



VITERBO UNIVERSITY 2023-2024

VITERBO MISSION: The Viterbo University community prepares students for faithful service and ethical leadership.

Viterbo University
900 Viterbo Drive
La Crosse, WI 54601
Phone: 608-796-3000

The Student Handbook and Planner is a general guide to policies and procedures at Viterbo University. Voluntary enrollment at Viterbo constitutes an agreement as a member of the Viterbo community to uphold and abide by university policies. Each student is responsible for knowing all information in the Student Handbook and other campus bulletins. Information in this document is subject to change without notice.

STATEMENT OF NON-DISCRIMINATION

Viterbo University is committed to establishing and maintaining an environment free from all forms of harassment and discrimination. The University does not discriminate on the basis of age, color, disability, gender, gender identity, marital status, national and ethnic origin, race, religion, sexual orientation, or veteran status in administration of its educational policies, programs or activities; admission policies; scholarship or loan awards; athletics, or other university-administered programs or employment. The Office of Human Resources has been designated to handle inquiries regarding the non-discrimination policy and may be contacted at Viterbo University, 900 Viterbo Drive, La Crosse, WI 54601.

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In case of emergency, please notify:

Name: _____ Phone #: _____

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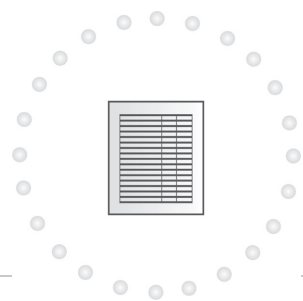
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VITERBO UNIVERSITY

NOTES



A series of horizontal lines for writing notes, spanning the width of the page below the header.

ABOUT VITERBO



The Viterbo University logo is a combination of a modern wordmark and revamped traditional icon. The icon stands for many things—it embodies the foundation of Franciscan values that the University is built on. The torch represents knowledge, enlightenment, and the drive and boldness to go forth and make an impact in one's community and beyond. The circle encompassing the icon embodies the idea that Viterbo empowers and develops the whole person, enabling them to change our world.



VITERBO UNIVERSITY SEAL

The original seal, which has twice been slightly modified, was created in the early 1960s by Imogene Thiele, a Franciscan Sister of Perpetual Adoration (FSPA) and member of the art department. Designed according to the science of heraldry, the shield located in the center of the seal contains a wealth of information. Clockwise from upper right: the cross symbolizes Christian identity; the wavy lines portray the Black, La Crosse, and Mississippi rivers which join forces in La Crosse to provide Viterbo with its unique geographic location; the torch of learning symbolizes the chief function of the university; and the rose honors St. Rose of Viterbo, the patron saint of the FSPA, the founders of Viterbo.

Beyond the shield, the word "knowledge" is retained from a very early Viterbo motto taken from the bible: "Teach me goodness, discipline, and knowledge" (Ps. 118.66). Later "faith" and "service" were added to complete the virtues to be embodied in a liberal arts education. The final elements contain basic information specific to Viterbo's location, in La Crosse, Wisconsin where the mission of Viterbo University began in 1890. Two small tau crosses are found in the outermost ring, proclaiming the Franciscan heritage of Viterbo. The tau was the standard cross in the days of St. Francis, and it is formed by the Greek letter "T."

With its rich symbolism, the university seal is a constant reminder of Viterbo's past as well as a guide to the future for all who are here today.

HISTORY OF VITERBO UNIVERSITY

Viterbo University was founded in 1890 by the Franciscan Sisters of Perpetual Adoration. This Catholic order of Sisters was begun by a group of Bavarian women who came to Wisconsin in 1849 to serve the immigrants. The Sisters follow in the tradition of faith and ministry begun by St. Francis of Assisi who lived in the 13th century. His values of peace, joy, hospitality, and respect were his driving force as he ministered to the people in Italy. His contemporary, St. Clare of Assisi, began a women's community dedicated to these same values. One of these women was St. Rose from the town of Viterbo, Italy; hence, the name of our university.

MISSION AND CORE VALUES

IDENTITY STATEMENT: Founded and sponsored by the Franciscan Sisters of Perpetual Adoration, Viterbo is a Catholic, Franciscan University in the liberal arts tradition.

MISSION STATEMENT: The Viterbo University community prepares students for faithful service and ethical leadership.

CORE VALUES: In keeping with the tradition of our Franciscan founders, we hold the following core values:

- Contemplation, as we reflect upon the presence of God in our lives and work
- Hospitality, as we welcome everyone we encounter as an honored guest
- Integrity, as we strive for honesty in everything we say and do
- Stewardship, as we practice responsible use of all resources in our trust
- Service, as we work for the common good in the spirit of humility and joy

PRAYER OF ST. FRANCIS

Lord, make me an instrument of Your peace.

Where there is hatred, let me sow love;
where there is injury, pardon;
where there is doubt, faith;
where there is despair, hope;
where there is darkness, light;
and where there is sadness, joy.

O, Divine Master,

grant that I may not so much seek
to be consoled as to console;
to be understood as to understand;
to be loved as to love;
for it is in giving that we receive;
it is in pardoning that we are pardoned;

ALMA MATER

Viterbo, dear old Alma Mater, we sing our praise to you,

Viterbo, dear old Alma Mater, through the years we will be true.

With grateful thanks we will recall the warmth, the joy that graced your halls,

Viterbo dear old Alma Mater, we sing our praise to you.

Viterbo, dear old Alma Mater, your light shows us the way,

The torch, the rose, the cross -- still help to guide us every day.

With grateful thanks we will recall the warmth, the joy that graced your halls,

Viterbo dear old Alma Mater, your light shows us the way.

ENVIRONMENTAL RESPONSIBILITY STATEMENT

St. Francis and St. Clare of Assisi regarded all of creation as a community to which we belong. This guiding principle affirms our commitment to environmental justice and stewardship.

Viterbo University will practice environmental responsibility by:

- Raising awareness of Viterbo University's environmental impact, activities, and performance and promoting individual good practices that affect our education, daily lives, and health.
- Encouraging conservation, recycling, and other sustainable practices as a component of planning and decision-making.
- Continually seeking alternative practices and procedures to minimize negative impacts on the environment and improve our environmental performance by periodically reviewing our environmental policy.
- Committing to lead by example and to integrate environmental awareness and responsibility through the curriculum and community.
 - "For the human family, this home is the earth, the environment that God the Creator has given us to inhabit with creativity and responsibility." - Pope Benedict XVI
 - "Each of us must accept total responsibility for the earth's survival. We are the curators of life on earth, standing at the crossroads of time." - Helen Caldicott
 - "A thing is right only when it tends to preserve the integrity, stability and beauty of the community; and the community includes the soil, water, fauna and flora, as well as the people." - Aldo Leopold
 - "All of life is interrelated. We are all caught in an inescapable network of mutuality, tied to a single garment of destiny. Whatever affects one directly affects all indirectly." - Martin Luther King Jr.

VITERBO UNIVERSITY SERVICES AND INFORMATION

ACADEMIC RESOURCE CENTER 608-796-3190

<http://www.viterbo.edu/academic-resource-center>

The Academic Resource Center (ARC), located in Murphy Center 332, offers academic assistance and support to encourage student success and retention. Services are free and available to all Viterbo students. ARC services include: tutoring in course content, reading and writing assistance, academic advising, academic counseling, and workshops focusing on all aspects of student success and development including time management, test taking, and study skills. Tutoring is available by appointment or drop in.

Online writing assistance is available for all students enrolled in graduate programs.

TESTING IN THE ACADEMIC RESOURCE CENTER 608-796-3190

With the instructor's approval, students without a diagnosis may make up a missed exam in the ARC. Students with a diagnosis are accommodated in compliance with their documentation. This often means a quiet place to take tests away from the classroom. These students are expected to test at the same time as their class. Testing times are scheduled with the administrative assistant in the Academic Resource Center by either stopping in the ARC or emailing arc@viterbo.edu.

ACCESSIBILITY SERVICES 608-796-3190

<https://www.viterbo.edu/academic-resource-center/students-diagnosed-needs-accommodations>

The Office of Accessibility Services is located in the Academic Resource Center (ARC). Students who have a diagnosis and are requesting accommodations should contact the Academic Resource Center (ARC) at arc@viterbo.edu. After complete documentation is received, accommodations will be approved. Accommodations are in accord with the test results indicating the diagnosis. Students are expected to stop by the ARC at the start of the first semester to put into place approved accommodations. In subsequent semesters, the student will complete the online form indicating accommodations and the director will verify and send to faculty.

STUDENT SUPPORT SERVICES (TRIO/SSS) 608-796-3190

<https://www.viterbo.edu/academic-resource-center/student-support-services-trio>

Student Support Services/TRIO is a federally funded program providing outreach and support for students who are first generation, have a diagnosis, and are within certain income guidelines. Two hundred students each year are invited to participate in the leadership and social opportunities and to take advantage of the additional academic and financial support provided through the program. The goal of the program is to increase graduation and retention rates of SSS/TRIO students. You are considered a first-generation college student if neither of your parents have a bachelor's degree or higher. Activities for TRIO students include early move in, early orientation (EO), academic mentoring, leadership opportunities, and social activities. SSS/TRIO students may receive funding for licensing exams, conferences and free tickets to Fine Arts Center events.

ADVISING AND CAREER DEVELOPMENT 608-796-3828

<http://www.viterbo.edu/advising-and-career-development>

Located on third floor of Murphy Center, Advising and Career Development (ACD) staff members offer academic advising, career advising, and career preparation services to current students and alumni. Academic and career advising is a process that assists students in developing educational plans that will aid in achieving career and life goals. Academic Advisors provide support and referral services to undergraduate first-year, second-year, transfer, international, and bachelor completion students, as well as supplemental advising for all students. Students who are members of the Student Support Services Program are academically advised by Academic Resource Center staff or Career Services specialists. Upper-division students are advised by faculty members in their respective academic programs.

ACD also coordinates Starfish Connect and Early Alert outreach, graduation planning and the Four-Year Graduation Guarantee, registration assistance, major/minor selection and changes, and support for students on academic probation. Students are responsible for their academic progress and are expected to communicate with their advisor to become knowledgeable of the University Catalog, academic regulations and policies, and degree requirements.

Career Specialists assist students and alumni with career planning, internships, job search strategies (cover letters, resumes, interviewing skills), as well as on-campus employment. Handshake is the University's central, online job and internship board.

ATM MACHINE

An ATM machine is located in the Student Union. There is a \$2.25 transaction fee.

BOOKSTORE 608-796-3848

<http://www.viterbostore.com>

The Viterbo Bookstore is located in the Student Union. Students may purchase or rent books for classes and shop school supplies, clothing, and other items in-store or online at the link listed above. Forms of payment accepted include credit/debit, Apple Pay, and PayPal. In addition, at the beginning of each term, confirmed students are eligible to charge books, supplies, and technology to their student account/financial aid. Hours of operation are posted on the Bookstore webpage.

BUS SERVICE

LA CROSSE MUNICIPAL TRANSIT 608-789-7350

<https://www.cityoflacrosse.org/your-government/departments/municipal-transit-mtu>

All Viterbo students may ride the La Crosse MTU for free with their Viterbo ID. Take advantage of this free, easy, and green way to travel.

SCENIC MISSISSIPPI REGIONAL TRANSIT 877-444-6543

<https://ridesmrt.com/>

The SMRT Bus is a tri-county commuter bus system providing connections to Prairie du Chien, La Crosse, Viroqua and other communities in Crawford, Vernon, and La Crosse counties. The SMRT Bus operates on 3 routes, Monday through Friday. A one-way fare is \$3. Exact fares (in cash) must be paid upon boarding the bus.

CAMPUS MINISTRY 608-796-3805

<http://www.viterbo.edu/campus-ministry>

Campus Ministry embraces Viterbo's mission as a Catholic and Franciscan university that prepares students for leadership and service. Campus Ministry values persons of all faiths in an ecumenical Christian community rooted in the values of human dignity and respect for the world. Information regarding the churches and services of other denominations is available from Campus Ministry in the Campus Ministry Office and Lounge located at 936 Franciscan Way in the Sr. Thea Bowman Center.

Fall and Spring Semester Schedules at Viterbo's San Damiano Chapel include Sunday Masses at 11 am and 6 pm and Saint Francis Choir Rehearsal on Sundays at 10 am. Weekday Masses are also celebrated in San Damiano Chapel. The chapel is also available during the day and into the evening for private reflection and prayer. An interfaith prayer space in the Sr. Thea Bowman Center is available as well during the day as well.

CAMPUS RECREATION & AMIE L. MATHY CENTER 608-796-3121

<http://www.viterbo.edu/mathy-center>

<http://www.viterbo.edu/recreation>

The Mathy Center is a 58,000 square foot recreational facility that provides its users with the latest cardiovascular and strength training equipment, an indoor track, a multi-purpose room, a 3-court gymnasium for leagues and tournaments, and men's and women's general locker room facilities. Campus Recreation, which oversees all programming ranging from group fitness to intramurals, special events and wellness, is housed in the Mathy Center.

CAMPUS SAFETY AND SECURITY 608-796-3911

<http://www.viterbo.edu/campus-safety-and-security>

Campus Safety and Security may be contacted 24 hours a day by calling 608-796-3911, 3911 from a campus phone, by activating the button on a "blue light phone" on campus, or via the V-Hawk SAFE Campus Safety App (available for download at no cost via Apple App and Google Play stores). All students are encouraged to download V-Hawk SAFE and utilize the plethora of safety and support options available as needed. Safety is everybody's business at Viterbo; you are encouraged to be responsible for your own safety and to report concerns to Campus Safety and Security at 608-796-3911 or a report may be submitted anonymously at <https://www.viterbo.edu/student-life-division/viterbo-speaks>. The Campus Safety and Security Office is located in the MHS/Hawk's Nest 101. The Director of Campus Safety and Security is located in MHS/Hawk's Nest 103. Per the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, Viterbo University is required to disclose crime statistics and reports on an annual basis. This information can be found on the campus safety and security webpage listed above.

SAFETY TIPS INCLUDE:

- Lock all apartment, room, office, and car doors and windows on and off campus.
- Keep electronics and other valuables out of sight and away from car, home, and office windows and doors.
- Do not leave electronics and other valuables in your car.
- Avoid walking alone. Be aware of your surroundings. Stay in well-lit areas.
- Do not carry extra credit cards or money. Do not mark your keys with identification.
- Engrave and photograph valuables. License and/or register bicycle. Lock your bicycle.
- Report crimes and/or suspicious activity to Campus Safety and Security or the local police department.

For more information on Campus Safety and Security visit www.viterbo.edu/campus-safety-and-security or call 608-796-3911.

Additionally, students, employees, and family members can report crimes, worrisome behaviors, harassment, sexual violence or assault, hate/bias discriminations, violations of the Code of Student Conduct, and other issues and concerns at www.viterbo.edu/viterbo-speaks-up.

COMMUNITY ENGAGEMENT 608-796-3846

<http://www.viterbo.edu/center-community-engagement>

The mission of Viterbo's Center for Community Engagement is to promote citizenship and experiential learning by connecting our campus with community partners for the mutually beneficial exchange of knowledge and resources. Our efforts include coordinating Service Saturdays, implementing the UGetConnected software to support local non-profits, linking service-learning courses to community projects, and providing resources to serve through advocacy, learning, and reflection.

