grounds for Appeal

The student may appeal on the following grounds:

1. A substantial deviation from the University's procedure that impacts the outcome
2. Absence of sufficient evidence to support the decision
3. Submission of new evidence that was unavailable at the time of the hearing

Severity of Sanction - The severity of the sanction is not considered an acceptable reason to appeal.

Filing the 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.

7. Appeal Deadlines and Expectations

- a. **Deadline for Intent to Appeal:** If a student chooses to appeal an Integrity Council decision, he/she must submit Intent to Appeal within one (1) working day from the date of receiving the Integrity Council Decision Letter.
- b. **Deadline for Written Appeal:** The student will then be permitted up to three (3) working days to prepare and deliver a written appeal. The written appeal must cite the specific ground(s) for appeal that the accused would like the Senior Director of Student Integrity to consider and provide an explanation of why, based on these grounds, the decision of the Integrity Council should be reviewed. Any supporting evidence or documentation that was not available at the time of the Integrity Council hearing must be attached to the written appeal. The written and signed appeal must be submitted to the Senior Director of Student Integrity in person by facsimile or attached to an e mail from the student's official Creighton e mail address.
- c. **Student Status during Appeal:** Pending the response to the appeal, the accused'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. Students are not required to complete the sanctions given by the Integrity Council until a final decision on the appeal is made by the Senior Director Student Integrity.

8. Considerations and Determination of the Appeal

Upon receiving a written appeal from a student, the Senior Director of Student Integrity will review all materials available to the Integrity Council. The staff of Student Integrity will provide the Senior Director of Student Integrity with the case file which includes the investigative report, a copy of the Integrity Council investigative document, work product of University representatives (including memoranda and notes that they might generate) and correspondence between University representatives.

Student Integrity will review and consider all materials submitted to it as soon as reasonably possible.

Burden: The burden of proof rests on the accused who must establish by presenting clear and convincing evidence that the original process or decision was substantially flawed.

Action: The following actions may be taken by the Senior Director of Student Integrity: affirm the finding of responsibility and the sanction imposed by the Integrity Council; affirm the finding of responsibility and amend the sanction(s); or overturn the finding of the Integrity Council.

The Senior Director of Student Integrity will provide a written notification of his/her determination to the appellant. The decision of the Associate Vice Provost for Student Life is final.

Q. Harassment, Discrimination, Sexual and Relationship Misconduct- Formal and Informal Processes

1. Preliminary Inquiry:

Upon receipt of a complaint, the Office of Equity and Inclusion will conduct a preliminary inquiry of the complaint to make a threshold assessment as to whether the complaint states facts sufficient to believe that a potential violation of the Policy or a potential violation of federal and/or state laws has occurred. If the preliminary inquiry determines there are facts sufficient to believe a policy may have been violated, the inquiry will continue with the resolution process. If the preliminary inquiry does not find that there are facts sufficient to believe a policy may have been violated, the Office of Equity and Inclusion will notify the reporting party (and responding party if applicable) of this result, and no further action will be taken at that time. In this case, the reporting party retains the ability to provide further information and/or evidence regarding their complaint to the Office of Equity and Inclusion in the future. Should new information/evidence be provided to the Office of Equity and Inclusion after the threshold assessment process has been completed, the Office of Equity and Inclusion will revisit the original assessment to determine the impact the new information/evidence might have on the assessment's determination. Sufficient facts for the sake of the threshold assessment would be credible information to support the complaint, even if that information is merely a credible witness or a victim's statement. The Office of Equity and Inclusion will normally notify the reporting party in writing of the finding of the threshold assessment within five working days.

- i. If the Preliminary Inquiry indicates that a potential violation of policy has occurred, the reporting party has the right to an informal or formal resolution process, except in cases of sexual violence or cases where the Office of Equity and Inclusion determines that a formal resolution is required. A formal resolution may be required in situations where the responding party's behavior has an impact on individuals other than the reporting party or in situations where the complaint indicates an escalating pattern of harassment, discrimination, or sexual misconduct.

2. Informal Resolution:

Informal resolution is an alternative to the formal complaint resolution process. The Office of Equity and Inclusion will determine if informal resolution is appropriate, based on the willingness of the parties and the nature of the alleged conduct. Sanctions are generally not pursued as the result of an informal resolution process, though the parties may agree to appropriate remedies. The Office of Equity and Inclusion will keep records of any resolution that is reached, though the outcome of an informal resolution will not become part of a student, staff, or faculty member's official disciplinary record with the University. The University reserves the right to cancel the informal resolution process if sufficient evidence suggests a formal investigation or other sanctions or remedies may be necessary and appropriate. It is not necessary to pursue informal resolution first in order to make a formal complaint, and anyone participating in informal resolution can stop that process at any time and request to continue through the formal process. The University does not require an individual to directly contact

the person whose behavior is unwelcome. Mandatory reporters should always contact the Office of Equity and Inclusion prior to any attempt to resolve a complaint.

- i. One-on-One Communication:
 - a. If an individual seeking an informal resolution is comfortable dealing with the situation without direct involvement of a third party, the individual seeking an informal resolution can communicate directly with the person whose behavior is unwelcome.
 - b. It is appropriate to use face-to-face communication only when the individual seeking the informal resolution does not feel threatened, there is no risk of physical harm and the individual seeking the informal resolution believes the other person will be receptive.
 - c. Email/written correspondence is the preferred method of communication. If the individual seeking an informal resolution chooses to communicate face-to-face, they should also send an email summarizing the face-to-face interaction. Keep copies of any written communication.
 - d. One-on-One Communication should include:
 - 1) A factual description of the incident(s) including a description of the unwelcome behavior, date, time, place, and the names of any witnesses.
 - 2) A description of any consequences that the individual seeking an informal resolution has experienced due to the unwelcome behavior.
 - 3) A request for the unwelcome behavior to cease.
 - 4) If the individual seeking an informal resolution does not feel comfortable with the one-on-one communication or if the individual seeking the informal resolution believes that the communication was not successful, the individual should consider other informal or formal procedures.
- ii. Third Party Assistance. If an individual desires the assistance of a third party to attempt to resolve the situation informally, the individual may approach any one of the following resources:
 - a. The Office of Equity and Inclusion
 - b. Student Integrity (student)
 - c. Human Resources (faculty and staff)
 - d. The individual's supervisor or the supervisor's supervisor (faculty, staff & student employees)

All faculty, staff and students are strongly encouraged to report any actions or behaviors believed to be in violation of this policy. Allegations of harassment, discrimination, sexual and relationship misconduct that come to the attention of faculty and staff with supervisory or leadership responsibilities or responsibilities related to student welfare must be reported. See [Mandatory Reporter Policy 2.1.26](#) for additional information.

If the situation is not able to be resolved informally or if the individual chooses not to engage in an informal resolution, the individual may initiate a formal complaint using the procedures below.

3. Formal Resolution:

In all cases of an allegation of harassment, discrimination, sexual misconduct, relationship misconduct, and/or a grievance, the individual(s) making such allegation may choose to bypass the informal resolution options and to proceed to a formal resolution. In the event that an informal resolution of the allegation of harassment, discrimination, sexual misconduct, relationship misconduct, and/or grievance is not resolved to the satisfaction of the individual(s) making the

allegation, the person(s) alleging such harassment, discrimination, sexual misconduct, relationship misconduct, and/or a grievance may submit a formal complaint to The Office of Equity and Inclusion.

- i. The complaint shall set forth in reasonably sufficient detail the nature of the alleged harassment, discrimination, sexual misconduct, relationship misconduct, and/or a grievance, the individual(s) against whom the complaint is made, the name(s) of any witnesses, and any available evidence or sources of evidence. See [Online Reporting Form](#).
- ii. If there is the potential of a violation of the Harassment, Discrimination, Sexual and Relationship Misconduct Policy or violation of federal and state laws, the Office of Equity and Inclusion will assign an investigation team consisting of one or more trained investigators to conduct a prompt, thorough, and impartial investigation. This process starts with a Preliminary Inquiry (see Procedures, letter b).
- iii. If an investigative team is assigned, both the reporting party and responding party have the right to work with an advisor of their choice throughout the investigative process. Advisors are referred to as process navigators, as defined in Procedural Definitions within this policy.
- iv. The investigation team will objectively gather and consider relevant facts. The investigation team will ensure that statements of the reporting party, the responding party, and all witnesses are documented and that the investigation is conducted in a thorough, objective manner and is considerate of all of the parties involved. Incidents reported to the Office of Equity and Inclusion under this Policy that involve students may, at times, include Student Code of Conduct violations. While these violations are separate from the Harassment, Discrimination, Sexual and Relationship Misconduct Policy, they may still be included within the Office of Equity and Inclusion investigation and addressed as a part of the investigation outcome.
 - a. *For more information on how Code of Conduct violations will be addressed in this process, see number 4 in this section.*
- v. If any at point in the preliminary inquiry or investigative phase, the Office of Equity and Inclusion determines that there is a possible crime of sexual assault against a minor, the Office of Equity and Inclusion will report such matter to the appropriate law enforcement agency. The Office of Equity and Inclusion may report any other crimes that it has reason to believe may have been committed.
- vi. Upon assignment to an investigative team, the investigation will normally be concluded within 30 working days. The reporting party and responding party will be notified in writing of any reasonable delays.
- vii. The investigation will be private and confidential to the greatest extent possible. However, no member of the University's staff or faculty, or any student is promised strict or absolute confidentiality. The investigation team will submit a written investigative report, including the findings of the investigation and a recommendation for action, based on a preponderance of evidence, to the Executive Director for Equity and Inclusion. In consultation with the appropriate University authority, the Executive Director for Equity and Inclusion will make a decision on the action, if any, to be taken.
 - a. The appropriate University authority in matters involving complaints where the responding party is a student is the Vice Provost for Student Life.
 - b. The appropriate University authority in matters involving complaints where the responding party is a member of the faculty is the Dean of the College or School of the responding party.

- c. The appropriate University authority in matters involving complaints where the responding party is a member of the staff is the Associate Vice President for Human Resources.
- d. Additionally, the Executive Director for Equity and Inclusion may also consult other University officials in order to make a determination.
- viii. In all cases of formal allegations of harassment, discrimination, sexual misconduct, relationship misconduct, and/or a grievance, a summary of the findings and recommendations shall be available for review by the reporting party, the responding party, and to the appropriate University authority.
- ix. The Executive Director for Equity and Inclusion will accept or reject the findings and/or recommendations of the investigative report using a preponderance of evidence standard.
- x. The Executive Director for Equity and Inclusion will communicate the decision to the reporting party, to the responding party and to the appropriate University authority within five working days. The University will take immediate and corrective action if appropriate.

4. Code of Conduct Violations Within an Office of Equity and Inclusion Case:

Incidents reported to the Office of Equity and Inclusion under the Harassment, Discrimination, Sexual and Relationship Misconduct Policy (2.1.25) may at times include Student Code of Conduct violations. While these violations are separate from the Harassment, Discrimination, Sexual and Relationship Misconduct Policy, they may still be included within the Office of Equity and Inclusion investigation and handled through one process.

In circumstances where a student victim is reporting a violation of the Harassment, Discrimination, Sexual and Relationship Misconduct Policy, they may not necessarily be charged with other Code of Conduct violations (See section EE. Sexual Violence, Amnesty in Reporting Sexual Violence, of the Student Handbook.)

- a. Investigations involving possible violations of the Harassment, Discrimination, Sexual and Relationship Misconduct Policy and the Student Code of Conduct will be handled through one process.
- b. A Notice of Investigation will come from the Office of Equity and Inclusion including the alleged violations of the Harassment, Discrimination, Sexual and Relationship Misconduct Policy. The notice will also inform the student of the possibility of Student Code of Conduct violations and will include an attachment with a copy of the Code of Conduct.
- c. The investigation will follow procedures outlined in the Harassment, Discrimination, Sexual and Relationship Misconduct Policy and will result in an investigative report submitted to the Executive Director for The Office of Equity and Inclusion.

If investigators believe Code of Conduct violations are present in the investigation, they will inform the student that the information will be included in the final report, and shared with the Vice Provost for Student Life.

- a. The Executive Director for the Office of Equity and Inclusion will make a decision regarding violations of the Harassment, Discrimination, Sexual and Relationship Misconduct Policy. Unless the student is granted amnesty as provided in the Student Handbook, the Vice Provost for Student Life will make a decision as the sole hearing officer regarding violations of the Student Code of Conduct. The Vice

Provost for Student Life may consult with Student Integrity for recommendations regarding sanctions and assignments.

- b. The Executive Director for the Office of Equity and Inclusion and the Vice Provost for Student Life have 5 working days after the investigative report is submitted in which to make a final decision. This decision will be communicated through a joint letter from both offices when Student Code of Conduct violations are present.

******Appeals will follow the procedures outlined in the Harassment, Discrimination, Sexual and Relationship Misconduct Policy and will be submitted in writing to the Office of the Provost.

5. Sanctions:

The University reserves the right to impose differing sanctions, depending on the severity and/or pervasiveness of the violation. In determining sanctions, the University will consider the concerns and rights of both the reporting party and the responding party. In determining the appropriate sanction(s), the University must examine and consider a number of factors, including, but not limited to: 1) level of risk or harm to the community; 2) the nature and seriousness of the offense; 3) apparent pattern of conduct including previous violations of this policy 4) motivation underlying the responding party's behavior; 5) cooperation with the investigation. The following sanctions may be imposed upon any member of the University community found to have violated this Policy:

Note: Sanctions will be implemented immediately following the decision of the Executive Director and will be in effect during the appeal period.

Sanctions for Responding Party- Student:

- A. Disciplinary Reprimand
- B. Disciplinary Probation
- C. Suspension
- D. Expulsion
- E. Withholding Diploma
- F. Withholding Degree
- G. Transcript Notation
- H. Organizational Sanctions
- I. Other Actions

6. Appeal Procedures:

- a. The reporting party or responding party may appeal the decision made by the Executive Director for Equity and Inclusion and/or the Vice Provost for Student Life for one or more of the following grounds:
 1. The decision made is arbitrary or capricious,
 2. If the decision is clearly unsubstantiated by the evidence, or
 3. If new information is presented that was not available during the course of the investigation.
- b. The written appeal must be filed within five (5) working days after receiving the written decision to the Provost, who will review all appeals involving complaints where the respondent is a student or a faculty member.

- c. The final determination will be made by the Provost using a preponderance of evidence standard within five (5) working days upon receiving the written appeal.
- d. The decision will be communicated to the complainant, respondent, the Executive Director for Equity and Inclusion and the Vice Provost for Student Life, and shall be considered final.

R. Greek Standards Board

The Greek Standards Board is approved by the Vice Provost for Student Life and may be granted authority to adjudicate specific types of cases involving Greek organizations. The Board is advised by the Fraternity and Sorority Life Advisor and the Assistant Director of Student Integrity. For hearings, quorum will consist of five voting members 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(s) and with the approval of the Senior Director of Student Integrity in lieu of a Private Decision. The Greek organization retains the right of a Preliminary Conference meeting in advance of a hearing before the Greek Standards Board.