COMPLAINTS AND CONCERN PROCEDURE FOR STUDENTS 608-796-3840

Viterbo University provides several means by which student complaints may be addressed. In all cases, students are advised to put their concerns in writing and carefully document the events that led to the complaint or grievance. Concerns should be expressed as soon as possible after the event occurs; some of the procedures below have specific deadlines for filing grievances or complaints.

If a student is uncertain to whom or where to address a concern, the student may submit a report at www.viterbo.edu/viterbo-speaks-up. The report will be directed to the appropriate authority to follow up. In addition, the student may contact the Vice President for Student Life and Dean of Students at 608-796-3840 or kkgabriel@viterbo.edu. The Vice President will help the student in resolving the concern or refer the student to the appropriate university official or office better able to address the matter.

Concern	Related Policy	Resource Person	Location	Phone
Academic Integrity	Academic Integrity Policy	Tonya Wagner, Vice President for Academic Affairs and Institutional Effectiveness	Murphy 234	608-796-3081
Accessibility Services	ADA Statement	Director of the Academic Resource Center	Murphy 332	608-796-3194
Computer Services	Computer Policies, Code of Student Conduct	Sarah Bearbower, Director of Instructional and Information Technology	Murphy 506	608-796-3860
Conduct Violation	Code of Student Conduct	Kirsten Gabriel, Vice President for Student Life and Dean of Students	Murphy 230	608-796-3840
Discrimination	Statement on Non-Discrimination	Human Resources Office	Murphy 217	608-796-3931
Financial Aid & Scholarships	Financial Aid Policies	Director of Financial Aid	Murphy 218	608-796-3900
Grade Appeals	Grade Appeals Policy	Tonya Wagner, Vice President for Academic Affairs and Institutional Effectiveness	Murphy 236	608-796-3081
Hate or Bias Incident	Code of Student Conduct	Hate/Bias Response Team	www.viterbo.edu/viterbo-speaks-up	N/A
Housing	Residence Life Policies	Matt Jurvelin, Assistant Dean of Student Community	Marian Hall 106c	608-796-3842
Intercollegiate Athletics	Athletics Handbook	Barry Fried, Director of Athletics	Varsity Athletics Center	608-796-3812
Miscellaneous, Other		Kirsten Gabriel, Vice President for Student Life and Dean of Students	Murphy 230	608-796-3840
Parking	Parking Policy	Adam Conway, Assistant Director of Physical Plant	Physical Plant Building	608-796-3923
Sexual Discrimination, Sexual Harassment, and Sexual Misconduct	Sex Discrimination, Sexual Harassment, and Sexual Misconduct Policy	Kirsten Gabriel, Deputy Title IX Coordinator	MRC 230	608-796-3840
Tuition and Payments	Payment Policy	Kevin Ganther, Director of Student Billing	Murphy 214	608-796-3855

COPIERS/MULTI-FUNCTIONAL DEVICES 608-796-3055

<http://www.viterbo.edu/library/print-scan-and-copy>

Students have access to several MFDs (Multi-Functional Devices) around campus where they can copy, print, or scan to email. Viterbo deposits an allotment of free copying/printing units to all Viterbo student accounts, when the allotment reaches zero, students will not be able to print until they add additional printing units to their account. This is done in the Todd Wehr Memorial Library and the cost of copies/prints is \$.06 one sided BW, \$.10 two-sided BW, \$.25 one sided color, and \$.40 two-sided color. To manage this process; Viterbo employs a print management software on all public access computers, printers, and MFDs. When you print you'll be asked to supply your Viterbo username and password; when you copy that information is taken from swiping your Viterbo ID. A display will notify you how much printing 'charges' will be deducted from your account along with the balance of your account. Scanning to Viterbo email is free.

COPY AND MAIL CENTER 608-796-3055

THE COPY CENTER is located in Reinhart Center 022, and is open Monday through Thursday 7:30am–5:00pm and Friday 7:30am–4:30pm. We produce crisp black and white and vibrant color copies, prints, or large format posters. We offer several finishing options, so we can create a wide range of full-bleed brochures, business cards, tickets, posters, postcards, invitations, brochures, and more. Cutting, folding, and padding are free, whereas binding, laminating, and mounting have costs associated with them. The student print allotment cannot be used for copying or printing in the Copy and Mail Center.

THE MAIL CENTER receives all mail and packages for employees and students. Letters with barcodes and packages are scanned upon arrival and an email notification is sent to the recipient, confirming its arrival. Students will be asked to show their student ID to retrieve their package. Packages not picked up by the end of the semester/year will be returned; policies may be adjusted for summer break. First-class letters and magazines are distributed into student mailboxes in Marian Hall. Students can mail packages and letters from the Copy and Mail Center, and postage is to be paid when items are brought in. Prepaid packages from FedEx, UPS or USPS can be dropped off at the Copy and Mail Center for pick up when those drivers deliver to Viterbo. The Mail Center is open Monday through Thursday 7:30am–5:00pm and Friday 7:30am–4:30pm except for campus and declared holidays. Fax transmissions can also be received or sent from the Copy and Mail Center; the fax number is 608-796-3050.

COUNSELING SERVICES 608-796-3808

<http://www.viterbo.edu/counseling-services>

Counseling Services is located at Murphy Center 371, 373 and 375. Those in need of someone to talk with or referrals to other counselors are encouraged to make an appointment. Same-day sessions are also available. For the best service possible, schedule an appointment on the Viterbo Counseling Services webpage or by calling 608-796-3808.

DINING SERVICES 608-796-3837

<http://viterbo.campusdish.com/>

Eateries at Viterbo include The Caf, Crossroads POD, and Einstein Bros. Bagels at Franny's. The Caf, located in the Student Union, is Viterbo's primary dining facility featuring breakfast, lunch, and dinner with entrees, grill items, deli, salad and dessert bars, and more. The Caf is open between meals and offers a place to study, meet and enjoy special dining events. Hours of operation and meal plan options for students and employees can be found on the Dining Services website linked above.

DIVERSITY, EQUITY, AND INCLUSION 608-796-3403

<https://www.viterbo.edu/diversity-equity-and-inclusion>

The Diversity, Equity, and Inclusion division at Viterbo University is focused on building an inclusive community and a supportive environment for all students, faculty, staff, and alumni. The Division fosters a campus environment that uplifts individuals' diverse identities, lived experiences, and cultural backgrounds and encourages mutual enrichment, development, and intercultural engagement and understanding. Centering systemic inclusion as the goal, the Division focuses on reviews of policies, procedures, training, and assessment. Sponsoring and promoting a variety of programs and initiatives that support dialogue, learning, and respect while also challenging individuals to see themselves as global citizens and examine their role in actively advancing social justice, the Division of Diversity, Equity, and Inclusion (DDEI) includes the areas of Multicultural Programming, Study Abroad/Study Away, Internationalizing Campus Life, and International Student Support, and it is also actively engaged with the work and direction of the Sr. Thea Bowman Center (<https://www.viterbo.edu/sr-thea-bowman-center>).

FINE ARTS CENTER STUDENT DISCOUNTS 608-796-3100

<https://www.viterbo.edu/fine-arts-center>

Box Office hours are 2pm-5pm Tuesday through Friday during the academic year, and one hour before all performances. Courtesy of the Student Government Association, discounts include:

1. Rush Tickets for Bright Star & Weber Center Season Shows: 50% off ticket price. Sign up at the box office starting the day before the show. Names are picked 15 minutes before show time. Limit one per patron.
2. Viterbo students receive two \$1 tickets for Conservatory for the Performing Arts productions, plus tax. Fees waived.

FOOD PANTRY 608-796-3805

<http://www.viterbo.edu/campus-ministry>

For students experiencing food insecurity, non-perishable and perishable food items are available in the food pantry located in Murphy Center between rooms 345 and 347; non-perishable items are available at the food pantry located at the entrance to the Port on the lowest level of Marian Hall below the Hawk's Nest. Individuals and campus groups add to the pantry throughout the year. For information on submitting donations, please contact Campus Ministry at 608-796-3805.

HEALTH PROMOTION AND VIOLENCE PREVENTION 608-796-3807

<https://www.viterbo.edu/student-wellbeing>

Health promotion and violence prevention office is located in Murphy Center 381. The office is supported by the Department of Justice's Office of Violence Against Women through a federal grant. The office provides education, training, and supports victim advocacy on campus. The office collaborates with community resources to offer victim advocacy and support.

HEALTH SERVICES 608-796-3806

<http://www.viterbo.edu/health-services>

Health Services is located in Murphy Center 374. Services are available to all students, full- or part-time, living on- or off-campus. Basic medical treatment, non-prescription medications, consultations, and referral services will be provided. Flu immunizations, TB testing and lab testing for strep throat, Mononucleosis, COVID-19, Hemoglobin, and UTI are offered. Health Services will be open on weekdays from the first week in August to the end of May, excluding holidays, and may be modified during university breaks. General office hours will be posted on the Health Services website. Health Services is in full compliance with the Family Educational Rights and Privacy Act (FERPA) as well as the Health Insurance Portability and Accountability Act (HIPAA). Appointments can be made through Starfish.

HUB FOR STUDENT SUPPORT 608-796-3060

<https://www.viterbo.edu/hub-student-support>

The Hub for Student Support (hub@viterbo.edu) is a collaboration of student-focused services that supports the academic, career, and personal success of Viterbo students. Located in Murphy Center 339, the Hub is a one-stop location for students to ask questions, receive help, or make appointments with various campus resources for success. The Hub is a collaboration between Advising and Career Development, Academic Resource Center, Counseling Services, Health Services, and Student Wellbeing.

IDENTIFICATION CARDS 608-796-3920

Viterbo University Student Identification cards are provided to all students. Replacement cards are available through the Physical Plant Department during weekday office hours (Monday-Friday, 7am-4:00pm). Students who plan on continuing their Viterbo education the next semester must retain their ID card. The fee for card replacement for lost, stolen, or damaged cards is \$20.

INCLEMENT WEATHER

<http://www.viterbo.edu/about/inclement-weather-policy>

Information regarding university closings and weather delays is announced by local television and radio stations and on the Viterbo webpage and social media. The university's inclement weather policy can be viewed online via the website listed above.

INSTRUCTIONAL AND INFORMATION TECHNOLOGY (HELP DESK) 608-796-3870

<http://www.viterbo.edu/helpdesk>

The Help Desk is located in Murphy Center 301. Here you will find assistance with connecting your devices to the campus network, username/password information, and basic direction on Viterbo University systems (Email, Moodle, VitNet Self Service, etc.). <https://www.viterbo.edu/residence-life/what-bring-campus> Contact us in person, by phone at 608-796-3870 or by email at helpdesk@viterbo.edu. Hours are Monday through Thursday 8am-9pm, Fridays 8am-7pm, and Sundays 4pm-9pm.

All students should review the Appropriate Use of Technology within the handbook and the Data Privacy Policy located here: <https://www.viterbo.edu/about/privacy-policy>. Additional information is available on our webpage, www.viterbo.edu/iit.

For additional technology recommendations and for all students planning to live on campus, please review: <https://www.viterbo.edu/residence-life/what-bring-campus>.

INSTRUCTIONAL AND INFORMATION TECHNOLOGY – APPROPRIATE USE OF TECHNOLOGY

The University provides a wide variety of technology, communication tools, and resources to Viterbo University employees and students for use in their work related to academics. Whether it is the telephone, cellular phone, voicemail, fax, scanner, Internet, intranet, learning management tools, email, text messaging, computer workstations, laptops, or any other University-provided systems, devices or services, use should be reserved for academic use. All communication using these tools and resources should be handled in a professional and respectful manner and should adhere to the following guidelines.

- The use of network resources, in order of priority, are as follows: 1) classroom/instructional activity, academic research, academic/administrative support functions, professional, university related correspondence. All other use of networking resources for non-academic needs will be subject to limitations to protect adequate resources for priority functions.
- Users should not have any expectation of privacy in their use of University- provided technology, communication tools, and resources. All communications created, received, sent, downloaded, and stored using University-provided systems, devices, or services including email and Internet activity, are subject to monitoring and inspection at any time by the University to ensure compliance with these guidelines and other University policies, regardless of whether the activity is taking place on University premises or remotely. Users should keep in mind that even if they delete an email, voicemail or other communication, a copy may be archived on the University's systems.
- All use of University-provided technology, communications tools, and resources should conform to the University's policies, procedures, and practices stated in handbooks and in other University policies including policies prohibiting discrimination, harassment, and workplace violence. For example, users should not engage in harassing or discriminatory behavior that targets other employees, students, or individuals because of their protected class status, make threats, or make defamatory comments. Similarly, users should not divulge the University's confidential and proprietary information and trade secrets, including education records protected by law.
- Furthermore, users should not engage in improper solicitation and distribution activities.
- Each user is responsible for the information that is sent from their accounts. Users are prohibited from sharing their passwords with anyone other than the Instructional & Information Technology (IIT) Department. Passwords should be stored in a place that is not accessible or visible to other individuals. Users should not access other employees' accounts. Users are also prohibited from copying, transferring, renaming, or changing materials belonging to other users unless given express permission to do so by the owner.
- Any use of University provided technology, communication tools, and network resources that have the potential to drain, rather than enhance productivity and system performance. This can be related to malware or viruses but can also be applied to legitimate home use software/tools.
- To protect against possible problems, Users should adhere to IIT's cyber-security initiatives. For example, unsolicited email messages received asking for help to purchase gift cards or to give credentials or specific personally identifying information should be deleted. It is against University policy to turn off antivirus protection software or make unauthorized changes to system configurations installed on University systems and devices. Bypassing University password/multi-factor authentication policies and software patching cycles are prohibited. Cyber-Security awareness training may be required periodically by IIT.
- User's personal computers and other network attached devices must adhere to Instructional & Information Technology's policies and procedures for connection. Personally owned devices may need to be registered on the devices network. Students should connect to the Student Wired or Wireless network.

- Users must respect trademarks, copyrights, licenses, and other intellectual property rights, and show proper respect for laws governing trademark, copyright and fair use. It must be confirmed in advance that the University has the right to copy or distribute such material. Failure to observe such laws may result in disciplinary action by the University, as well as legal action by the owner of the intellectual property. This includes the appropriate use of the Viterbo University logo & seal.
- Internal and external emails are considered University records and may be subject to federal and state record-keeping requirements as well as in the event of litigation. Emails may also unknowingly create contractual agreements on behalf of the University. Contractual agreements should be executed through normal business practices. Users should be aware of these possibilities when communicating via email within and outside the University. University business must not be transacted through text messages.
- Software and hardware will typically be purchased and installed by or with the direction of the IIT Department. Employees who wish to install software on a University computer, laptop, or other device must contact the IIT Department to request permission to have the software installed.

In addition, users are prohibited from using the University provided technology, communications tools, computer networks, and resources in the following ways:

- Downloading, displaying, viewing, accessing or attempting to access, storing or transmitting any images, cartoons, messages or materials which are sexually explicit or that may be construed as threatening, harassing, offensive or intimidating to others based upon gender, race, national origin, age, disability, religion, sexual orientation or any other basis protected by applicable law.
- Use of any form of hardware or software to monitor network activity and communications.
- Attempts to circumvent data protection schemes, or to exploit security loopholes in any manner.
- Unreasonable personal use or personal use that interferes with or disrupts the operations of the University.
 - Use for political or advocacy purposes,
 - Posting commercial notices or other solicitations,
 - Use which is illegal, including the violation of copyright, gambling and pornography laws, and
 - Intentionally wasting limited access time or occupying excessive file storage space.
- Unauthorized accessing or attempting to access confidential information, including personnel records, medical records, education records, and financial information pertaining to the University, its employees or its students; This includes impersonation of another user or that you are acting on behalf of the university when you do not have that authority.
- Unauthorized accessing or attempting to access another user's password, data, messages or other electronic material.

Violations of this policy may result in disciplinary action, up to and including termination or expulsion. Nothing in this policy is meant to, nor should it be interpreted to, restrict employees' rights under any applicable federal, state, or local laws, including employees' rights to engage in protected concerted activities to discuss terms and conditions of employment.

INTERCOLLEGIATE ATHLETICS 608-796-3811

<http://www.viterboathletics.com>

Viterbo University offers nineteen intercollegiate sports. Men's sports include baseball, basketball, bowling, cross country, golf, indoor track and field, outdoor track and field, soccer, and volleyball. Women's sports include basketball, bowling, cross country, golf, indoor track and field, outdoor track and field, soccer, softball and volleyball. Competitive dance is offered as a coed sport. Viterbo is a member of the North Star Athletic Association (NSAA) and the National Association of Intercollegiate Athletics (NAIA).

The Viterbo Varsity Athletics Center (VAC) on campus is the home for all basketball and volleyball games. The Viterbo Outdoor Sports Complex (OSC), located approximately two miles from campus on Highway 16, is the home for all baseball, soccer, and softball teams. The La Crosse Country Club is the home course for the golf teams and Pla-Mor Bowling is the home of the bowling teams.

LEGAL ASSISTANCE

Legal assistance is available through these local organizations:

1. Local attorneys and paralegals provide free legal advice at a legal clinic on the third Wednesday of every month from 6 to 7:30 pm at the First Baptist Church at Main Street and West Avenue in La Crosse,
2. The Family Law Center is staffed by volunteers who do not provide legal advice but can assist you with various legal actions. To access these services, contact the Family Court Commissioner's Office at 608-785-5600 or request a schedule from the Child Support Office.
3. Legal Action of Wisconsin is located at 205 5th Avenue South, Suite 300, La Crosse or 608-785-2809. Legal Action of Wisconsin provides legal services for civil cases at low or no cost to qualified applicants.

LIBRARY 608-796-3269

<https://www.viterbo.edu/library>

The Todd Wehr Memorial Library is open to the general community as well as the Viterbo community: students, faculty, staff, administration, alumni, and Franciscan Sisters of Perpetual Adoration. The library is located on the first floor and half of the second floor of Murphy Center. The entrance is at the south end of the building. Regular Fall and Spring semester hours are Monday through Thursday 7:45 a.m. - 10 p.m., Friday 7:45 a.m. - 5 p.m., and Sunday 2 p.m. - 10 p.m.

LOST AND FOUND 608-796-3269

library2@viterbo.edu

The lost and found is located at the Main Desk in the Todd Wehr Memorial Library on the first floor of Murphy Center. If you find an item, please turn it in at the library's main desk. If you've lost something, stop at the desk, visit our webpage or call us via the phone number listed above.

MAILBOXES 608-796-3842

Private mailboxes are assigned to all full-time resident students during their first semester at Viterbo. All mailboxes are located in the Student Union. Student mail should be addressed with the student's first and last name, 900 Viterbo Drive, La Crosse WI 54601. Packages may be picked up from the Copy and Mail Center in the lower (terrace) level of Reinhart Center, after students receive an email notification from the Copy and Mail Center regarding a package delivery. Packages not picked up by the end of the year will be returned to sender.

NEW STUDENT ORIENTATION 608-796-3846

<http://www.viterbo.edu/new-student-orientation>

New Student Orientation provides students opportunities to connect with each other, Viterbo University resources/employees and the larger La Crosse community. Orientation is required of all new incoming students; information is sent to new first-year and transfer students prior to the start of their first semester. August orientation is typically held Thursday-Sunday prior to the start of fall semester classes. January orientation is typically held on Friday before spring semester classes begin.

PARKING AND VEHICLE REGISTRATION 608-796-3923

<https://www.viterbo.edu/about/parking-policies>

All vehicles parked in any University parking lot must display a current Viterbo University parking permit. Complete information regarding parking permit purchase and parking policies on campus may be found in the Viterbo University Parking Policies Handbook, which is available at the webpage linked above. Wisconsin State Statute 346.55(4) allows for the ticketing and towing of vehicles determined to be illegally parked on private parking lots of private institutions; as such, there are fines associated with illegally parked vehicles. If student fines are not paid, they may be assessed to the student's account. If fines remain unpaid, parking permits may be revoked, and the vehicle may be towed or "booted." If a vehicle is found on Viterbo property without a permit, city police may issue a City of La Crosse trespassing ticket.

PHYSICAL PLANT 608-796-3920

<http://www.viterbo.edu/physical-plant>

The Physical Plant supports the infrastructure of Viterbo University while providing comprehensive custodial, grounds keeping, and maintenance services. A standard work order is to be submitted on-line by either Residence Advisors or Viterbo University staff members via the webpage listed above. For all building-related emergencies that pose an immediate danger to the facility (i.e. broken water lines, smoking electrical connections), contact Physical Plant immediately at 608-796-3920 or 608-769-3402 (on-call, for emergencies).

POSTING PROCEDURES 608-796-3037

Posting and Advertising Procedures

1. All posted materials and table tents must show the signature or stamp of the authorizing Viterbo agent. (See chart.)
2. Flyers, posters, messages, etc., must be no larger than 8.5" x 11", be in good taste with correct spelling, and include date/time/location of event and name of sponsoring individual or organization.
3. Commercial and/or for-profit organizations are not permitted to post notices on campus.
4. Items are not to be taped to walls, doors, or windows. The use of tape, paste, tacks, and Command strips on woodwork, walls or ceilings is not permitted. Items may not be pinned to or hung from ceiling tiles.
5. Any damage to walls, windows, doors, and the like that result from unauthorized posting or distribution will be charged to the group or individual who posted the information.
6. On-campus advertisements that indicate alcohol as the primary focus of an event are not permitted. Advertising tobacco products is not permitted.
7. Political and campaign items are not to be posted on university bulletin boards. Candidates may provide the Office of Residence Life with printed materials to be distributed to resident students using mailboxes at the Office of Residence Life staff discretion.
8. Viterbo University reserves the right to remove, restrict, limit, or deny posting or distribution of any item.

Authorizing Agent	Desired Posting Location	Instructions
Dining Services	Cafeteria (The Caf)	Provide 4X6" Cards To Be Placed In Napkin Holders On Tables
Residence Life, Hawk's Nest, 608-796-3116	Hawk's Nest	Provide 1 Flyer and/or 4 Table Tents
Residence Life, Hawk's Nest, 608-796-3116	Student Union	Submit 6 Table Tents
Main Desk, Library, 608-796-3269	Einstein's Bagels and/or Library	Call with Questions
Communications, 007 Reinhart Center, 608-796-3037	Bulletin Boards in Academic Buildings	Provide 11 8.5" X 11" Flyers
Residence Life, Hawk's Nest, 608-796-3116	On-Campus Housing Facilities	Provide 22 Flyers

RESIDENCE LIFE 608-796-3116

<https://www.viterbo.edu/residence-life>

Housing arrangements are made in Residence Life. Housing facilities are secured 24 hours each day. Housing options offered at Viterbo include traditional residence halls and apartments. Viterbo University policy states that first-year and sophomores are required to live on campus unless living with a parent, spouse, legal guardian or are 21 years of age or older. More information is available online at <https://www.viterbo.edu/residence-life/residency-requirement>.

Named for Mary, Mother of God, and St. Bonaventure, Marian and Bonaventure Halls are traditional residence halls. Incoming first-year students under the age of 21 are assigned to either Marian Hall or Bonaventure Hall.

Sophomores live in designated apartment facilities, with Juniors and Seniors living in upper-class apartment facilities. Sophomore apartment buildings include McDonald Terrace, named for Sr. Grace McDonald, former Viterbo President; Rose Terrace, named for St. Rose of Viterbo; Treacy House, named for the former bishop of La Crosse, Bishop Treacy and Canticle House, named for the Canticle of the Son, a hymn of praise by St. Francis of Assisi. Junior and Senior residents live in La Verna Apartments, named after Mt. La Verna in Italy, and Clare Apartments, named for St. Clare of Assisi.

Questions regarding what to bring to campus? Check out this list of recommendations: .

EVENT SCHEDULING 608-796-3731

<https://emsnet.exchange.viterbo.edu/EmsWebApp/>

Scheduling inquiries may be directed to scheduling@viterbo.edu. Meeting spaces, study rooms, and practice spaces may be requested or reserved through the webpage listed above. The Events Calendar is open for scheduling on the following revolving timeline:

- May 1st for the Fall Term
- December 1st for the Spring Term
- April 1st for the Summer Term

SOCIAL NETWORKING 608-796-3801

When information of concern from Facebook, Instagram, TikTok, Snapchat, Twitter or other sources comes to the attention of a University official, it may be acted upon in accordance with university policy. Students are urged not to post private or questionable information about themselves or others on web social networking sites. It is advisable to delete any private or questionable information that has already been posted.

Students using social networking sites should carefully read the terms and conditions set forth by these services. Users should be aware that they are solely responsible for the content of their sites and that neither the networking service nor Viterbo University is responsible for the information that students place on the site. As is indicated in the terms and conditions of the networking services, users should refrain from posting material that may be seen as criminal; harassing; racially, sexually, ethnically or religiously objectionable; defamatory; obscene; invasive of another's privacy; or infringing of copyright.

Unwanted, repeated, harassing, denigrating, lewd, or obscene communications using devices, including electronic or digital devices, are in violation of the Student Code of Conduct. In addition to university policy, the posting of inappropriate material may subject students to criminal and civil penalties.

STARFISH CONNECT AND EARLY ALERT

<https://www.viterbo.edu/starfish>

<https://www.viterbo.edu/academic-advising/starfish-early-alert>

Starfish Connect is a system that provides students with one central location to find the people and resources on campus who can help them succeed and can be accessed directly through Moodle. Starfish Early Alert allows instructors to provide feedback via kudos and flags regarding student progress to continue to motivate students who are doing well in a course as well as to identify students who are having academic difficulty. Students experiencing difficulty are promptly directed to the support services that can help them succeed.

START YOUR OWN STUDENT ORGANIZATION 608-796-3845

<https://www.viterbo.edu/student-organizations/start-your-own-student-organization>

Viterbo University student organizations are an added educational resource to students providing enjoyment and experiences related to students' classes and professions. Involvement in a student organization can assist a student in developing skills, working with others, and with assuming leadership roles. For more information on student clubs and organizations, visit the webpage above or call the Student Engagement Coordinator at 608-796-3845.

1. Organizations are started for social, recreational, academic, current issue/hot topic, etc. purposes. All organizations must be started by students.
2. Find at least three friends who are also interested in your organization (must be currently enrolled students at Viterbo). Membership must also be open to any Viterbo student.
3. Find an advisor who supports your idea and is a Viterbo faculty or staff member.
4. Complete the New Student Organization Application. Create your organization's by-laws (constitution) and mission statement. Review the Student Organization and Sport Club Handbook (pdf) before you submit your application.
5. Correspond in person or through email with Student Engagement or Recreation staff regarding any additional training that needs to be completed. A meeting will most likely be requested.

All University recognized organizations receive the following benefits:

1. Maintaining an account with the Viterbo University Business Office. This also allows your organization to use the Viterbo tax exempt status on purchases—saving your group money.
2. Requesting funds from SGA to support activities.
3. Reserving and using Viterbo University facilities for meetings and events.
4. Promoting meetings and activities through Viterbo communications.
5. Promoting your organization through the webpage and the Office of Student Engagement.
6. Receiving invitations to roundtables and fairs.

If at any time you have questions throughout the startup process, contact Student Engagement (student organizations) 608-796-3845 or Recreation (sport clubs) 608-796-3120.

STUDENT LIFE DIVISION 608-796-3840

<http://www.viterbo.edu/student-life>

The Student Life leadership team serves as student advocates, ombudspersons, and catalysts for improving student life. Working in partnership with students, faculty, and staff, the Student Life leadership team develops policies, services, and programs that promote learning, interaction and healthy living. The Student Life leadership team is also responsible for producing the Student Handbook and for its interpretation and enforcement. Oversight of and support for the areas listed here falls within the purview of the Vice President for Student Life and Dean of Students: campus activities and student engagement, campus safety and security, counseling services, dining services, health services, health promotion and violence prevention, new student orientation, parents and family relations, recreation, residence life, and student conduct. The Vice President for Student Life and Dean of Students also serves as the administrative advisor to the Student Government Association.

As a division, Student Life offers multiple services and places students at the center of its focus. Student Life professionals work to foster active student learning, leadership and service. Many campus events and services are coordinated by Student Life professionals. These include intramural sports, Family Days, Finals Week late night breakfasts, Halloween Week, Healthy Living Week, Homecoming, Identities Project events and programs, New Student Orientation, the President's Holiday Dinner, the Senior Soirée, Sending and Blessing Ceremony, the Student Leadership Recognition Ceremony, Weekends at VU weekend programs, the Welcome Back Bash, and more.

Viterbo University and the Student Life Division are in full compliance with Public Law 101-542, the Student Right-to-Know and Campus Security Act. Information on the completion/graduation rate for full-time, degree seeking undergraduate students may be obtained from the Registrar at registrar@viterbo.edu. Information on campus security and crime statistics may be obtained from the Director of Campus Safety and Security or from the campus safety website (<https://www.viterbo.edu/campus-safety-and-security>).

STUDENT EMERGENCY FUND

<https://www.viterbo.edu/student-life-division/student-emergency-fund>

Viterbo University maintains a student emergency fund to help support students who encounter a financial emergency or financial distress that could prevent them from continuing their education. Students should submit an application. All information supplied through the application process will remain confidential. Please know that Viterbo cares and this fund may help!

STUDENT ENGAGEMENT 608-796-3845

<http://www.viterbo.edu/campus-activities>

Our Student Engagement team has two main priorities: (1) coordinate and promote traditional campus events and programs such as Weekends at VU (programming every Fri/Sat of the semester), Welcome Week events (ex: Welcome Back Bash), Family Day events, Winter Week, and the Student Leadership Awards, (2) the delivery of development and support to strengthen student organizations across campus.

STUDENT GOVERNMENT ASSOCIATION 608-796-3841

<http://www.viterbo.edu/student-government-association>

The Student Government Association (SGA) is an elected board of student senators who serve the student body, provide a voice for students, and recommend policies pertaining to student life. SGA is one of three assemblies that comprise Viterbo's system of governance. SGA represents the student body with college/school/conservatory-specific senators as well as commuter, international, and non-traditional student senators. SGA senators are elected in the spring semester for the following academic year (with the exception of first-year student representatives who are elected each fall). SGA meetings take place every other Sunday night at 7pm and are open to all students.

STUDENT PUBLICATIONS

<http://www.viterbo.edu/student-organizations/student-publications>

The primary functions of student publications are to provide students interested in writing, communications, or the visual arts with opportunities to disseminate their works and to help create campus spirit. The Lumen is the Viterbo student newspaper, funded in large part through the student activity fee. Its purpose is to provide a vehicle of communication among members of the Viterbo community. Touchstone is the Viterbo literary art magazine, and its purpose is to provide Viterbo students with an outlet for publishing prose, poetry, and art. It also provides a learning experience in selecting pieces, layout, and design of the magazine. El Sol is Viterbo's Spanish newspaper, and it features articles on education, politics, art, sports, and entertainment related to Spanish speaking people and countries.