In the case of violations specific to either the Panhellenic or Interfraternity Council recruitment processes, the makeup for that board will consist of members of the Greek Standards Board who are representing their respective councils. All other violations will have boards made up of both councils.

1. Appeal Procedures for Greek Standards Board

Grounds for Appeal - An organization may appeal on the following grounds:

- The decision made is arbitrary or capricious,
- If the decision is clearly unsubstantiated by the evidence, or
- If new information is presented that was not available during the course of the investigation.

Severity of Sanction - The severity of the sanction is not considered an acceptable reason to appeal.

Filing the 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.

2. Appeal Deadlines and Expectations

After receiving the decision of the Greek Standards Board, the organization will then be permitted up to five (5) working days to prepare and submit a written appeal. The written appeal must cite the specific ground(s) for appeal that the accused would like the Vice Provost for Student Life to consider and provide an explanation of why, based on these grounds, the decision of the Board should be reviewed. Any supporting evidence or documentation that was not available at the time of the Board hearing must be attached to the written appeal. The appeal must be in writing, signed by the president, and submitted to the Vice Provost for Student Life in person, by facsimile, or attached to an e-mail from the student's official Creighton e-mail address.

Organization's Status During Appeal: Pending the response to the appeal, the accused organization as a registered organization 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. Organizations are not required to complete the sanctions given by the Greek Standards Board until a final decision on the appeal is made by the Vice Provost for Student Life.

3. **Considerations and Determination of the Appeal**

Upon receiving a written appeal from a student, the Vice Provost for Student Life or his/her designee will review all materials available to the Greek Standards Board. Student Integrity will provide the Vice Provost for Student Life or his/her designee with the case file, which includes the investigative report, a copy of the Greek Standards Board investigative document. Work product of University representatives (including memoranda and notes that they might generate) and correspondence between University representatives.

The Vice Provost for Student Life or his/her designee will review and consider all materials submitted as soon as reasonably possible.

Burden: The burden of proof rests on the accused organization who must establish by presenting clear and convincing evidence that the original process or decision was substantially flawed.

Action: The following actions may be taken by the Vice Provost for Student Life or his/her designee: affirm the finding of responsibility and the sanction imposed by the Greek Standards Board; affirm the finding of responsibility and amend the sanction(s); or overturn the finding of the Greek Standards Board.

The Vice Provost for Student Life or his/her designee will provide written notification of his/her determination to the organization. The decision of the Senior Director of Student Integrity is final.

S. **Sanctions**

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

1. **Expulsion** - The permanent separation of the student from the University. The student will be barred from University premises.
2. **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 Provost for Student Life.
3. **Deferred Suspension** - The postponement of a suspension, separation of the student from the University for a specific period of time, in order for a student to complete the current semester he/she is enrolled. The student may continue to attend classes but may not participate in other University sponsored activities. Additionally, he/she will be notified that any further violations of University rules and regulations will result in immediate suspension.
4. **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.
5. **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.
6. **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.
 7. **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.
 8. **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.
 9. **Fines** - The student will be required to pay a specified monetary fine to the University within a specified period of time.
 10. **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.
 11. **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 authorities for prosecution.
 12. **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, the Integrity Council, Greek Standards Boards, or a conduct 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:

1. **Expulsion** - The permanent separation of the student organization from the University. The student organization will be barred from University premises.
2. **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, will not be considered a University registered organization, may not receive University funds, and may be barred from University premises. Reinstatement after disciplinary suspension requires the approval of the Vice Provost for Student Life.
3. **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.
4. **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.

5. **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.
6. **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.
7. **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.
8. **Fines** - The student organization will be required to pay a specified monetary fine to the University within a specified period of time.
9. **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.
10. **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 authorities for prosecution.
11. **Alcohol Restriction** – The student organization is to have only alcohol free social events (including, but not limited to, member education events, retreats, member development events, date parties, formals, and social events) during the specified time period. Any violations that involve alcohol that result out of an event that is to be alcohol free will be considered to be in violation of this Alcohol Restriction sanction.
12. **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, Integrity Council, 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.

T. Retention of Disciplinary Record and Record Check

1. All Disciplinary Records are maintained in the Office of the Vice Provost for Student Life. When an incident report is generated for an alleged violation of the Student Code of Conduct, the result is a disciplinary file is opened in the name of the accused student. If the student is found not responsible for the charges, the file will be marked no action, no record, and shall not constitute a disciplinary record. The files of students found responsible for charges against them, with sanctions less than suspension or expulsion, will generally be maintained in the Office of the Vice Provost for Student Life for seven (7) years from the calendar year of record, after which they are destroyed. Records of cases in which suspension or expulsion from the University occur, are kept for indefinitely. As a part of FERPA all disciplinary records are confidential and may not be disclosed in whole or in part except as provided by law or by the written authorization of the student, under legal compulsion, or where the safety of other persons may be involved. Disciplinary records are maintained separate from the student's academic record but are part of the student's educational record.

2. Students with inquiries about their Creighton University discipline history should make a written request to Student Integrity. A written summary will be provided to the student within ten (10) business days. Students requesting to view their discipline records must follow the procedures outlined in the Confidentiality of Records section of the Handbook (pages 5-7). You may also request a summary of your history by visiting the Student Integrity [website](#).

THE MONTSERRAT

The Department of Residential 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.

A. RESIDENTIAL LIFE MISSION

Residential Life strives to provide a holistic, living-learning experience in order to support Creighton University's Catholic and Jesuit mission and tradition.

Through community, we aspire to facilitate students' deeper understanding and commitment as agents of change for a global society through dialogue and reflection.

Our Department's Core Values are:

- Service
- Diversity and Inclusivity
- Leadership
- Community Engagement
- Life-long Learning
- Safety and Security

Creighton University's residential 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 most influential 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 residential 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 are here to help you make up an important part of the residence hall community.

This will be a special time in 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 Mission & Ministry and Residential Life who live and work in the residence halls are ready to help you meet the demands that you are facing.

B. 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 of you 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

Our residence halls and apartment complexes are supervised by a full-time, live-in professional Resident Director (RD) who serves as a primary resource to the resident students in his or her building. Every RD keeps regular office hours and can provide such services as personal and academic counseling, crisis intervention, and conflict mediation. She or he also ensures the development of a rich community in which residents maintain appropriate hall decorum and individual behavior as contributing members. . The RD is responsible for all administrative and programming functions of the residence hall and directly supervises the Resident Advisors (RA), the Assistant Resident Director (ARD) and, where applicable, the Mission and Ministry Community Advisor (MMCA) of that hall. The RD office is located near the lobby of Deglman, Gallagher, Heider, Kenefick, Kiewit, McGloin and Swanson Halls. The Assistant Director for Residential Life serves as the RD for Opus and Davis, maintaining an office in both Davis Hall and the Central Office.

The Assistant Resident Director

These upper-class student staff members assist the Resident Directors in each of our halls in administration, programming, service, and advising functions. Assistant Resident Directors (ARD) oversee the front desk operations of each hall, coordinate keys/access cards and other security functions, and complete a variety of other tasks within each hall.

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 Resident Advisor

Every floor or wing in Deglman, Gallagher, Heider, Kenefick, Kiewit, McGloin and Swanson Halls is served by a Resident Advisor (RA). Your RA 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. RAs are also excellent sources of advice about classes and can help you find ways to get involved. RAs also enforce the policies in this handbook. In so doing, they assist in the maintenance of a clean, safe, orderly environment where all students can sleep, study, socialize, serve, and live comfortably.