STUDENT REPRESENTATION ON COMMITTEES 608-796-3840

A Viterbo student(s) holds membership on these campus committees through the Student Government Association for the purpose of student representation: The PROMISE Committee, the Dining Committee, and the Technology Committee. The Student Government Association President holds membership on the Board of Trustees Delivering Our Promise Committee and attends Board of Trustees meetings. Student representation on the La Crosse Municipal Transit (MTU) rotates between a Viterbo, UW-La Crosse, and Western Technical College student.

STUDENT SUPPORT SERVICES (SSS)/TRIO 608-796-3190

<https://www.viterbo.edu/academic-resource-center/student-support-service/trio>

Student Support Services is a federally funded academic support program to provide academic support for students who are first generation college students, are income eligible and/or have a diagnosis supporting accommodations. Students are considered first-generation college students if neither parent has a bachelor's degree. The goal of the program is to help SSS students remain in college and graduate. 200 students are invited each year to participate in the SSS program which includes early orientation, academic mentoring, leadership opportunities, financial support, and social activities. SSS students receive free tickets to on-campus cultural events.

STUDENT UNION

The Student Union is a common area available for use by all students and campus personnel according to the posted hours of operation and governing policies. It includes the Caf, a TV and study lounge, Crossroads POD and Market, the Campus Safety and Security office, student mailboxes, the University Bookstore, computers, and an ATM.

Persons and/or groups desiring to reserve the Student Union for special activities and events must reserve through scheduling or by using the online form. Children under 16 must be accompanied by and be under the direct supervision of an adult at all times.

STUDENT WELLBEING

<https://www.viterbo.edu/student-wellbeing>

Student Wellbeing engages, educates, and supports the active, ongoing, holistic journey of individual fulfillment and community engagement. Student Wellbeing is a sub-unit of Student Life, comprised of Campus Recreation, Counseling Services, Health Services, and Health Promotion and Violence Prevention. The departments provide a variety of services to students as well as programs for the campus community. Examples of efforts include Healthy Living Week, Fresh Check Day, Love EVERY Body Week, animal therapy opportunities, self-defense and more.

STUDY ABROAD/AWAY

<https://www.viterbo.edu/study-abroad>

Study Abroad/Away is a division of the Department of Multicultural Success and Engagement, the Study Abroad Office provides opportunities for students, faculty, and staff to pursue educational experiences outside of Viterbo's campus in the States and abroad. Viterbo-sponsored programs are faculty led and designed to enhance participants' global competency, develop cultural awareness and foster global interconnectedness while earning credit toward major, minor, or Core Curriculum requirements. The Study Abroad/Away office also assists students participating in non-Viterbo sponsored programs which include semester abroad programs, summer programs, internships abroad, and immersive language programs. Contact studyabroad@viterbo.edu.

STUDY AREAS

Study areas are provided in the Todd Wehr Memorial Library, Brophy Center, Einstein Bagels at Franny's, the Hawk's Nest in Marian Hall, the lower level of the Reinhart Center, the Student Union, and the Port, located in the lowest level of Marian Hall below the Hawk's Nest. Study areas for students living on campus are also available in the housing facility in which they reside.

SUICIDE PREVENTION 988

<https://www.viterbo.edu/counseling-services/suicide-attempt/hospitalization-procedures>

1. In the event of threat to self or others, call 911. All suicide attempts should be reported immediately to 911 and Campus Safety and Security at 608-796-3911.
2. If the individual is aggressive or violent, do not attempt to handle the situation alone. Please contact Campus Safety and Security at 608-796-3911 or 911.
3. If someone identifies that they are suicidal, try to remain calm and stay present with the individual.
4. Do not leave the individual alone. Stay with the individual until professional help arrives and/or the individual is able to be brought to somewhere safe.
5. Listen carefully before offering options.
6. Offer encouragement.
7. Encourage counseling, support from friends and family, seeking assistance with life goals, and/or seeking assistance with income and accommodation.

CRISIS INTERVENTION RESOURCES

- Suicide & Crisis Lifeline - 988
- Ambulance or Law Enforcement – 911
- Mayo Clinic Psychiatry & Psychology Services – 608-392-9555
- Great Rivers 211, Information, Referral and Crisis Line – Dial 211 or 1-800-362-8255
- Gundersen Behavioral Health – 608-775-2287
- National Suicide Prevention Hotline – 1-800-273-TALK
- Suicide Hotline – 1-800-SUICIDE
- Viterbo Campus Safety and Security – 608-796-3911
- Viterbo Counseling Services – 608-796-3808

VITERBO SPEAKS UP

<https://www.viterbo.edu/viterbo-speaks-up>

Viterbo Speaks Up is a webpage where students, employees, and family members can report crimes, worrisome behaviors, harassment, sexual violence or assault, hate/bias discrimination, violations of the Student Code of Conduct, and other issues and concerns. Viterbo is invested in making sure the campus environment is as safe and supportive as possible. More information about Viterbo Speaks Up and our institutional reporting forms can be found at the website listed above.



VITERBO UNIVERSITY

VITERBO UNIVERSITY

POLICIES AND PROCEDURES

Viterbo University Policies and Procedures can also be found online at
<https://www.viterbo.edu/about/university-policies>.

ACADEMIC INTEGRITY 608-796-3080

<https://www.viterbo.edu/node/23866>

All members of the Viterbo University community are expected to conduct themselves in an ethical manner and adhere to the highest standards of academic integrity. Furthermore, Viterbo University students are expected to adhere to a standard of academic honesty befitting their enrollment in this Catholic Franciscan university. They will not engage in plagiarism, cheating, lying, or stealing, nor will they tolerate those who do so. Fundamental to the principle of independent learning and professional growth is the requirement of honesty and integrity in the conduct of one's academic life. Academic dishonesty in any form is a serious offense against the academic community. Each academic program will review the standards of academic integrity and have students acknowledge their acceptance of the standards. Students are expected to review, understand, and abide by all academic regulations and policies; these regulations and policies are available at the link listed above.

ADMINISTRATIVE WITHDRAWAL

Viterbo University works to provide a safe and orderly environment in which all qualified students, with or without disabilities, are able to participate in the university's programs and activities and to pursue their academic, physical, moral and social development.

The Vice President for Academics and/or the Vice President for Student Life and Dean of Students reserve the right to take immediate, necessary, and appropriate action to protect the health, safety, and well-being of an individual and/or the university community. A student who does not conduct themselves in a manner compatible with a safe and orderly environment is subject to discipline through the student conduct system. In an unusual case where a student engages in one or more behaviors listed below or exhibits a pattern of such behaviors, the university reserves the right, consistent with applicable law, to require an administrative withdrawal.

These behaviors include:

1. Student engages in, or threatens to engage in, behavior which poses a danger of causing harm to others;
2. Student indicates that they are unable to complete the academic requirements of the University;
3. Student exhibits behavior(s) that substantially impede(s) the lawful and/or daily, normal activities of others and/or would interfere with the educational process and the orderly operations of the university. Behaviors include those that are damaging to property or disruptive to the surrounding community and community members and/or significantly impact the university's human resources in continued management of these incidents.

Prior to invoking an administrative withdrawal, a student may be given the option to take a voluntary withdrawal. Reinstatement following administrative withdrawal may require a certification from the student's treatment provider or other action which satisfies the university that the student's behavior is compatible with the academic, behavioral and technical standards of the university.

Students subject to administrative withdrawal may be offered an informal hearing before the Vice President for Academics or designee. This meeting shall consist of a review and explanation for this action with the student. Readmission to the university after administrative withdrawal must be requested in writing and approved by the Vice President for Academics or designee.

AMERICAN WITH DISABILITIES ACT (ADA) POLICY 608-796-3190

<https://www.viterbo.edu/academic-resource-center/academic-resource-center>

Viterbo University's Policy and Guidelines Applying to Nondiscrimination on the Basis of Disability Policy indicates that it shall be the policy of Viterbo University to comply with the Rehabilitation Act and American with Disabilities Act and regulations issued thereunder to the extent applicable to Viterbo University. Violations of this policy should be reported to the ADA Coordinator in the Academic Resource Center and/or the Title IX Coordinator. Information on accessibility services for students is available on the Academic Resource Center webpage listed above.

CHILDREN ON CAMPUS 608-796-3911

Viterbo University is only responsible for children participating in programs sponsored by the University.

1. Children are not permitted to attend classes or be present with parents or guardians at work sites or meetings except in a rare emergency situation. It is recommended that instructors/supervisors are notified in advance.
2. Children are not permitted in science labs, computer labs and/or other laboratories.
3. Viterbo University reserves the right to exclude any child who is not under responsible adult supervision.
4. Provision of personal babysitting or childcare services on campus or in campus housing facilities is not permitted.
5. Family housing may be available on campus. Contact the Assistant Dean of Student Community for more information, 608-796-3842, Hawk's Nest 106C.

COMPUTER LAB AND COMPUTER CLASSROOM POLICIES 608-796-3870

<https://www.viterbo.edu/IIT>

1. Unaccompanied minor children are not permitted in Viterbo University computer labs or other computing facilities at any time. Lab University personnel will inform any minor child that the child is to leave and may contact campus security and safety to assist if necessary.
2. Disruptive behavior is disrespectful toward other lab users and creates a setting which is not conducive for learning, studying, or computer use. As such, University personnel will warn any disruptive patron that their behavior is disruptive. If the behavior continues, Campus Safety and Security may be contacted to assist in resolution of the issue. For a complete list of related policies, visit the Instructional and Information Technology webpage linked above.

DEAN'S LIST

The dean's list honors exemplary academic achievement. The dean's list will be compiled and published after all grades for the term are calculated; approximately March 15 for fall semester, July 15 for spring semester, and Oct. 15 for summer session. To merit a place on the dean's list, a student must achieve a semester grade point average of 3.50 and complete a minimum of six letter-graded credits. The dean's list is published in the hometown newspaper for those students who have supplied that information to the university.

DISCLOSURE OF CRIMINAL CONVICTIONS 608-796-3840

Students are required to disclose in writing to the Vice President of Student Life and Dean of Students any criminal convictions occurring after completion of the Viterbo application for admission and/or when enrolled as a Viterbo student. This policy applies to all Viterbo University incoming and current students.

EMAIL AND VU TODAY

<https://www.viterbo.edu/myvu>

Every student is issued a Viterbo University email account during their period of enrollment. The email account is the official method of communication between the University and the student. Students are responsible for reviewing all information transmitted to their Viterbo account and are advised to check it daily. Information regarding student email accounts and access may be found at the help desk (608-796-3870) on the instructional and information technology web page on the Viterbo webpage. VU Today is an official communication available on the My VU webpage. Students are expected to read VU Today each weekday during the academic year for information on Viterbo events, policies and procedures.

FILM (VIDEO OR DVD) AND RECORDINGS 608-796-3842

Viterbo University requires its students and student organizations to abide by video, film, and recording copyright laws. These laws are largely untested, and precedents and practices vary considerably around the country. It is clear, however, that the laws prohibit public performances of DVDs, films, and other recordings and permit private or home use of them. Viterbo University, therefore, deems it to be within the bounds of copyright law for a DVD or any other recording to be used in a lounge, common room, or private room within its residence facilities if: (a) the showing is not open to the general public, and (b) admission is not charged. Questions about the performance of DVDs and other recordings in residence facilities should be addressed to the Assistant Dean of Student Community.

FIREARMS, WEAPONS AND EXPLOSIVES POLICY 608-796-3913

<https://www.viterbo.edu/about/firearms-weapons-and-explosives-policy>

The possession or use of firearms, weapons, fireworks, or explosives is strictly prohibited in all Viterbo campus buildings and on all campus property. The prohibition applies to all students, employees, independent contractors, and visitors, including those who have a valid permit to carry a concealed weapon. This policy also prohibits employees from bringing visitors to university property who violate this policy.

1. All Viterbo students and employees are prohibited from possessing or using firearms, weapons, fireworks or explosives on property owned or controlled by Viterbo University and/or in the course of any university program or employment. This includes carrying weapons on their person, in their clothing, a purse, backpack, locker, or office.
2. Employees are also prohibited from carrying weapons anytime they are acting in the course and scope of employment such as business travel, attendance at seminars, traveling to and from meetings, and during off-campus meetings, etc.
3. A weapon shall include anything likely to be used, or designed to be used, in destroying, defeating, or injuring a person or property; an instrument by the use of which a fatal wound may probably or possibly be given or damage to property may be inflicted. A weapon may include, but is not limited to: any firearm; air soft gun; BB gun; paint gun; pellet gun; ammunition; bow and arrow; cross-bow; slingshot; cross-knuckles; club; knuckles of lead, brass or other metal; any bowie knife, dirk, dagger or similar knife; switchblade or any knife having the appearance of a pocket knife, the blade of which can be opened by a flick of a button, pressure on the handle or other mechanical contrivance.
4. Exceptions: a) This prohibition does not apply to a Viterbo employee (excluding all students and student employees) who is licensed to carry a concealed weapon when the weapon remains inside an attended or locked motor vehicle parked in a Viterbo campus parking lot and the weapon is secured in a closed glove compartment, closed console, closed trunk or in a closed container secured by an integral fastener and transported in the luggage compartment of the vehicle. b) This prohibition does not apply to authorized security or law enforcement personnel. c) This prohibition does not apply to authorized items used as intended in classroom, cafeteria, or physical plant work settings. d) This prohibition does not apply to weapons covered in the Viterbo University Theatrical Firearms Use Guidelines for Theatrical Productions, or approved guidelines outlined by other academic departments.

The safety and security of all students, employees and visitors is of paramount importance to the university. The university reserves the right to search for firearms, weapons, fireworks or explosives while located on university premises or at a university-sponsored event. Violations of this policy will result in discipline up to and including immediate termination of employment.

If you are aware that an individual possesses a firearm, other weapons, fireworks or explosives in violation of this policy, call Campus Safety and Security (608-796-3911) immediately.

IMPLIED PHOTO CONSENT 608-796-3037

Students and their guests may be photographed or videorecorded in group settings on campus and at University-sponsored events. These cameo images may appear in on- or off-campus publications and other forms of media. The University presumes implied photo consent from students and their guests for such appearances. Written permission is typically obtained for an individual student testimonial or an exclusive appearance used for promotional purposes. If a student does not wish their image to be used under any circumstances, the student should visit the Communications Office in the lower level of Reinhart Center for forms.

INFECTIOUS DISEASE POLICY 608-796-3806

<https://www.viterbo.edu/about/infectious-disease-preparedness-plan>

COVID-19, influenza, measles, mumps, and other infectious diseases may pose a threat to the university community as they do to communities across the nation and world. In the event of an infectious disease outbreak, university officials will monitor progress and work with local, state, and national authorities to determine the best course of action regarding institutional operations. The infectious disease policy can be found at the link above. The Center for Disease Control (CDC) webpage has extensive information on health threats at www.cdc.gov. For specific questions about your health, please contact your family physician or Health Services.

LATEX ALLERGY POLICY 608-796-3806

<https://www.viterbo.edu/health-services/latex-allergy-policy>

Viterbo University recognizes its responsibility for the health, welfare, and safety of students, faculty, administration, and staff. The purpose of this policy is to reduce, as far as is reasonably possible, the exposure of students and employees to latex proteins on the Viterbo campus.

1. Use of latex gloves is prohibited.
2. Use/display of latex balloons is prohibited.
3. Educational materials on latex allergies are available to students/employees upon request.
4. If necessary, employees will be shown proper skin protection techniques for working with students who are sensitive or allergic to latex. This will be done through Health Services upon request.
5. Departments should identify existing items on campus that contain latex. As existing equipment is replaced, non-latex equipment should be purchased, if available.
6. If non-latex materials are not available, skin contact precautions will be utilized with anyone who has a latex allergy or sensitivity.

Additional information about latex, its use, and materials containing latex may be found on the Health Services webpage.

LEAVE OF ABSENCE 608-796-3829

Undergraduate students are granted a continuous one-year leave of absence upon withdrawing or not being enrolled for any reason. Students will remain in the same catalog for curriculum requirements, provided they return to Viterbo University according to the guidelines specified below.

- If the student returns after three full, consecutive semesters, including summer, they will come into the current catalog at the time of re-entry.
- The student returns to the same program (major) as was declared upon last day of attendance.
- The student is not considered an officially enrolled student when not registered for any courses.
- The student also is not designated as being on a leave of absence for any official purposes.
- To initiate the reentry to Viterbo, the student is responsible for submitting an application (Apply Online link on the Viterbo home page) to indicate the term of return, as well as confirm/update other demographic information.
- The student is responsible for notifying the Registrar's Office of changes in name, address, telephone number, or email address while on leave of absence.
- Financial payments to Viterbo University will be reimbursed on a prorated basis in accordance with University policy.
- The student is responsible for completing a [Transfer Course Approval Form](#) if they decide to complete coursework at another institution during the leave of absence.

MEDICAL AMNESTY/GOOD SAMARITAN PROCEDURES

This policy may be applied to non-drug or alcohol offenses.

It is of the utmost importance that one calls for medical assistance when a student(s) is seriously injured or in an emergency situation (i.e. after consuming alcohol or drugs). Because emergencies can be life threatening, Viterbo works to reduce barriers to seeking assistance. The university recognizes that sometimes concern about Viterbo disciplinary action related to drug or alcohol use may deter students from seeking medical assistance for themselves or others. Therefore, Viterbo University will not take disciplinary action for an alcohol or drug-related violation of Viterbo's Code of Student Conduct; Alcohol, Tobacco, and Other Drug Policy; or other university policies, against those students who seek emergency medical assistance for themselves or other students.

The university also recognizes the significant threat to health and safety of ingesting dangerous amounts of alcohol and/or drugs and will work to ensure the involved student receives appropriate education and evaluation to reduce this risk. As a result, any student for whom assistance is sought under this policy may be required to complete education, assessment, and/or possible referral for treatment. The student will be responsible for any associated costs. In the event the student incurs any alcohol violation during the twelve-month period following the Good Samaritan report, the prior assistance file may be reviewed as part of the sanctioning process but will not be counted as a prior alcohol offense for the purpose of imposing mandatory minimum sanctions.

It is Viterbo's expectation that a student will limit the extent to which they avoid disciplinary action under this Good Samaritan Policy; this policy provides an opportunity to learn from a serious mistake and take healthy steps to avoid such mistakes in the future. The policy does not prevent action by police, or other legal authorities nor does it protect a reporting student from potential criminal or civil liability. Nor does this policy provide protection to those students who violate other university policy that warrants disciplinary action (e.g., students who are disruptive or combative, refuse treatment, possess a false identification, commit assault, and/or do property damage).

Medical emergencies: Alcohol and/or drug consumption/misuse can result in a medical emergency. Students and/or staff should request help with such an emergency immediately by visiting a hospital emergency room and/or by contacting 911. After 911 has been called, Campus Safety and Security or Residence Life may be called for assistance.

Voluntary Seeking Assistance: When a student recognizes that they have difficulty with substance use and agrees to voluntary withdrawal to participate in a comprehensive substance use treatment program at their own expense, penalties incurred for disruptive behavior resulting from the use of alcohol and/or drug consumption may be waived.

MEDICAL LEAVE OF ABSENCE

In the event that a student needs to leave campus for an extended period of medical treatment, either physical or psychological, the Vice President of Student Life and Dean of Students may grant them a medical leave of absence that lasts for longer than a continuous year in accordance with the following guidelines.

- If the student returns after three full, consecutive semesters, including summer, they will come into the current catalog at the time of re-entry.
- The student returns to the same program (major) as was declared upon last day of attendance.
- The student is not considered an officially enrolled student when not registered for any courses. The student also is not designated as being on a leave of absence for any official purposes.

- The request for medical leave must be submitted in writing to the Vice President for Student Life and Dean of Students, the Director of Counseling Services or the Coordinator of Health Services at or prior to the time the student is requesting the medical leave.
- Only the Vice President of Student Life and Dean of Students or designee may grant medical leave, but they will consider the recommendation of the Coordinator of Health Services, Director of Counseling Services, or other appropriate health care providers.
- There may be financial implications to the decision to take a Medical Leave of Absence. Therefore, the student is strongly encouraged to talk with the Financial Aid Office regarding specific financial implications. Financial payments to Viterbo University will be reimbursed in accordance with university policy.
- The student is responsible for completing a Transfer Course Approval form if they decide to complete coursework at another institution during the leave of absence.

In order to initiate reentry to Viterbo after a medical leave, a student must obtain the permission of the Vice President for Student Life and Dean of Students or designee. To obtain that permission, the student will need to:

- submit a written request to return from medical leave of absence to the Vice President of Student Life. This request can be in the form of an email or Word document stating, "I, (student name), am making a formal request to return to Viterbo University" and should include the requested start term;
- receive the necessary medical treatment; and
- provide medical documentation from the appropriate healthcare provider indicating that the student is fit to return to Viterbo University.

The Vice President of Student Life and Dean of Students or designee will make the decision whether or not to approve the student to re-enter Viterbo in consultation with either the Coordinator of Health Services or the Director of Counseling Services, depending on the reason(s) for the leave. Viterbo University reserves the right to require additional consultations between the student and appropriate healthcare professionals. Upon obtaining the approval of the Vice President of Student Life and Dean of Students or designee, a student may formally apply for re-entry according to policies outlined on the university Admissions website.

MISSING STUDENT NOTIFICATION POLICY

This policy is established in compliance with the Higher Education Opportunity Act of 2008, which requires that post-secondary institutions with on-campus student housing establish a missing student notification policy and procedures. Campus Safety and Security and other university officials will actively investigate any report of a missing resident student who is enrolled at Viterbo.

1. If a member of the campus community has reason to believe that a student is missing, they should immediately report this to Campus Safety and Security at 608-796-3911.
2. Upon receiving the report, Campus Safety and Security and/or other appropriate personnel will make reasonable efforts to investigate the report and locate the student to determine their health, well-being and safety. Efforts may include but are not limited to any one or more of these actions: (a) attempting contact by phone, email, etc., (b) checking student's place of residence, if known, (c) checking ID card access points, (d) contacting roommates, friends, family, etc. to determine possible location and/or companion(s), (e) reviewing class schedule, (f) contacting instructors, coach, etc., (g) obtaining description of student and apparel, (h) obtaining vehicle description and license plate number, and (i) searching facilities and/or parking lots. This investigation may also include a welfare check through the City of La Crosse Police department. The university reserves the right to contact family members or emergency contacts as a part of the investigation and to help determine the whereabouts of the student.
3. All students residing in Viterbo housing facilities are required to provide the Office of Residence Life with the names and phone numbers of a primary and a secondary contact to be notified in the event of an emergency if the student is reported missing. If the resident is under the age of eighteen (18) or is not yet emancipated, the University is required to have the primary emergency contact be a custodial parent or guardian.
4. The University will follow this notification procedure for a missing student who resides in on-campus housing.
 - A. Any reports of missing students are to be referred immediately to Campus Safety and Security.
 - B. After Campus Safety and Security and other appropriate university personnel investigate the report, if it is determined that the student* has been missing over 24 hours:
 - i. Campus Safety and Security will notify the appropriate law enforcement agency. (Investigation will continue in collaboration with law enforcement officers as deemed appropriate.)
 - ii. The Vice President for Academics or designee will contact the primary or secondary emergency contact. The Vice President for Academics or designee will contact a custodial parent or legal guardian if the student has not reached 18 years of age or is not emancipated.
5. Resident students will be informed of this Missing Student Notification Policy via its publication in the Viterbo University Student Handbook and a shortened version shown in the Viterbo University Emergency Response Plan.

*Procedures may vary if the student does not reside in on-campus housing.

NO SALES AND NO SOLICITATION 608-796-3840

Unauthorized solicitors and unauthorized sales are not permitted on campus. Sales means peddling or otherwise selling, purchasing or offering goods and services for sale or purchase, distributing advertising materials, circulars or product samples, or engaging in any other conduct relating to any outside business interest or for-profit or personal or professional economic benefit on university property or using university resources. Soliciting shall include canvassing, soliciting or seeking to obtain membership in or support for any organization, requesting contributions, and posting or distributing handbills, pamphlets, petitions, and materials of any like kind on campus property or using university resources (including without limitation bulletin boards, computers, mail, e-mail and telecommunication systems, photocopiers and telephone lists and databases).

These procedures are designed to avoid disruption of university operations, to protect the safety and privacy of faculty, staff, visitors and students, and to help ensure a learning, living, and/or work environment free from intrusions.

Violations may result in termination of sales or solicitation. Violation by anyone not a member of the Viterbo University community may result in removal from university property. Legal prohibitions regarding physical presence on campus/trespassing may also be pursued.

Exclusions: These procedures apply to all students and employees as well as to visitors and non-university organizations and individuals. They do not apply to university-supported fundraisers or solicitations authorized by appropriate university officials or to normal business contacts by authorized vendor representatives engaging in business with the university in compliance with other university policies, provided such contacts are made with the consent of the appropriate department head or university official.

NON-DISCRIMINATION STATEMENT 608-796-3932

Viterbo University is committed to establishing and maintaining an environment free from all forms of harassment and discrimination. The University does not discriminate on the basis of age, color, disability, gender, gender identity, marital status, national and ethnic origin, race, religion, sexual orientation, or veteran status in administration of its educational policies, programs or activities; admission policies; scholarship or loan awards; athletics, or other university-administered programs or employment. The Office of Human Resources has been designated to handle inquiries regarding the non-discrimination policy and may be contacted at Viterbo University, 900 Viterbo Drive, La Crosse, WI 54601.

The University does not discriminate on the basis of sex in its educational, extracurricular, athletic or other programs or in the context of employment. Sexual harassment and sexual misconduct are forms of sex discrimination prohibited by Title IX of the Education Amendments of 1972, a federal law which provides: No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance. Sexual harassment is also prohibited under Title VII of the Civil Rights Act of 1964 and Wisconsin law.

PARENT AND/OR GUARDIAN NOTIFICATION 608-796-3840

The Vice President for Student Life and Dean of Students or designee may notify parents or guardians by letter or telephone of disciplinary cases where disciplinary probation, suspension, or dismissal may result. In addition, the Vice President for Student Life and Dean of Students or designee may inform parents or guardians of a student of information regarding any violation of any federal, state, or local law, or of any rule or policy of the institution, governing the use or possession of alcohol or a controlled substance regardless of the university's sanction, if: (a) the student is under the age of 21 at the time the notification is made, and (b) the institution determines that the student has committed a disciplinary violation with respect to such use or possession.

PAYMENT POLICY 608-796-3850

<https://www.viterbo.edu/business-office/student-information>

Viterbo University policy requires any past due balance from a previous semester to be paid in full prior to the first day of a subsequent semester. An account with an unpaid past due balance may prohibit the student from participating in courses for any upcoming semester. The Viterbo University Business Office must receive payment for any previous semester's balance before each semester begins. International students must pay their bill before each semester begins for the first two semesters they attend Viterbo University. The general payment policy will be applicable after completion of an international student's second semester.

Finance charges will be assessed monthly at a nominal annual percentage rate of 15% (1.25% per month) on unpaid balances as of October 31 for fall semester charges (begins accruing October 1), February 28 for spring semester charges (begins accruing February 1) and June 30 for summer semester charges (begins accruing June 1). Finance charges will continue until the balance is paid in full. Full payment of the account balance is due on the final day of the semester in which the student is currently enrolled. Viterbo University has the right to withhold academic records, including transcripts and diplomas, and may refuse to accept registration for future academic terms during any period in which an unpaid balance exists.

Viterbo University strongly encourages each student to review the tuition refund schedule and the tuition and fee schedule for the current academic year. This information can be obtained from the Business Office or accessed online via the website listed above.

Please make payments to the Viterbo University Business Office in person, by mail, or online through the student's Self-Service account at www.viterbo.edu/vss. Viterbo University accepts cash, personal checks, money orders/bank checks, and credit/debit card payments (Visa, Mastercard, Discover), while online payments can be made via eCheck and credit/debit card. A convenience fee will be applied to payments using credit or debit cards. The Business Office is located in Murphy Center 214 and is open 8:00am-4:00pm, Monday through Friday. Our mailing address is 900 Viterbo Drive, La Crosse, WI 54601

PROPER ATTIRE 608-796-3806

In accordance with local health codes, clothing and footwear are to be worn in campus buildings and – in most instances – on campus grounds. Viterbo encourages standards of dress, personal appearance, and cleanliness, expected of many students in their chosen profession. Any apparel designs for Commencement-related activities serve to represent the Viterbo University and various entities within our community. As such, they should be in line with Viterbo University values and must be approved by appropriate departments on campus.

PROVISION OF FOOD AND BEVERAGE 608-796-3845

The purpose of this policy is to offer safe and healthy practices related to food and beverage and to follow health regulations, contractual agreements, university policy, and the university liquor license. Viterbo University holds exclusive contractual agreements with Aramark for food service and catering for Viterbo. Any exception to this catering requirement must be approved by the Assistant Dean of Student Community. Stansfield Vending, Inc. provides beverages in vending machines, beverage dispensers, and at soda fountain sales. Stansfield Vending, Inc. fills vending machines on-campus including packaged food. Domino's Pizza provides pizza for intercollegiate athletics concessions. Non-adherence to any of the following stipulations, damage to facilities and/or facilities left unkempt may result in loss of the privilege to use campus facilities.

PROVISION OF FOOD

1. At on-campus events (i.e. banquets, conferences, receptions, socials, etc.) that are open to the public, food and beverage must be catered through the campus dining contractor, Aramark, unless an exception has been approved by the Assistant Dean of Student Community.
2. Catering for on-campus events (i.e. banquets, conferences, receptions, socials, etc.) must be provided by Aramark, the only catering service or vendor authorized to provide food at such events. Any exception must be approved by the Assistant Dean of Student Community.
3. These stipulations apply to food sold at campus fundraisers. The Student Engagement Coordinator must approve any exceptions.
 - A. Potentially unsafe foods are not to be sold at fundraisers.
 - B. Fundraisers are permitted only when the proceeds support charities, campus clubs and /or campus organizations.
 - C. No student or employee may schedule a fundraiser on campus for personal profit.
 - D. All food items sold at bake sales must be wrapped or pre-packaged.
 - E. A list of ingredients for all items sold must be made available if requested.
4. It is the responsibility of the event coordinator(s) to ensure that all areas, tables, equipment, etc. are left in proper order after usage.