The Student Health Aides

In addition to Residential Life staff, there are also Student Health Aides (SHA) who can provide basic first aid and medical assessment. This peer professional is on call after 5:00 p.m. (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 RA or the front desk of your hall.

Chaplains and Mission & Ministry Community Advisors

Jesuit priests reside and/or work in several of 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.

Kiewit-Gallagher and Swanson-Degelman Halls also have a student Mission and Ministry Community Advisor (MMCA) who likewise support residents in their personal and spiritual growth, providing programming and a ministry of presence. The MMCAs live in the building and have relationships with Residential Life, Chaplains and University Ministry (including the Schlegel Center for Service and Justice (SCSJ) Campus Ministry staff) to support their provision of ministry to residents.

Environmental Services

While you are responsible for cleaning your own room, suite, or apartment, the Environmental Services staff cleans all common areas regularly. The Environmental Services staff and other residents appreciate your cooperation in keeping your floor clean. As well, it is your responsibility to help keep our campus 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 or other services, notify staff at your front desk. See Section D.11. for additional information.

C. THE RESIDENCE HALLS AND APARTMENT COMMUNITIES

Davis Square - Desk phone number is (402) 546-6000

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. The three houses of Davis Square surround a grassy interior courtyard.

Degelman Hall - Desk phone number is (402) 546-6100

Degelman Hall is home to approximately 160 first-year women and men, representing a new community blend for the 2016-17 academic year. Degelman's size provides an opportunity for its student population to form a close community with a chapel and large multipurpose room in the basement of the building where residents can make meals together or otherwise interact.

Gallagher Hall - Desk phone number is (402) 546-6800

Gallagher Hall houses approximately 190 freshmen students on four floors. The smallness of the residence provides for a great sense of community among the residents who live there, and the center hallways allow for the easy development of friendships with many floor-mates. The hall is comprised of unique group study spaces, a remodeled kitchen, a game room, and a vending area, as well as a lounge area on each floor.

Heider Hall - Desk phone number is (402) 546-6200

Heider Hall houses nearly 200 sophomores in 2 and 4-person suite and efficiency units complete with bathrooms and kitchens. It is home to the sophomore members of the Cortina Community, a multi-year living-learning program focused on service, faith, and justice. Heider Hall will have a newly-renovated main floor for 2016-17 featuring a chapel, a spacious community room, fitness room and study space; it has limited underground parking. Located approximately two blocks southeast of the main campus, Heider is within easy walking distance of central campus and is also on the East Shuttle route.

Kenefick Hall - Desk phone number is (402) 546-6300

Located on 20th street, Kenefick 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, theater, and chapel, and it also provides residents with limited underground parking. Kenefick is located on the East Shuttle route for quick and easy access to the main campus, and is a short walk from the Harper Center and east-campus athletic/recreation facilities.

Kiewit Hall - Desk phone number is (402) 546-6700

Kiewit Hall is our largest residence hall, housing almost half (490) of Creighton's freshmen students. The hall features a large lounge/recreation room, a TV lounge, meeting rooms, and a chapel, as well as the Muslim Prayer Room. Each floor in Kiewit is equipped with a kitchenette and study/lounge spaces. The 9th floor of Kiewit houses the Freshman Leadership Program (FLP).

McGloin Hall - Desk phone number is (402) 546-6900

McGloin Hall houses 274 sophomore students in four-person suites on five floors with large central lobbies. The hall features a main floor lounge, study spaces, a beautiful chapel, and the Java Jay coffeehouse, which is located on the ground floor and is open to all Creighton community members. McGloin is also the proud home for the Eileen B. Lieben Center for Women, a resource for all students at Creighton University.

Opus Hall - Desk phone number is (402) 546-6600

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

Swanson Hall – Desk phone number is (402) 546-6500

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 Housing & Auxiliary Student Services, Residential Life, IRHG and BLUJ Radio are all located on the first floor of Swanson Hall. The 9th floor of Swanson houses the Freshman Honors Scholars Community.

D. SERVICES AVAILABLE FOR YOU

1. 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. Please check with your banking institution regarding any and all fees you may incur as a result of utilizing these ATM's.

2. Cable Television

Basic cable services are provided to the residence hall students as part of their room fee; however, the relationship for the use of the cable boxes and for any additional fee services is between the student and Cox Cable. Thus, the receipt and return of cable boxes, as well as any additional fee services, are the responsibility of the student only. Students who wish to have cable services should contact Cox Cable directly. At the beginning of the academic year, Cox Cable will set up temporary "offices" on campus for a few days as a service to the students. Afterwards, students should contact Cox Cable directly at 866-927-1639 to obtain a cable box and/or additional services. Cox Cable will then either install the boxes or have them shipped to the student. Students also have the option of picking up cable boxes at a retail store location. At the conclusion of the academic year, Cox Cable will set up temporary locations on campus so students may return their cable boxes. Students may also return cable boxes to the residence hall front desk or to a retail store location.

3. Chapels and Prayer Room

Degelman, Heider, Kenefick, Kiewit, McGloin and Swanson Halls have chapels available for prayer and reflection. Please consult your RA 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.

4. Computing in the Halls

Each room, suite or apartment has access to cable (TV and Internet) and the campus wireless network. 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. A printer is available in the lobby or at the front desks of each of the residence halls and apartments. 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 JayBucks\$ 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. 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.

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. For more information about acceptable usage of computers and technology on campus, please see the Fair, Responsible, and Acceptable Use Policy for Electronic Resources in the Student Handbook.

Residential Life reserves the right to deny, monitor, or otherwise regulate access to the residence hall computer rooms. DoIT provides a HELPDESK at ext. #1111 to assist with most computing problems a student might encounter.

5. 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. Check with the front desk of your hall to learn the complete list of items that are available to you. All equipment can be checked out to a residence hall student with a Creighton student I.D.

6. Front Desks

A Desk Receptionist staffs each desk 24 hours/day during normal semester operations and by posted hours during break periods (see #7). The Desk Receptionist provides a secure presence in the building, provides general information, referrals and directory assistance, submits maintenance requests, distributes newspapers, makes appointments for the Resident Director, and assists with hall operations.

7. Front Desk Hours

All building desks are open 24 hours a day. Holiday hours may vary, and will be posted for resident information prior to the break. Residential Life reserves the right to amend these hours as conditions warrant.

8. Hall / Floor Kitchens

Most halls are equipped with public kitchen spaces that may include a microwave oven and/or a stove/oven. You are responsible for cleaning the kitchenette after every use. Where available, utilize the overhead vent while cooking. 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.

9. 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.

10. 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 or to Creighton University Mail Services which supervises the mailrooms. 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 or at the front desks. Residents of Deglman Hall may pick up their packages in Swanson Hall, and residents of Gallagher Hall receive theirs in Kiewit Hall. If you reside in Gallagher, Kiewit, Swanson or McGloin Hall and receive a package, a notification email will be sent to your Creighton email account. Due to space limitations, students are expected to retrieve their packages within 48 hours. 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 update your forwarding address in the NEST so that any mail may be forwarded to your home, and make changes with the providers of all regular mail (e.g. credit card bills, magazines) to ensure delivery.

11. 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
- broken or lost keys
- heating and air conditioning
- defective or non-operating smoke detectors (Very Important to report quickly)
- 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 or Assistant Resident Director (ARD), particularly when a period of 48 hours has passed without a response. Maintenance staff will knock before entering a residence hall room, and will leave a note when necessary to enter a room when the resident is not present.

12. Meal Plans

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

		Becker Dining Hall	Brandeis Dining Hall	Brandeis Simply-To-Go	Harper Dining Hall
Saturday & Sunday	Breakfast	Closed	Closed	Closed	Closed
	Continental		9:00 a.m. – 11:00 a.m.		
	Brunch		11:00 a.m. – 2:00 p.m.		
	Dinner		5:30 p.m. – 8:00 p.m.		
Monday – Thursday	Breakfast	Closed	7:00 a.m. – 9:30 a.m.	7:30 a.m. – 3:00 p.m.	Closed
	Continental		9:30 a.m. – 10:00 a.m.		

	Lunch	11:00 a.m. – 2:00 p.m.	11:00 a.m. – 2:00 p.m.		11:00 a.m. – 1:30 p.m.
	Dinner	4:30 p.m. – 6:30 p.m.	5:30 p.m. – 8:00 p.m.		5:00 p.m. – 8:00 p.m.
Friday	Breakfast	Closed	7:00 a.m. – 9:30 a.m.	7:30 a.m. – 2:00 p.m.	Closed
	Continental		9:30 a.m. – 10:00 a.m.		
	Lunch	11:00 a.m. – 2:00 p.m.	11:00 a.m. – 2:00 p.m.		11:00 a.m. – 1:30 p.m.
	Dinner	4:30 p.m. – 6:30 p.m.	5:30 p.m. – 8:00 p.m.		5:00 p.m. – 8:00 p.m.

The 2016-17 Standard Board Plans are as follows (per semester). Residents of Gallagher, Kiewit, Swanson, Deglman and McGloin Halls must choose from one of these standard board plans.

- a. All Access Plan
Unlimited Access to Dining Halls, \$150 dining dollars per semester and 5 guest passes per semester
- b. 15 Meal Plan
15 meals per week, \$360 dining dollars per semester, and 5 guest passes per semester
- c. 12 Meal Plan
12 Meals per week, \$460 dining dollars per semester and 5 guest passes per semester
- d. 9 Meal Plan
9 Meals per week, \$550 dining dollars and 5 guest passes per semester

The 2016-17 Flex Plans are as follows (per semester). Residents of Kenefick and Heider Halls must purchase a minimum of the Flex 90 plan, or one of the Standard Board Plans above. Residents of Opus and Davis, as well as off campus students are not required to purchase a plan but may choose to do so from any of the plans offered.

- a. Flex 90 Plan
90 Meals per semester and \$450 dining dollars per semester
- b. Flex 65 Plan
65 Meals per semester and \$400 dining dollars per semester
- c. Flex 45 Plan
45 Meals per semester and \$325 dining dollars per semester

During the academic year, dining units serving each of the meal options as well as dining hours are subject to change at any time. Meals are not provided during the Fall, Thanksgiving, Winter, and Spring breaks. Students may not allow his/her meal card to be used by another person.

13. Newspapers

Residential Life and the Inter-Residence Hall Government provide for participation in the USA Today Readership Program. Monday through Friday a limited number of USA Today, New York Times, Omaha Star, and Omaha World Herald newspapers are delivered to the main lobby of Davis Square, Deglman, Gallagher, Heider, Kenefick, Kiewit, McGloin, Opus and Swanson Halls. These papers are provided free of charge to residents on a first come first serve basis.

14. Staff on Duty

In Deglman, Gallagher, Heider, Kenefick, Kiewit, McGloin and Swanson 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 RA, contact the front desk in your hall.

In Davis Square and Opus Hall where upper-division students live, there is an ARD on duty. Contact the front desk to be directed to the duty ARD.

A professional Residential Life staff member (Resident Director on Duty) is also on-duty 24 hours a day and can be reached through the Front Desk or the Resident Advisor on Duty.

15. Study Rooms

All of the halls have study space available on the main or ground floors; some also have a study space on residence floors. Please consult your RA to find out about available space in your hall.

16. 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 businesses who offer summer storage and the Inter-Residence Hall Government may contract with a vendor to provide storage services on a student-pay basis.

E. YOUR ROOM AND YOUR ROOMMATE

1. 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. We strongly recommend that you lock your room to protect yourself and your possessions. 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. Residential Life requires each resident to pay his or her respective portion of such charges.

Creighton University and Residential 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.

2. 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. Davis, Heider, Kenefick and Opus 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. We recommend utilizing blue painter's tape when affixing items to the wall in your room.

3. Lofts and Waterbeds

Residents may NOT build or bring in any lofts or lofting beds, as the University supplies furnishings which are loft-able where applicable. Waterbeds are not allowed in the residence halls.

4. 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 and cleaning
- 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 Residential 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. Members of the Housing and Auxiliary Services or Facilities / Maintenance staff may have to enter your room for facility issues such as repairs, preventative maintenance, cleaning and room condition checks. We will make every effort to inform residents in advance of such entry, and will leave notification that the room was entered, and what work was done. Damages or other conditions found in your room that are in violation of the Residence Hall and Food Service Agreement, Apartment Living Agreement or the Creighton University Student Handbook and Montserrat will be referred for disciplinary action.

Although you are entitled to a number of rights regarding privacy in your room, a University official who has reasonable cause to believe that a resident is in violation of Creighton University's policies and/or procedures, or that local, state or federal law is possibly being violated in a student's room, may enter that room and conduct a search at any time, with the permission of a senior-level Division of Student Life administrator. The residents may or may not be present at the given time of the room search. Residents of the room will receive notification that their room was entered by University officials and an itemized list of what was confiscated will be provided. If there are any locked boxes or safes in the room, they must be opened if the resident is present. If the resident is not present, the locked containers will be confiscated and returned upon the student opening them in front of a University official.

5. Your Roommate

The Residential 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, acceptance 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 Residential 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.

6. The Roommate Bill of Rights

Although roommate agreements vary from person to person, 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:

- a. The right to use the room without undue interference in your room.
- b. The right to sleep without undue disturbance from noise, guests, etc.
- c. The right to be free from fear and intimidation of physical or emotional harm.
- d. The right to be free from pressure or ridicule regarding your choice to drink or not to drink alcoholic beverages.

- e. The right to exercise reasonable security precautions, such as keeping the room door locked (which the University recommends) at all times.
- f. The right to have your personal belongings treated with respect.
- g. The right to a clean environment in which to live.
- h. The right to free access to your room.
- i. The right to privacy.
- j. The right to have guests who respect the rights of your roommate and other residents.
- k. The right to seek help from the residence hall staff in the mediation of disagreements between roommates.
- l. 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.

7. 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 residence halls. When conflicts arise, residents are expected to attempt to resolve personal conflicts on their own. If a conflict has reached an impasse, the Resident Advisor or Resident Director 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.

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

F. 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 rich array 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.

1. 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.

2. 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 Residential 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.

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

3. 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.

Residential 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.

The right to sleep and study takes priority over all other activities and privileges.

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, starting at noon the Friday prior to Finals Week, 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.

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 Residential Life staff can contact you for further information about your concern.

G. INTER RESIDENCE HALL GOVERNMENT

1. 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 1994. IRHG supports and promotes activities in individual residence halls and sponsors campus-wide programs and events. IRHG is governed by an elected President, Executive Director of Operations, Director of Finance, Director of Communication, Director of Membership Development, Service, Faith, and Justice Programs Coordinator, Programming Communications Coordinator, Innovative Programs Coordinator, Traditional Programs Coordinator and an ex officio role for the President of the National Residence Hall Honorary. The Director and Assistant Director for Residential Life advise IRHG. The legislative branch is made up of the elected Presidents and representatives from each Residence Hall and Apartment Council.