PROVISION OF BEVERAGE

1. All events, activities, meetings and fundraisers must comply with these stipulations from the university policy on alcohol.
 - A. Use of alcoholic beverages is prohibited except at university-sponsored events approved by the President.
 - B. The service and/or sale of alcoholic beverages are not permitted on University premises or at University-sponsored functions during the working day from 8 am to 5 pm unless approved by the president.
 - C. Alcoholic beverages are not permitted at student, club, or team events on or off campus unless approved by the Vice President for Student Life and Dean of Students.
 - i. Recognized student organizations, teams, etc. must apply to the Vice President for Student Life and Dean of Students for service of alcoholic beverages.
 - ii. The service of alcoholic beverages may be approved by the Vice President for Student Life and Dean of Students when it can be shown in advance that the majority of students in attendance will be 21 years of age or older.
 - D. Alcohol is permitted in on-campus apartments, including Clare, only when all room occupants and all individuals present in the unit are 21 years of age or older.

2. The university's liquor license permits the selling and serving of alcoholic beverages for public and private events (i.e. banquets, conferences, receptions, socials) in these venues only: Fine Arts Center FSPA Lobby, Kwik Trip Hospitality Suite, and the Reinhart Center First Floor Foyer.
3. It is the responsibility of the students using the space to ensure that all areas, tables, equipment, etc. are left in proper order after usage.

SERVICE AND EMOTIONAL SUPPORT ANIMALS

<https://www.viterbo.edu/academic-resource-center/students-diagnosed-needs-accommodations>

Viterbo University determines on a case-by-case basis and in accordance with applicable laws and regulations, whether a request for a service or support animal is a reasonable accommodation. Viterbo University enforces a no pet policy in campus buildings including housing facilities. Exceptions in housing facilities are only for fish in a properly-maintained aquarium no larger than ten gallons and for live-in Residence Life staff to have pets under strict conditions.

Service Animal: A service animal is defined by the Americans with Disabilities Act (ADA) as any dog that is trained to work or perform tasks for an individual with a diagnosis, including physical, sensory, psychiatric, intellectual, or mental disabilities. The work or tasks performed by a service animal must be directly related to the handler's diagnosis. Under the Americans with Disabilities Act, individuals with disabilities may use service animals in any public area unless doing so poses a danger to the health or safety of others or causes undue burden. Individuals with disabilities who use a service animal on campus must register with Accessibility Services. Such students who will be living in campus housing facilities must complete and submit application and documentation materials to Accessibility Services a minimum of 30 days prior to the date provided by Residence Life for move-in (limited exceptions may apply).

Emotional Support Animal (ESA): For an individual with a diagnosis, an ESA is an animal whose role is to provide companionship, affection, security, calming influence, emotional support, or otherwise function as part of a regimen of treatment and must be prescribed by the student's licensed medical provider. While a university may be required to reasonably accommodate an emotional support animal in campus housing facilities, under FHA, the university is not required to allow a student to bring the ESA to other areas or buildings on campus. To request an emotional support animal, a student living in campus housing must provide required documentation of the diagnosis and submit a completed application to Accessibility Services. Requests to have an ESA on campus must be approved by Accessibility Services prior to the animal moving on campus. ESAs are only allowed in the owner's room or apartment and are excluded from all other areas of campus, including lounges and academic buildings. The Office of Residence Life will provide the student approved for an ESA with the contract regarding Residence Life regulations as well as roommate contracts approving the ESA. For further information, visit the Accessibility Services webpage linked above.

Medications for ESA or Service Animals: If the ESA or service animal is on prescribed medication, a copy of the prescription must be provided to the Director of Accessibility Services or Office of Residence Life within 24 hours of obtaining the prescription.

SEXUAL DISCRIMINATION, SEXUAL HARASSMENT, AND SEXUAL MISCONDUCT

<https://www.viterbo.edu/sexual-misconduct/sexual-misconduct-process>

NOTICE OF NON-DISCRIMINATION AND TITLE IX

<https://www.viterbo.edu/sexual-misconduct/sexual-harassment-policy-and-procedures>

Viterbo University does not unlawfully discriminate on the basis of sex in any education program or activity that the University operates. Title IX's mandate not to discriminate on the basis of sex extends to students, employees, and other persons in all aspects of the University's programs, activities, and operations. Inquiries regarding how Title IX applies to the University may be referred to the University Title IX Coordinator (contact information below), to the Assistant Secretary at the U.S. Department of Education, or to both.

Viterbo University's Title IX office consists of deputy coordinators Kirsten Gabriel, Vice President of Student Life and Dean of Students and Emily Weaver, Chief Human Resources Officer. The Title IX Coordinators can be reached at 900 Viterbo Drive, Viterbo University, La Crosse, WI 54601, and titleIX@viterbo.edu.

The University has adopted a grievance procedure and process that can be accessed through the link above that provides for the prompt and equitable resolution of student and employee complaints alleging any action that is prohibited by Title IX and/or its implementing regulations. The policy addresses how to report or file a Formal Complaint of Sexual Harassment, and how the University will respond.

This notice will be provided to applicants for admission and employment; students, parents, or legal guardians of elementary and secondary school students; employees; and unions or professional organizations holding collective bargaining or professional agreements.

PROHIBITED CONDUCT RELATED TO TITLE IX AND SEXUAL VIOLENCE

See the Prohibited Conduct Subject to Disciplinary Action section of the Code of Student Conduct.

IF YOU EXPERIENCE SEXUAL VIOLENCE:

1. Be safe and go to a safe place.
2. Get medical care (if needed). If you are physically injured, medical care is vital. You can receive medical care at any hospital emergency room. If you are 18 years or older, you can get treatment for your immediate injuries without filing a police report.
3. To get support and assistance, you should consider calling one of these 24-hour services as soon as possible: Mayo Safe Path Domestic Abuse and Sexual Assault Services, 608-392-7804 or 1-800-362-5454, extension 27804; Mayo Sexual Assault Nurse Examiner (SANE) Program, 608-392-9720 or 1-800-362-5454, extension 27000; or Gundersen Sexual Assault Services Crisis Line, 608-775-5950 or 1-800-362-9567, extension 55950.
4. Tell someone you can trust: a counselor, a friend, a relative, a medical provider, a minister, the police, a Resident Assistant, or a Residence Life staff member.
5. If you intend to report the assault, or leave this option open in the future, physical specimens collected soon after the assault/rape will be valuable evidence. Do not shower, bathe, wash your hands, eat, drink or brush your teeth. Place each item of clothing in a separate paper bag (no plastic). Leave the area where the assault occurred undisturbed.
6. You make the decision when and how to utilize law enforcement. However, the longer you wait to report the assault, the greater the likelihood that valuable evidence (e.g., DNA, collaborative interviews from witnesses) may be lost. Evidence collection is usually done in the county where the assault occurred, usually within the first 72 hours following the assault (the earlier, the better). You have three ways to contact law enforcement:
 - A. Call 911 if an emergency or, if not emergent, call the police department dispatch where the crime occurred.
 - B. Go to the police station in the jurisdiction where the assault occurred to file a police report, or
 - C. If you go to a hospital, ask that they notify the police.

ON-CAMPUS CONFIDENTIAL HELP

Students seeking confidential support on-campus should contact one of these confidential sources:

- Counseling Services (370 Murphy Center): 608-796-3808, 608-796-3810, or 608-796-3809
- University Chaplain (S. Thea Bowman Center): 608-796-3804

OFF-CAMPUS CONFIDENTIAL HELP

Individuals seeking a confidential source of support off-campus should contact one of these agencies:

- Gundersen Domestic Abuse and Sexual Assault Program, 1900 South Avenue, La Crosse, (608) 775-5950 or (800) 362-9567, ext. 55950 (24 hours toll-free)
- Mayo Healthcare Safe Path Domestic Abuse and Sexual Assault Services: 700 West Avenue, La Crosse, 608-392-7804 (24 hours) or 1-800-362-5454, extension 27804 (24 hours toll-free)
- New Horizons Shelter and Outreach Centers: Outreach Center at 1223 Main Street, La Crosse, 608-791-2610. Crisis Line and Shelter (24 hours), 608-791-2600 (TTY available) or 1-888-231-0066 (TTY available).

REPORTING TO THE UNIVERSITY OR THE POLICE

A Viterbo student or employee has the right to report sexual misconduct or relationship violence to the police and/or to the university. It is the individual's choice to report and there are good reasons to report to both, just the police, just the university, or to neither.

1. An individual may report on campus and move forward with the campus process without reporting to the local police.
2. Individuals who are not certain if they want to report may want to discuss the matter with a confidential employee or an off-campus confidential resource.

FILING A REPORT WITH THE UNIVERSITY

Reports of sex discrimination, sexual harassment, and sexual misconduct made to the University should include as much information as possible, including the names of those involved, and the date, time, place, and circumstances of the incident(s). You can make a report by contacting the Title IX Coordinator at titleIX@viterbo.edu. You may also contact the Director of Campus Safety and Security, at 3911 (if using a Viterbo phone) or 608-796-3911 if using a non-Viterbo phone. Confidential report filing may also be done online at www.viterbo.edu/viterbo-speaks-up.

FILING A REPORT WITH THE POLICE

There are three ways to contact law enforcement to file a report:

1. Call 911 if an emergency, or if not emergent, call the police department dispatch where the crime occurred. In La Crosse, the non-emergency number is 608-785-5962.
2. Go to the police station in the jurisdiction where the assault occurred to file a police report. The La Crosse Police Department is located on the first floor of the City of La Crosse Administration building at 400 La Crosse Street, La Crosse, WI 54601. Lobby hours are weekdays from 8:30 am to 5 pm.
3. If you go to a hospital, ask that the hospital notifies the police.

PROTECTIVE ORDERS

Forms to request temporary, harassment, and domestic abuse restraining orders are available at and submitted to the County Clerk of Court office, 333 Vine Street, La Crosse.

REVIEW, INVESTIGATION, AND RESOLUTION

If an incident is reported to a Title IX team member and the respondent(s) is/are Viterbo student(s), the preliminary review is followed by informal resolution, investigation, a live hearing, and formal resolution. If the Respondent is a Viterbo employee, the preliminary review is followed by informal resolution, investigation and formal resolution, and/or procedures outlined in the Viterbo Personnel Policies Handbook. Mediation or other forms of informal resolution are never permissible in cases involving allegations of sexual assault between an employee and student. A Complainant has the right to request changes to academic, living, transportation, or working situations whether or not they file a report of sexual harassment, sexual misconduct, or relationship violence with the University.

The Complainant and the Respondent are entitled to the same opportunities to an advisor and/or support person during investigative and adjudication meetings. At the conclusion of the investigation and live hearing, both parties are notified of the outcome. Sanctions imposed following a determination of an on-campus disciplinary procedure regarding sexual assault range from nonacademic disciplinary institutional probation to suspension or expulsion. Those reporting incidents of sexual misconduct are notified of available services including written notification of existing campus and community counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance. Assistance and support will be provided to the individual filing the report as requested.

Those who file reports with a Title IX team member are notified of available counseling as provided at no cost by Counseling Services. Further, Viterbo will provide written notification to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, and other services available for victims, both within the institution and in the community.

SANCTIONS

Sanctions imposed upon students who are determined to have violated the Title IX: Prohibition of Sexual Harassment Policy may include a variety of institutional responses or requirements, including, but not limited to, the following: warning, removal from campus housing, not being allowed to represent the University in volunteer or paid work, restitution, required attendance at educational programs, required assessment or counseling, restriction of privileges, probation, suspension and/or expulsion, and any other sanctions listed in the Code of Student Conduct or deemed appropriate under the circumstances.

Appropriate sanctions for Viterbo faculty, staff or administrators deemed to have violated the Title IX: Prohibition of Sexual Harassment Policy include, but are not limited to a disciplinary warning, unpaid suspensions, suspension of promotion and salary increments, loss of prospective benefits, reduction in salary, suspension from service, suspension or withdrawal of privileges, demotion and/or termination of employment, or any other available sanctions as specified by the Viterbo Personnel Policies Handbook.

SEXUAL VIOLENCE RISK REDUCTION TIPS

Those who commit sexual violence are responsible for their actions. The following information is provided without minimizing the attacker's responsibility. These suggestions are provided to help reduce the risk of experiencing a non-consensual sexual act.

1. Pre-plan and limit your alcohol intake or drug usage. Acknowledge that alcohol/drugs may lower sexual inhibitions and/or may increase vulnerability to another person who views an intoxicated or high person as a sexual opportunity.
2. Go out together. Go out as a group and come home as a group. Never separate and never leave your friend(s) behind. Being with others is a good idea when a situation looks dangerous.
3. Take care of your friends and ask that they watch and take care of you. A real friend will challenge you if you are about to risk your safety and/or make a mistake. When this occurs, respect the friend trying to help you.
4. Make your limits known as early as possible.
5. Tell a sexual aggressor "NO" clearly and firmly.
6. Remove yourself from the physical presence of a sexual aggressor, if possible.
7. Find someone nearby and ask for help.

If you find yourself in the position of being the initiator of sexual behavior, you owe sexual respect to your potential partner. These suggestions may help you to reduce your risk of being accused of sexual misconduct:

1. Understand and respect personal boundaries.
2. Clearly communicate your intentions to your sexual partner and give them a chance to clearly state their intentions to you.
3. Mixed messages from a partner or potential partner are a clear indication that you should stop, defuse any sexual tension and communicate better. You may be misreading the other person.
4. Ask permission. Do not make assumptions about consent; about someone's sexual availability; about whether they are attracted to you; about how far you can go or about whether they are physically and/or mentally able to consent. If there are any questions or ambiguity, then you DO NOT have consent.
5. Silence and passivity cannot be interpreted as an indication of consent. Ask permission. Read your partner or potential partner carefully and pay attention to verbal and non-verbal communication and body language.
6. Understand that consent to some form of sexual behavior does not automatically imply consent to any other form(s) of sexual behavior.
7. Realize that a potential partner could be intimidated by or fearful of you. You may have a power advantage based on your gender and size. Do not abuse that power.
8. Do not take advantage of another's alcohol or drug intoxication, even if they chose to become intoxicated.

SAFE AND POSITIVE OPTIONS FOR BYSTANDER INTERVENTION

Bystanders can play a critical role in the prevention of sexual assault, harassment, dating violence, or domestic violence. To achieve this, one can learn effective intervention. Intervening might be done through direct or indirect methods of active bystander intervention shown on the chart.

Direct Method of Active Bystander Intervention	Indirect Method of Active Bystander Intervention
<ol style="list-style-type: none"> 1. Say something directly to the person: <ol style="list-style-type: none"> a. "Are you okay?" b. "Can I call a cab?" c. "Who did you come here with? Let's find your friends." 2. Say something to the perpetrator. Let them know that you recognize what is taking place and you will not stand for it. <ol style="list-style-type: none"> a. "Is everything okay here?" b. "They are pretty drunk; you should probably just get their phone number and call them tomorrow." c. "I don't like what you just did/said." d. "What you just said is not cool." 3. Remove the person from the situation. 4. If you suspect you or a friend has been drugged, call the police immediately and let someone in charge know like a bouncer, bartender, or manager. 5. Always make sure you are safe before intervening. 	<ol style="list-style-type: none"> 1. Don't intervene if you feel uncomfortable or unsafe doing so. <ol style="list-style-type: none"> a. Consider enlisting others to help you – the bouncer, bartender, friends, bystanders, etc. b. Don't be afraid to call the police or 911 if you feel like anyone is in immediate danger. 2. Distract the perpetrator. <ol style="list-style-type: none"> a. "Hey, I think your car is being towed!" b. "Someone called the cops! We need to get out of here!" 3. Distract the person. <ol style="list-style-type: none"> a. "Hey, will you come to the bathroom with me?" b. "Can you help me find (enter mutual friend's name)?" c. "I think your friend is looking for you." 4. Have a code word/text with your friends or family if you feel uncomfortable saying something directly. 5. Talk to a campus official in a non-emergency situation.