2. Residence Hall Councils (RHCs)

Residence Hall Councils (RHCs) exist in each residence hall to promote and serve the interests of the students who live there. An elected or appointed president, vice president, Service, Faith, and Justice executive, and IRHG Representatives govern each RHC. The Resident Director of the building primarily advises each RHC, along with support from the Assistant Resident Director. 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 Residential Life activities, from all-campus programs to distributing and collecting information during the evaluation of the Resident Advisors. If you are interested in being a part of the RHC or IRHG, contact your Resident Advisor or Resident Director.

3. Apartment Councils (ACs)

Each apartment building on campus has an Apartment Council, which operates in the same capacity as the RHCs. Each Apartment Council has a president, vice president, Service, Faith, and Justice executive, and an IRHG representative.

The Fr. John Holbrook S.J. Chapter of the 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 recipients of the coveted Stephen Conroy for Excellence and Dedication in Residence Life Award established in 1987 and given to a graduating senior, the Timothy J. Sully Commitment to Residence Hall Excellence Award established in 2001, and the Hall of the Year Award. NRHH is also a branch of the Inter Residence Hall Government (IRHG).

H. HOUSING ASSIGNMENTS INFORMATION

1. Residence Hall and Apartment Agreements

Living in residence is a contractual agreement between the student and Housing and Auxiliary Services / Residential 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 in its entirety before signing, as there are some items not covered below.

2. 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 Provost for Housing and Auxiliary Services, 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 Provost 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 signed this agreement when they made a room reservation.

In the event the request is approved, the resident (and his/her co-signing parent or legal guardian if the student is under 18) will be refunded the remaining portion of the room fee. Residents who are on a meal plan will be refunded the unused portion of the board plan. Refunds are calculated on a weekly basis. 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 Residence Hall and Food Service Agreement or Apartment Living 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 Provost for Housing and Auxiliary Services 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 Residence Hall and Food Service Agreement, your Apartment Living Agreement and/or your Resident Director.

3. 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 Residential Life to occupy a given room may live in that room. The University reserves the right to assign or reassign residents to rooms within residence halls at any time for any reason deemed adequate by the University in its sole discretion. The University reserves the right to reassign students in order to consolidate vacant spaces.

4. Checking In

Students may not move into the halls until the date designated by Housing and Auxiliary Services. When you move into your residence hall room or apartment, you will be greeted by Residential Life staff who will facilitate your access. Unless your community is equipped with card access for your apartment, you will also receive a room key, and in some halls a mail key. These should be kept with you at all times. At this time, you will be asked to review a Room Inventory to document any and all damages or conditions that are present when you assume occupancy of the room. **YOU MAY BE HELD RESPONSIBLE FOR DAMAGES WHICH ARE NOT DOCUMENTED ON THIS FORM.** It is important that you tell your RA/RD about any discrepancies on the Room Inventory to avoid being fined for damages that were present at your arrival. Both you and the RA should electronically sign the form; you will later be able to access your inventory in the Housing portal.

5. 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

Changing rooms requires the approval of Residential Life. No changes will be granted for disputes based on race, color, national origin, religious preference, or resolvable differences.

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

6. 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 Residential Life staff will make every effort to notify you of a new roommate if this situation occurs but cannot guarantee prior notification.

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

- (a) can consolidate with another student,
- (b) should be prepared at any time to receive a roommate who may be a new resident or one involved in a room change, or
- (c) can 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 when it is known that sufficient space exists to accommodate all students needing housing. This option is not available to residents in Opus and Davis.

If option (b) is chosen, the room must be ready to accommodate new occupant(s) at all times. If a resident does not contact Residential 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.

7. Checking Out

Immediately prior to your move out, your RA or Resident Director will compare the condition of your room/apartment with the electronic Room Inventory 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. Staff in Housing and Auxiliary Services will assess these damages and 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 RA for an assessment of the condition of your room using the electronic Room Inventory and approving the updated Room Inventory in the Housing Portal;
- returning all assigned keys (and access cards, if appropriate); and
- updating your "NEST" address with the correct summer 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.

I. MAINTAINING THE SECURITY IN THE HALLS

1. Student Identification Card

The Creighton 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.

2. Resident and Guest Access between 9:00 a.m. and 9:00 p.m.

- **On-Campus Residents Entering the Residence Hall or Apartment Building in Which You Live**
Residents may swipe or present their card at the appropriate card reader to gain access to their residence hall or apartment building.
- **On-Campus Residents Entering a Residence Hall or Apartment Building in Which They Do Not Live**
Residents may swipe or present their card at the appropriate card reader to gain access to residence halls or apartment buildings other than their own.
- **Non-Resident, Active Creighton ID Holder**
Any non-resident individual with a Creighton ID (faculty, staff, or student) can enter any residence hall by checking in with the front desk staff. They will leave their Creighton ID at the desk while they are in the building. Active Creighton ID Holders do not need to be signed in nor escorted by a resident before 9:00pm. Any Active Creighton ID Holder unable to present his/her Creighton ID, must follow the Non-Active Creighton ID Holder guidelines (see below).

Non-Active Creighton ID Holder

Any Non-Active Creighton ID Holder may check into any residence hall by leaving a valid picture identification at the hall desk and after being signed in by their resident host who has met them at the desk. Guests must be signed in and escorted by their resident host at all times.

3. Resident and Guest Access between 9:00 p.m. and 9:00 a.m.

- **On-Campus Residents Entering the Residence Hall or Apartment Building In Which They Live**
Residents of each hall must give their Creighton ID to the Desk Receptionist in order to enter their residence hall. Sign in is not required.
- **On-Campus Residents Entering a Residence Hall or Apartment Building in Which They Do Not Live**
Any resident student may check into any residence hall in which they do not live, by leaving their Creighton ID at the hall desk. A resident may check in a maximum of two guests at a given time.
- **Non-Resident, Active Creighton ID Holder**
Any non-resident individual with a Creighton ID (faculty, staff, or student) may check into any residence hall by leaving their Creighton ID at the hall desk and after being signed in by their resident host who has met them at the desk. Guests must be checked in and escorted by their resident host at all times. A resident may sign in a maximum of two guests at a given time.
- **Non-Active Creighton ID Holder**

Any non-active Creighton ID Holder may check into any residence hall by leaving a valid picture identification at the hall desk and after being signed in by their resident host who has met them at the desk. Guests must be signed in and escorted by their resident host at all times. A resident may sign in a maximum of two guests at a given time.

4. Exceptions

- **Kiewit Hall Access for Becker Dining Hall**
Any individual with a Creighton ID may access Kiewit Hall by swiping or presenting their Creighton ID at the appropriate card reader for the purpose of eating in Becker Dining Hall. Access will be granted 30 minutes before the dining hall opens through 30 minutes after the dining hall closes.
- **Essential University Staff**
Any university staff member whose job responsibilities require him/her to access the residence halls, apartments, or dining halls will be granted card access to the appropriate buildings without needing to sign-in, leave identification, or have a resident escort. Approved staff members may include, but are not limited to: Department of Residential Life staff; Division of Student Life personnel; Public Safety officers; Facilities Management staff and their contractors; DoIT staff and their contractors.
- **Parents and Family Members**
Resident students may invite parents and family members to be their guests in the Residence Halls. While typically family would be classified as "non-Active Creighton ID Holders," exceptions to this may be made for: move-in weekend, homecoming/family weekend, Little Jays Weekend, and move-out weekend. During these times, parents and family members will not need to sign-in or leave an ID at the hall desk; however, they must be escorted while in the building by their student.
- **Break Periods**
In an effort to maintain security in the halls during break periods, only residents attempting to enter the residence hall or apartment building in which they live will be granted card access. All others, including on-campus residents attempting to enter a residence hall or apartment building in which they do not live, must sign-in and be escorted by a resident while in the building, leaving a valid picture ID at the desk. Break periods include: Fall Break, Thanksgiving, Spring Break, and Easter. With the exception of Opus Hall and Davis Square, all other halls are closed during Christmas break. Exceptions may be made for 12-month contract residents living in other buildings.

Guest Hosting Policy for Upper-class Housing (Davis Square and Opus Hall)

Any resident of Davis Square and Opus Hall who wishes to have a guest must meet their guest at the point of entry and escort their guest at all times while within the building. If a guest is meeting with multiple people within the hall, he/she should be escorted between rooms by a resident. All guests who are in the building without a resident host will be removed from that building. A resident may check in a maximum of two guests at a given time.

5. Overnight Guests and Visitation (All Residence Halls and Apartments)

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 guest 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. Guests of the opposite sex can stay in the room of another resident of the hall of their same sex which is to be arranged by the guest's host. The resident of the room in which the student is staying must agree to this in writing and the host must register the guest with the staff at each hall's front desk.

Guests of the opposite sex are not permitted to remain in a room or in a residential area past the specific visitation hours. Overnight visits with a sexual partner is incompatible both with the Catholic nature of the University and with the rights of the roommate and is strictly prohibited. Cohabitation, defined as living together outside of marriage in an intimate relationship, is incompatible both with the Catholic character of the University and with the rights of the roommate, and is strictly prohibited. Students or guests of the same sex or younger siblings of either

sex under the age of 19 are permitted in a room after visitation hours providing the presence does not disrupt the normal activities of the roommate or other residents.

University residence hall visitation hours are as follows:

Sunday through Thursday:

all campus housing hours - 9:00 a.m. to 1:00 a.m.

Friday, Saturday and Holidays:

all campus housing - 9:00 a.m. to 3:00 a.m.

Guest who do not reside in the residence halls are responsible for observing all policies and procedures outlined in the 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.

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.

6. Keys and Lock-out Keys

Your student ID will serve as your key to enter your residence hall. All students are required to swipe or present 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 two times without penalty; followed by three instances which each incur a \$1 fine, and each additional instance of not having your ID when entering the building will result in a \$5 fine.

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 \$45 in all residence halls except McGloin Hall and Heider Hall where the cost for this service is \$90. 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 key.; The replacement fee is \$15. It is prohibited to duplicate any University key, including the key for your residence hall.

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 \$10. 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. Early notification 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, 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 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 \$45 will be levied to cover the costs of lock replacement and the production of new keys. Fees in McGloin Hall and Heider 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.

7. 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.

8. Security

You should lock your room every time you leave no matter for how long, and you should always lock your door when in the room alone, especially while sleeping. Thefts from residence hall rooms most often 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 Residential Life Staff and Public Safety. Report immediately any suspicious persons or activities you see by calling your front desk.

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

9. 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.

J. RESIDENCE HALL SAFETY AND OTHER RELATED POLICIES

1. Appliances

Cooking within residential units is allowed only in our apartment communities: Davis, Heider, Kenefick and Opus. We expect residents who decide to cook to use only items that are in good working condition, take proper precautions in preparing food items, and remain present and attentive to your cooking.

Cooking is NOT allowed in personal rooms in our traditional style residence halls. Because of the potential fire hazard, no open coiled appliances are approved for use in residence hall rooms. Cooking is allowed in the public kitchens in the traditional style residence halls on provided appliances, following the same expectations noted above.

The following is a list of approved appliances for Residence Hall use. For a list of suggested items to bring to campus check, [What to Bring to Campus](#). 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 DVD/Blue Ray Players
- Stereos/sound systems
- Computers and printers, tablets, and similar devices
- Microwave ovens no larger than 1.2 cubic feet
- Refrigerators and freezers no larger than 6 cubic feet
- Small portable fans

2. 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. We recommend a bicycle lock. You may purchase recommended locks at Public Safety.

3. 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. No open flames in the residence halls extends to the prohibition of cigarettes, lighters, pipes, etc. Candles, whether used or not, may not be kept in the residence halls. Creighton University is a tobacco free campus.

4. 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.

5. 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. Rooms will also be inspected on a schedule that includes when the resident takes occupancy, in mid-Fall semester, during the Christmas break, in mid-Spring semester, and when the resident vacates the room (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.

6. 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 RA 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 RA immediately to be placed on the mobility impaired list maintained at the front desk of your hall. 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 Davis Square, Deglman, Heider, Kenefick, Kiewit, McGloin, Opus and Swanson halls 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 violation of residence hall and university rules and regulations to tamper with any fire suppression device.

Assume every fire alarm is a real fire, and exit the building immediately.

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.

7. 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

8. 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 residential hall property at any time. Persons responsible for such items will be charged for the removal and storage of said items. All vehicles should be stored in appropriate vehicle student parking spaces.

9. 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.

10. 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.

11. 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 the Creighton Alert (CUAlert) system for communication 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 a siren that designates an all clear signal. 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
- Kenefick 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.

12. Smoking

Creighton University is a Tobacco-Free campus and also prohibits the use of unlawful drugs including marijuana; as such, smoking is prohibited in all areas of all residence halls and apartment communities. This prohibition extends to smoking of any kind, including the use of electronic cigarettes or paraphernalia (See Tobacco-Free Policy and Unlawful Drugs Policy in the Creighton University Student Handbook).

Smoking is not allowed either inside or outside of the buildings on campus, including the residence halls.

13. 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 Director of Residential Life or his/her designate.

14. Sports

Riding skateboards, hoverboards, roller skates, in-line skates, scooters or bicycles, or throwing Frisbees and other projectiles are not permitted in the residence halls. In addition, due to the potential fire safety concerns, hoverboards are not allowed to be kept in the residence halls. Residents may not engage in any sports play (e.g. golf, baseball, hockey, soccer, lacrosse, water fights) or "rough housing" in the residence halls.

15. Windows, Ledges, Roofs and Balconies

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. Throwing any item from a hallway, roof, ledge, window, or balcony is prohibited and is subject to a \$100 fine. This includes trying to throw an item or object from outside the building up into a window, ledge, roof or balcony. 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.

As a safety precaution, the number of people on a balcony at any given time should be limited. No alcohol is permitted on the balcony. Hanging, jumping or moving from balcony to balcony in any fashion is subject to disciplinary action. Balconies should remain free of debris, laundry and grills. Students may place their personal furniture on the balcony. University furniture should not be placed on balconies in order to keep it from being exposed to the elements. Students with University furniture on their balcony will be charged a furniture replacement or repair cost.

Windows must remain closed when the building's heating or cooling system is on, both for energy efficiencies and potential system damage. 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 such damage and associated cleanup that may occur due to opening a window during the winter months. A fine of \$50 may be assessed if a resident opens their window when the heating/cooling systems are in operation; windows may be opened only in the fall and spring months when these systems are not operating. Ask your RA if you are uncertain as to this timing. If the temperature of a student's room is not at a comfortable level, the resident may submit a maintenance request for review of system operation.

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 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.

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.

K. CONDUCT AND POLICY VIOLATIONS

A focus of residential 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 or Apartment Living Agreement;
- University rules and policies found in the Student Handbook;
- Federal, state, and local laws.

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, Graduate Resident Director and/or other University officials regarding those incidents are on file in Student Integrity. 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.