Other ways to effectively intervene as a bystander are:

- Confront people who seclude, hit on, try to make out with, or have sex with people who are incapacitated.
- Speak up when someone discusses plans to take advantage of another person.
- Refer people to on or off-campus resources listed in this document for support in health, counseling, or legal assistance.

STUDENT FREEDOM OF EXPRESSION POLICY 608-796-3840

STATEMENT ON FREEDOM OF EXPRESSION

As an educational community guided by its mission “to prepare students for faithful service and ethical leadership” and in keeping with the core values of our Franciscan founders, Viterbo University is committed to creating an environment that promotes free speech and expression within boundaries that protect the rights and safety of all. Freedom of expression and inquiry are fundamental to the advancement of knowledge and the academic enterprise.

THE RESPONSIBILITIES OF THE CATHOLIC UNIVERSITY

In his Catholic Universities: Ex Corde Ecclesiae, the late Pope John Paul II wrote: “By means of a kind of universal humanism, a Catholic University is completely dedicated to the research of all aspects of truth, in their essential connection with the supreme Truth, who is God. It does this without fear but rather with enthusiasm, dedicating itself to every path of knowledge, aware of being preceded by Him who is ‘the Way, the Truth, and the Life’...”

PURPOSE OF THE POLICY

The purpose of this policy is to promote free speech and expression through the open exchange of ideas and opinions. This policy aims to protect opportunities for free expression while proactively addressing the potential for conflict between the exercise of that right, the rights of other members of the Viterbo community, and the normal functioning of the University.

STUDENT RIGHTS

Freedom of expression at Viterbo University includes the right of students to present and advocate for their ideas through hosting campus events or speakers, distributing printed material, offering petitions for signature, making speeches, and holding protests or demonstrations outside university buildings. These activities are expected to be peaceful, employ non-violent methods, and not interfere with the normal operations of the university. Events shall not infringe upon the rights of anyone who does not share similar beliefs and no one will be permitted to harm others. Events and speakers should align with the mission of the University. Political activities should follow the University’s Guidelines for Political Activities (see Personnel Policies, Administrative Procedures, and Regulations Handbook).

CAMPUS EVENTS POLICY

Consistent with this policy, students or student groups who wish to host events that will be open to the public must follow applicable policies related to space reservation, use, safety, and security. Students who invite non-University speakers to campus are the hosts of such speakers and are responsible for the conduct of all guests. The Vice President for Student Life and Dean of Students is the approval authority for student-sponsored campus events and will consult with the Vice President for Academics when events are closely related to academic programming. The University reserves the right to cancel, reschedule, and/or relocate a speaker or event and to limit attendance to members of the campus community. For events where additional safety concerns arise, the cost for security will be borne by the hosting students or student group.

Hosts should follow these processes when planning events:

1. **Speaker/event approval:** Student groups wishing to invite or host a guest speaker or event on campus that will be open to the public must seek approval for the event/external speaker from the Vice President for Student Life and Dean of Students. The Vice President for Student Life and Dean of Students is available to consult with students regarding the qualifications and mission alignment of the proposed speaker and will determine additional planning steps as deemed appropriate.
2. **Publicity and Communication Coordination:** Students should contact the Executive Director of University Relations or designee prior to contracting to coordinate event promotion through external and internal channels including potential media coverage.
3. **Safety and Security Coordination:** Organizers of events where more than fifty (50) attendees are anticipated must contact Campus Safety and Security and the Director of the Fine Arts Center no later than at the time of contracting with the speaker/performer to coordinate parking, accessibility, safety, VIPs, etc. The Vice President for Student Life and Dean of Students may require consultation with Campus Safety and Security in the following cases:
 - A. the complexity of the event requires the involvement of more than one campus administrative unit;
 - B. the event is likely to pose safety and security concerns on campus; and/or
 - C. the event is likely to interfere with other campus functions or activities.

DEMONSTRATION POLICY

This policy is to be used only on occasions where students have an immediate need to organize and express their views (for example, responding to a specific, current event). This policy is not intended to replace the Campus Events Policy. The rights of demonstrating students may not interfere with the rights of others to access the educational programs, services and offices of Viterbo University, endanger the safety of any person on campus, violate the law or result in the destruction of property. Accordingly, the following standards are to be followed:

1. Time: Demonstrations should occur during normal hours of operation (Monday-Friday; 9:00am-5:00pm). Demonstrations outside of regular hours will bear the costs for additional security and the required presence of other university employees.
2. Place: Demonstrations may not take place indoors and may not impede pedestrian or vehicular traffic, block thoroughfares, or obstruct building entries or exits.
3. Manner: In congruence with the University mission and values, demonstrations are expected to use nonviolent methods such as marches, rallies, and protests. Sound amplification may not interfere with classes or other events in progress. Demonstrators may not claim to speak for or represent the position of the University. For events where additional safety concerns arise, the cost for security will be borne by the hosting students or student group.
4. Notification: Students or student organizations intending to hold a demonstration must notify and receive approval from the Vice President for Student Life and Dean of Students at least two business days in advance of the planned demonstration. Following approval, the Vice President for Student Life and Dean of Students in conjunction with the Vice President for Academics will meet with the organizers to clarify goals and provide appropriate support and resources to mitigate risk and protect participant's rights. This meeting is intended to be consultative and supportive process regarding applicable standards for time, place, and manner, and assistance with reserving space, promotions and notifications, news and media coverage, and coordination with safety and security.

FIXED EXHIBITS POLICY

Fixed exhibits may also be forms of free expression, such as ribbons or banners tied to trees or lamp posts; temporary walls or other erected structures; flags, crosses, signs, symbols or other items planted in the ground. Due to their unique nature, fixed exhibits must be coordinated with the Vice President for Student Life and Dean of Students in consultation with other stakeholders (i.e., Campus Safety and Security, Physical Plant). Requests for such exhibits may be submitted at least seven (7) business days in advance. Agreement will be reached regarding the parameters of the exhibit including hosting party's responsibilities, logistical considerations (time, place, and manner), and length of exhibit. The hosting party is responsible for any damage to University property resulting from the exhibit. Fixed exhibits may not interfere with the rights of others to access the educational programs, services and offices of Viterbo University, endanger the safety of any person on campus, violate the law or result in the destruction of property. Sound amplification may not interfere with classes or other events in progress.

STUDENT TRAVEL POLICY 608-796-3840

<https://www.viterbo.edu/about/travel-policy-and-resources>

All students who are traveling for University-related purposes must abide by the Student Travel Policy.



VITERBO UNIVERSITY

VITERBO UNIVERSITY

CODE OF STUDENT CONDUCT

A. INTRODUCTION

Viterbo University is committed to fostering a campus environment that is conducive to upholding the university mission and core values, learning, academic achievement, a constructive campus life, and thoughtful study and discourse. The student conduct program under the authority of the Vice President for Student Life and Dean of Students is dedicated to an educational and development process that balances the interests of individual students with the interests of the Viterbo University community.

The student conduct process at Viterbo University is not intended to punish students. Instead, it exists to protect the interests of the community and to challenge those whose behavior is not in accordance with university policy. Sanctions are intended to challenge students' actions and decision-making and to help them bring their behavior into accord with Viterbo community expectations. When a student is unable to conform their behavior to community expectations, the result of the student conduct process may be a determination that the student should no longer share the privilege of participation in the Viterbo University community.

Viterbo University campus community members must uphold and abide by the requirements of the Code of Student Conduct; exemplify the university's core values of contemplation, integrity, hospitality, service, and stewardship; and meet the following university standards and expectations:

1. To exhibit conduct appropriate to a learning environment and to respect the rights, dignity and worth of every individual in the Viterbo University community.
2. To accept responsibility for one's own behavior at all times.
3. To maintain acceptable standards of academic performance.
4. To be honest and considerate.
5. To be a responsible member of and to contribute positively to the Viterbo community.
6. To show appropriate concern for one's own self, academic, and personal development.
7. To demonstrate proper care, use, and regard for University facilities, property, and equipment.
8. To comply with university policies and local, state, and federal laws.

Viterbo University students are responsible for knowledge of the Code of Student Conduct. It is the student's responsibility to read their email from Viterbo University regularly (daily). All pertinent information from a university official or office will be sent via Viterbo email, or to the latest mailing address provided by the student, to the student's on-campus housing mailbox, and/or by hand delivery. Failure to read one's Viterbo email does not excuse the student from being responsible for the content provided in communications and will not be considered as urgent circumstances in the student conduct process.

When information of concern about an online posting comes to the attention of a university official, it may be acted upon in accordance with university policy.

Viterbo students may access a copy of the Code of Student Conduct on the university website. Hard copies of the Code of Student Conduct are also available in Murphy Center 226.

There is no time limit on reporting violations of the Code of Student Conduct. However, the longer someone waits to report an offense, the harder it becomes for University officials to obtain information and witness statements and to make determinations regarding alleged violations. Though anonymous complaints are permitted, doing so may limit the University's ability to investigate and respond to a complaint. Those who are aware of misconduct are encouraged to report it as quickly as possible to Campus Safety and Security, Residence Life, one of the Assistant Deans of Students, and/or the Vice President for Student Life and Dean of Students.

B. JURISDICTION

The Code of Student Conduct and the student conduct process apply to the conduct of individual students, both undergraduate and graduate, and all student organizations. For the purposes of student conduct, the university considers an individual to be a student when an offer of admission has been extended and thereafter as long as the student has a continuing educational interest in Viterbo University.

Students, student groups, guests, and visitors to the campus are required to abide by the stipulations of this Code. Each member of the Viterbo community is responsible for their conduct and for the behavior of their guests and may be held responsible for the actions of guests who violate the provisions of this Code. The Code is distributed to protect the interests of the community, to challenge students to practice safe, healthy, and respectful community-living choices, to appropriately hold students accountable for prohibited conduct, to give students general notice of impermissible behavior, and to outline procedures that typically follow such behavior.

The university retains conduct jurisdiction over students who choose to take a leave of absence, withdraw or have graduated for any misconduct that occurred prior to the leave, withdrawal, or graduation. If sanctioned, a hold may be placed on the student's ability to re-enroll, obtain official transcripts, and/or graduate. All sanctions must be satisfied prior to re-enrollment eligibility. In the event of serious misconduct committed while still enrolled but reported after the accused student has graduated, the university may invoke these procedures and should the former student be found responsible, the university may revoke that student's degree.

The Code of Student Conduct applies to guests of community members whose hosts may be held accountable for the misconduct of their guests. The Code may also be applied to resident non-students, campers and high school bridges, extension, partner, dual credit, and continuing education programs by contractual agreements. Visitors to and guests of Viterbo University may seek resolution of violations of the Code of Student Conduct committed against them by members of the Viterbo University community.

The Code of Student Conduct applies to behaviors that take place on the Viterbo University campus, at satellite campus locations, and at university sponsored, supervised or coordinated programs or events on or off campus. The Code may also apply off-campus when the Assistant Deans of Students or designee determines that the off-campus conduct affects a substantial university interest. A substantial university interest is defined to include:

1. any action that constitutes criminal offense as defined by federal, state or local law. This includes, but is not limited to, single or repeat violations of any local, state or federal law committed in the municipality where the university is located;
2. any situation where it appears that the student's conduct may present a danger or threat to the health or safety of others;
3. any situation that significantly impinges upon the rights, property or achievements of self or others or significantly breaches the peace and/or causes social disorder;
4. any situation that is detrimental to the interests of Viterbo University; and/or
5. any online posting or other electronic communication, including cyber-bullying, cyber-stalking, cyber-harassment, etc. occurring completely outside of the university control (e.g. not on university networks, web sites or between university email accounts). Said postings or communications will only be subject to off-campus jurisdiction when said postings or communications can be shown to cause an on-campus and/or university-related disruption.

The Code of Student Conduct may be applied to behavior conducted online, via email or another electronic medium. Students should also be aware that online postings such as blogs, web postings, chats and social networking sites are in the public sphere and are not private. These postings can subject a student to allegations of conduct violations if evidence of policy violations is posted online. The university does not regularly search for this information but may take action if, and when, such information is brought to the attention of university officials.

C. AUTHORITY

The Vice President for Student Life and Dean of Students is vested with authority over student conduct that is not associated with classroom assignments or tests, holds the discretion and authority to determine who hears a case, and may appoint investigators, student conduct administrators, and appeals officers to assist with student conduct review. Residence Life staff and the Assistant Deans of Students serve as the university's frontline Student Conduct Administrators and share in the delivery of the student conduct process. Viterbo University is the convener of every action under this code.

D. VIOLATIONS OF THE LAW AND THE CODE OF STUDENT CONDUCT

Students may be accountable to both civil authorities and to the University for acts that constitute violations of the law and of this Code. University disciplinary procedures will normally progress during the pendency of civil or criminal proceedings or any other University proceedings regarding the same conduct. Procedures in this Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings. Accused students may not challenge the University disciplinary proceedings on the grounds that criminal charges are pending or have been terminated, dismissed, reduced or not yet adjudicated.

The university may cooperate with law enforcement and other agencies in the enforcement of criminal law on campus and in conditions imposed by the criminal courts for the rehabilitation of student violators (provided that the conditions do not conflict with campus regulations or sanctions). The university will refer matters to Federal State and City authorities for prosecution when appropriate. Individual students and other members of the University community, acting in their personal capacities, remain free to interact with governmental authorities as they deem appropriate.

E. INTERIM ACTIONS

Interim Action: When the Assistant Dean of Student Wellbeing (off-campus students) or Assistant Dean of Student Community (on-campus students) have reasonable cause to believe that a student(s) or student organization(s) may pose a risk to the safety or well-being of those involved or members of the University community, the student(s) or student organization(s) may be issued an interim action. Interim actions may include but are not limited to: issuing a no-contact directive(s); registration hold; restriction from specific activities, facilities or locations; cease and desist mandates; restriction from facilitating or participating in student organization business or activities; and/or suspension of student status or student organization recognition. An interim action will remain in effect until removed or altered by the Assistant Dean of Student Wellbeing (off-campus students) or Assistant Dean of Student Community (on-campus students). A student or student organization may challenge an interim action in writing to the Vice President for Student Life and Dean of Students via the process outlined below. Failure to comply with an interim action may result in a referral to a Student Conduct Administrator or to Campus Safety and Security.

Interim Suspension: When the Assistant Dean of Student Wellbeing (off-campus students) or the Assistant Dean of Student Community (on-campus students) has reasonable cause to believe that a student's or student organization's presence on university premises or at university-related or registered student organization activities poses a significant risk of substantial harm to the health or safety of others, or to the damage of property, a student's or student organization's access may be immediately suspended from all or any portion of university premises, university-related activities, and/or registered student organization activities. An interim suspension will be confirmed by a written notice and shall remain in effect until the conclusion of a voluntary resolution, disciplinary conference, formal hearing, or a decision by the Assistant Dean of Student Wellbeing (off-campus students) or Assistant Dean of Student Community (on-campus students). A student(s) or student organization(s) may challenge an interim suspension in writing to the Vice President for Student Life and Dean of Students (see the process outlined below). Failure to comply with an interim suspension may result in a referral to a Student Conduct Administrator or to Campus Safety and Security.