1. 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.

2. Incident Reports

When a resident is involved in a policy violation or an incident, a Residential 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.

3. Meeting with a Member of the Student Life Staff

When a Resident Director or Graduate 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 Student Integrity and a judicial officer is assigned. Judicial officers include Resident Directors, Assistant Director of Residential Life, Senior Director and Assistant Director of Student Integrity and the Associate Vice Provosts 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 Life 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.

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. 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.

4. Sanctions

A Student Life staff member 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.

RESOURCE GUIDE

Question	Where to Go	Phone	Location
Academic Resources.....	Creighton E.D.G.E.	402-280-5566.....	Reinert Library L27
Accounts - students.....	Business Office	402-280-2707.....	Creighton Hall, 113
Alcohol Education	Center for Health & Counseling	402-280-2735.....	Harper Center, 1034
.....	PEAC	402-280-2735.....	Kiewit Fitness Center, WellNest
Athletics	Ryan Center	402-280-2720.....	Ryan Center
Books and Supplies.....	Bookstore	402-280-2796.....	Harper Center, 2003
Box Office	Lied Education Center	402-280-1448.....	Lied Education Center
Car Problems/Registration.....	Public Safety	402-280-2104.....	2204 Burt St. (Jahn Building)
Career Center	John P. Fahey Career Center	402-280-2722.....	Harper Center, 2015
Centralized Reservations	Harper Center	402-280-1493.....	Harper Center, 1108
Change of Major/College.....	Registrar	402-280-2702.....	Brandeis Hall, 202
Change of Name/Address	Registrar	402-280-2702.....	Brandeis Hall, 202
Change Schedule/Courses.....	Registrar	402-280-2702.....	Brandeis Hall, 202
Check Cashing	Business Office	402-280-2709.....	Creighton Hall, 113
Computer Lab.....	Varies		
Counseling	Center for Health & Counseling	402-280-2735.....	Harper Center, 1034
Credit Union.....	Credit Union	402-280-1709.....	Skutt Student Center
Creighton Students Union		402-280-2724.....	Skutt Student Center, 120
Creightonian (Campus Newspaper)	Journalism Department	402-280-2175.....	Communication Arts (Hitchcock Building)
Cultural Events.....	Student Leadership and Involvement Center	402-280-1715.....	Skutt Student Center, 120
.....	Multicultural Affairs	402-280-2459.....	Harper Center, 1109
CUMail	DoIT	402-280-2111.....	Lower Level Reinert Library
Disability Services	Office of Disability Accommodations	402-280-2166.....	Old Gymnasium, 437
Discrimination	Office of Equity and Inclusion	402-280-3189.....	Creighton Hall, 340
Discipline Records.....	Division of Student Life	402-280-2775.....	Creighton Hall, 224
Drug Information.....	Center for Health & Counseling	402-280-2735.....	Harper Center, 1034
.....	PEAC	402-280-2735.....	Harper Center, 1034
.....	Health Sciences Library	402-280-5108.....	Health Sciences Library (BIC)
Emergencies.....	Public Safety	402-280-2911.....	2204 Burt St. (Jahn Building)
.....	Maintenance	402-280-2780.....	
.....	Center for Health & Counseling	402-280-2735.....	Harper Center, 1034
Employment (Job Interviews).....	John P. Fahey Career Center	402-280-2722.....	Harper Center, 2015
Employment (Part-time).....	Student Employment	402-280-2457.....	Harper Center, 2054
Escort Service.....	Public Safety	402-280-2104.....	2204 Burt St. (Jahn Building)
Financial Aid	Financial Aid	402-280-2731.....	Harper Center, 2040
Food Service	University Dining Services.....	402-280-2750.....	Brandeis Hall (South Entrance)
Food Service Catering	University Dining Services.....	402-280-2446.....	Harper Center, 1108
Foreign Student Advisor.....	International Programs	402-280-2221.....	Creighton Hall, 306
Fraternities/Sororities	Student Leadership and Involvement Center	402-280-1715.....	Skutt Student Center, 120
Global Engagement Office	Global Engagement Office.....	402-280-2221.....	Creighton Hall, 324
Harassment.....	VIP Center	402-280-3794.....	Brandeis Hall, 101
.....	Women Against Violence.....	402-345-6555.....	222 S. 29th St. (YWCA)
.....	Center for Health & Counseling	402-280-2735.....	Harper Center, 1034
.....	Office of Equity and Inclusion	402-280-3189.....	Creighton Hall, 340
.....	Student Integrity	402-280-2775.....	Creighton Hall, 224
Health Aides		402-280-2104.....	
Health Insurance	Center for Health & Counseling	402-280-2735.....	Harper Center, 1034
Housing (On and Off-Campus)	Department of Residence Life	402-280-2717.....	Swanson Hall, 136
ID Cards Lost	Card Services	402-280-4700.....	Harper Center, 1094
Institute for Latin American Concerns (I.L.A.C.)		402-280-3179.....	Criss III Building, 262
Illness or Injury.....	Center for Health & Counseling	402-280-2735.....	Harper Center, 1034
.....	Public Safety	402-280-2104.....	2204 Burt St. (Jahn Building)
Intramural Sports Program	Campus Recreation	402-280-2848.....	Kiewit Fitness Center, 211
Leadership Programs	Student Leadership and Involvement Center	402-280-1715.....	Skutt Student Center, 120
LGBTQ Resources.....	Gender and Sexuality Alliance		
.....	Center for Health and Counseling	402-280-2735.....	Harper Center, 1034
.....	Office of Equity and Inclusion	402-280-3189.....	Creighton Hall, 340
Liturgies	Campus Ministry	402-280-2779.....	Swanson Hall
Loan Information	Financial Aid Office	402-280-2731.....	Harper Center, 2040
.....	Credit Union	402-280-1709.....	Skutt Student Center

Lost and Found.....	Public Safety	402-280-2104.....	2204 Burt St. (Jahn Building)
Mail.....	Campus Mail Center	402-280-3881.....	Murphy Building
Marriage Preparation	Campus Ministry	402-280-2205.....	Lower Level Swanson Hall
Multicultural Concerns.....	Multicultural Affairs	402-280-2459.....	Harper Center, 1109
Notary Public.....	Business Office	402-280-2707.....	Creighton Hall, 113
Parking Permits/Fines	Public Safety	402-280-2104.....	2204 Burt St. (Jahn Building)
Physical Recreation.....	Kiewit Fitness Center	402-280-2848.....	Kiewit Fitness Center, 211
Poison Information.....	Poison Control.....	402-290-5400.....	Children's Hospital
Posting Signs, Posters, etc.....	Student Leadership and Involvement Center	402-280-1715.....	Skutt Student Center, 120
Pregnancy Resources	Lieben Center	402-546-6097.....	Lower McGloin Hall
.....	Center for Health and Counseling	402-280-2735.....	Harper Center, 1034
RaD Lab	DoIT	402-280-2111.....	Lower Level Reinert Library
Student Conduct	Student Integrity	402-280-2775.....	Creighton Hall, 224
Study Abroad	Global Engagement Office	402-280-2221.....	Creighton Hall, 324
Summer Session	Summer Sessions Office.....	402-280-2424.....	Eppley B11
Theft	Public Safety	402-280-2104.....	2204 Burt St. (Jahn Building)
Transcripts	Registrar	402-280-2702.....	Brandeis Hall, 202
Volunteer Opportunities.....	CCSJ	402-280-1290.....	Harper Center, 2067
Weather Resources	402-280-5800
Work-study	Student Employment	402-280-2457.....	Harper Center, 2054