Contesting an interim action or suspension: To contest an interim action or suspension, a student(s) or student organization(s) must submit a written appeal to the Vice President for Student Life and Dean of Students. The appeal must be in writing and include the following information: student's or student organization's name(s), rationale for the request, any documentation that supports that the student(s) or student organization(s) would not pose a risk. The student will be notified of the decision within 5 business days of receipt of the request. The interim suspension will remain in effect while any review is pending. There will be no further appeals to this decision. If the interim suspension is lifted, other interim restrictions (e.g., removal from university housing, limited access to campus) may be assigned until the outcome of any related conduct case. The interim suspension does not replace the regular conduct process, which may proceed.

F. PROHIBITED CONDUCT SUBJECT TO DISCIPLINARY ACTION

Prohibited conduct or actions subject to disciplinary action or response by the University includes but is not limited to the following. Students attempting impermissible acts may be subject to disciplinary action or response by the University to the same extent as those completing said violations. *An asterisk denotes prohibited conduct that is in violation of either the University's Title IX: Prohibition of Sexual Harassment Policy or Code of Student Conduct. Allegations of such conduct that could be in violation of the Title IX: Prohibition of Sexual Harassment Policy will be referred to the Title IX Coordinator.

1. **Academic Dishonesty:** Acts of academic dishonesty will be addressed by the instructor, academic dean and/or Vice President for Academics or designee through policies on academic integrity or grade appeal. Information regarding academic regulations and policies can be found here: <https://www.viterbo.edu/node/23866>.
2. **Alcohol, Tobacco and Other Drugs:** Use, abuse, misuse, possession, sale, manufacturing or distribution of alcoholic beverages, tobacco products, cannabis, prescribed drugs, synthetics, heroin, narcotics, or other controlled substances. *See Policy on Alcohol, Tobacco, and Other Drugs for further details and examples.
3. **Animals:** Animals are prohibited on university property except as approved and at university sponsored, supervised, or coordinated events. All service and emotional support/assistance animals must be approved by Accessibility Services.
4. **Arrest Responsibility:** Students who are arrested or taken into custody by any law enforcement agency are required to inform the Director of Campus Safety and Security or the Vice President for Student Life and Dean of Students within 72 hours of their release. Students arrested may be subject to university disciplinary action when their conduct violates university standards.
5. **Breach of Security:** Breach of security including, but not limited to "tailgating", preventing doors from locking, propping doors open, loaning a key or identification card, violations of the Guest and Visitation policy.
6. **Bullying or Cyberbullying:** Bullying and/or cyberbullying are repeated and/or severe aggressive behaviors that intimidate or intentionally harm or control another person physically or emotionally.
7. **Coercion:** Coercion is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When someone makes clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.

8. Complicity: Action or inaction with another or others to violate university policy; the act of contributing to, assisting with, or facilitating behavior in violation of this Policy; aiding; abetting.
9. Computer/Electronic or Digital Device Misuse: Abuse, misuse, or theft of computers, electronic devices, telephones, etc., including but not limited to:
 - A. Digital or electronic harassment, use of computers, electronic devices, telephones, to stalk; to view or send hurtful, threatening, discourteous, abusive, obscene or pornographic messages or images.
 - B. Unwanted, repeated, harassing, denigrating, lewd or obscene communication using devices.
 - C. Use of computers, digital or electronic devices, telephones to interfere with the work of another student, faculty or staff member.
 - D. Recording, taking, sending or uploading any content including audio, copy, emails, photo(s), and/or video(s), etc. of another that may denigrate or humiliate.
 - E. Use of another's identification or password.
 - F. Engaging in acts of theft of computers, electronic devices, telephones, etc., theft of data or illegal file sharing.
 - G. The misuse, unauthorized or fraudulent use of the University's or of another person's telephone system, telephone, cellular phone, telecommunication code, telephone credit card, or the unauthorized acceptance of collect telephone calls.
 - H. Unauthorized entry to a file to use, read or change the contents, or for any other purpose; improper or unauthorized access to University computer files and systems, electronic devices, telephones, etc.
 - I. Unauthorized alteration, disclosure, disruption and destruction of University computer files and systems, electronic devices, telephones, etc.
 - J. Unauthorized transfer of a file(s).
 - K. Using computing facilities, copy machines and other resources in violation of copyright or proprietary laws.
 - L. Unauthorized use of electronic or other devices to make an audio or video record of any person while on University premises without their prior knowledge when such a recording is likely to cause injury or distress. This includes, but is not limited to, taking pictures of another person in a gym, locker room or restroom.
10. Consent in Romantic and/or Sexual Relationships of Unequal Status: Students, faculty and staff members should understand that "consensual sexual relationships," particularly those among persons of unequal status, may be or become a violation of the Code of Student Conduct and/or Title IX. Anyone who engages in a sexual relationship with a person over whom they have any degree of power or authority must understand that the validity of the consent involved can and may be questioned. Such a relationship may also be in violation of the University "Prohibition on Consensual Relationships with Students" policy, which reads: "Viterbo University seeks to maintain a professional and ethical educational environment. Actions of University employees (faculty members, including adjuncts, staff members, and administrators) that are unprofessional are inconsistent with the University's educational mission. A consensual dating or sexual relationship between any University employee and a student is deemed unprofessional and is therefore prohibited, unless the two persons are married. A violation of this policy may result in disciplinary action including dismissal for unprofessional conduct. In the event that a prohibited consensual relationship between an employee and a student is in existence at the time this policy is adopted, the employee must disclose the relationship to their supervisor or the Vice President for Student Life and Dean of Students and initiate arrangements to address any conflict of interest issues."
11. Damage, Destruction and Sanitary Practices: Intentional, reckless or unauthorized damage or destruction of University property, property of a member of the University community, failure to adequately maintain residence facilities, or failure to properly dispose of trash and recycling. Costs for damaged property will be distributed across a hall or floor or room if a responsible party cannot be determined.
12. Dating Violence or Relationship Violence*: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the complainant; and where the existence of such a relationship shall be determined based on the reporting party's statement and a consideration of the following factors: the length of the relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
13. Disclosure of Criminal Convictions: Students are required to disclose in writing to the Vice President for Student Life and Dean of Students any criminal convictions they may have incurred. This policy applies to incoming, enrolled and current Viterbo students.
14. Discrimination: Any act or failure to act that is based upon an individual or group's actual or perceived status that is sufficiently severe that it limits or denies the ability to participate in or benefit from Viterbo University's educational program or activities.

15. Disruptive Behavior: Substantial disruption of, interference with, or obstruction of Viterbo University operations including obstruction of a study environment, learning, teaching, living, administration, other university and/or authorized non-university activities which occur on campus.
- A. Disruption, obstruction or interference with or attempts to obstruct, disrupt or interfere with another student's right to study, learn, or complete assignments, including, but not limited to, destroying, preventing or limiting access to information or records used by another student in connection with University responsibilities.
 - B. Disruption, obstruction or interference with educational activities in classrooms, lecture halls, campus library, laboratories, theatres, or any other place where education and teaching activities take place including, but not limited to, talking at inappropriate times, drawing unwarranted attention to self, engaging in loud or distracting behaviors, displaying defiance or disrespect of others, or threatening another individual.
 - C. Participation in a gathering or assembly that disrupts the normal operations of the University or infringes on the rights of other members of the University community, or leading or inciting others to disrupt scheduled or normal activities on University premises or at University-sponsored or supervised functions.
 - D. Obstruction or disruption interfering with the freedom of movement, either pedestrian or vehicular, on University property or at University-sponsored or supervised events.
16. Disorderly Conduct: Conduct that is disorderly, disrespectful, lewd, or indecent; breach of peace; or aiding, abetting or finding another to breach the peace on University property or at University sponsored functions.
17. Distracted Driving: a form of impaired driving as a driver's judgment is compromised when they are not fully focused on driving. Distracted driving qualifies as talking on a cell phone, texting, reading (e.g. books, maps, and newspapers), using a GPS, playing games such as Pokémon Go, watching videos or movies, eating/drinking, smoking, personal grooming, adjusting the radio/CD and playing extremely loud music. Talking to passengers and driving while fatigued (mentally and/or physically) can also be forms of distracted driving. Distracted driving can lead to reduced reaction time; impaired judgment, possibly falling asleep behind the wheel; accidents and injuring or killing yourself, your passengers and/or other people.
18. Domestic Violence*: Includes, but is not limited to, felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the complainant, by a person with whom the Complainant shares a child in common, by a person who is cohabitating with or has cohabitated with the Complainant, by a person similarly situated to a spouse of the Complainant under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction. While not exhaustive, the following are examples of conduct that can constitute domestic violence: (1) physical harm, bodily injury or assault; (2) the infliction of fear of imminent physical harm, bodily injury, or assault; or (3) terroristic threats, criminal sexual conduct, or interference with an emergency call.
19. Falsification or False Reporting: False reporting and/or falsely accusing an individual of any of the behaviors prohibited by this policy is a serious violation of policy. Intentionally providing false and/or inaccurate information regarding an allegation of prohibited conduct is considered serious misconduct. Good faith reports for which a Respondent is not found to be responsible is not considered false reporting. Knowingly furnishing or possessing false, falsified or forged materials, documents, accounts, records, identification or financial instruments. Acts of dishonesty, including, but not limited to:
- A. Lying or fraudulent behavior in, or with regard to, any transaction with the university, whether oral or written.
 - B. Furnishing false or misleading information or lying to the University or to any University official; misrepresenting information to the University or any University official.
 - C. Giving false testimony, falsifying, distorting or misrepresenting information related to grievance or disciplinary matters.
 - D. Deceit, fraud, distortion of the truth or improper use of another's effort to gain advantage.
 - E. Forgery, alteration, counterfeiting, mutilating, accessing without authorization, or misuse of documents, records or instruments of identification including, but not limited to, identification cards, personal identification numbers (PIN), electronic mail access codes or passwords, computerized records, transcripts, athletic passes, course registrations, and receipts.
 - F. Initiating or causing any false report, warning, and threat of fire, explosion, false fire alarm, bomb threat, or other emergency.
 - G. Tampering with the election of any student organization or group.
20. Failure to Comply: Failure to comply with the directions of, lying to, or treating discourteously University officials, including but not limited to, Campus Safety and Security and Residence Life personnel acting in performance of their duties and/or failure to identify oneself to these persons when asked to do so.

21. Force*: Use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats) and coercion that overcome resistance or produce consent. There is no requirement that a party resists the sexual advance or request, but resistance is a clear demonstration of non-consent. The presence of force is not demonstrated by the absence of resistance. Sexual activity that is forced is by definition non-consensual, but non-consensual activity is not by definition forced.
22. Financial Responsibilities: Failure to promptly meet financial responsibilities to the institution, including but not limited to; knowingly passing a worthless check or money order in payment to the institution or to an official acting in an official capacity.
23. Fire Safety/Safety Equipment:
- A. Intentionally, recklessly, or unauthorized causing a fire or activating an alarm.
 - B. Failure to evacuate a university-controlled building during a fire alarm or drill.
 - C. Misusing, damaging or tampering or improperly engaging fire alarms or extinguishers, fire sprinklers, smoke detectors or safety equipment.
 - D. Such action may result in a local fine and/or university sanctions.
24. Firearms, Weapons, Explosives: Possession, even if it is legally possessed, use, display or distribution of any weapon, combustible item, instrument, device, firearms, explosives, fireworks, gasoline, incendiary devices, or instrument which under the circumstances in which it is used, is readily capable of causing death, physical injury or property damage on University premises or at university-sponsored functions. Local and/or federal authorities may be contacted. A weapon shall include anything likely to be used, or designed to be used, in destroying, defeating, or injuring a person or property; an instrument by the use of which a fatal wound may probably or possibly be given or damage to property may be inflicted. A weapon may include, but is not limited to: any firearm; air soft gun; BB gun; paint gun; pellet gun; ammunition; bow and arrow; cross-bow; slingshot; cross-knuckles; knuckles of lead, brass or other metal; any bowie knife, dirk, dagger or similar knife; switchblade or any knife having the appearance of a pocket knife, the blade of which can be opened by a flick of a button, pressure on the handle or other mechanical contrivance.
25. Gambling: Illegal gambling or wagering and online betting activities.
26. Gender-Based Harassment*: Gender-based harassment is unwelcome conduct of a nonsexual nature based on an individual's actual or perceived sex, including conduct based on gender identity, gender expression, and nonconformity with gender stereotypes.
27. General Laws: Violation of any federal, state or local law.
28. Harassment: Conduct that creates or attempts to create an environment that a reasonable person would consider intimidating, hostile, abusive, or offensive. Offensive conduct may include, but is not limited to, offensive jokes, slurs, epithets or name calling, physical assaults or threats, intimidation, ridicule or mockery, insults or put-downs, offensive objects or pictures, and interference with performance. Harassment may extend further than the person harassed; it can involve anyone affected. Typically, harassment includes more than one act or event. However, a single serious incident can constitute harassment.
29. Bias-Related Incidents: Conduct that creates or attempts to create an environment that a reasonable person would consider intimidating, hostile, abusive, or offensive. Offensive conduct may include, but is not limited to, offensive jokes, slurs, epithets or name calling, physical assaults or threats, intimidation, ridicule or mockery, insults or put-downs, offensive objects or pictures, and interference with performance. Bias-related incidents are behavior that constitutes an expression of hostility against person or property of another due to the targeted person's age, color, disability, ethnicity, gender, marital status, national or ethnic origin, race, religion, sex, sexual orientation, or veteran status. These acts or behaviors may not rise to the level of a crime, or a violation of state or federal law, but may contribute to creating an unsafe, negative, or unwelcome environment for the targeted person.
30. Harm to Persons: Threatening or causing physical harm, extreme verbal abuse, or other conduct which threatens or endangers the health and safety of any person; fighting, any attempt to cause injury or inflict pain, causing injury or inflicting pain, physical contact with another when the person knows or should reasonably believe that the other will regard the contact as offensive or provocative unwanted physical contact. Intimidation, implied threats or acts that cause an unreasonable fear of harm in another.
31. Hazing: Defined as acts likely to cause physical or psychological harm or social ostracism to any person within the university community, when related to admission, initiation, pledging, joining, or any other group-affiliation activity. Apathy and acquiescence in the presence of hazing are not neutral acts; they are violations of this rule. The express or implied consent of the victim will not be a defense.
32. Health and Safety: Creation of health and/or safety hazards (i.e. dangerous pranks, hanging out of or climbing from/on/in windows, balconies, roofs, trash cans, doors).

33. Host Responsibility: Student hosts are accountable for any and all violations their guests may commit while on campus or visiting the university.
34. Hostile Environment Caused by Sexual Harassment*: A hostile environment exists when sex-based harassment is sufficiently serious to deny or limit the student's ability to participate in or benefit from the University's programs or activities.
- A. A hostile environment can be created by anyone involved in a University's program or activity (e.g., employees, students, and campus visitors).
 - B. In determining whether sex-based harassment has created a hostile environment, the University considers the conduct in question from both a subjective and objective perspective. It will be necessary, but not enough, that the conduct was unwelcome to the individual who was harassed. The University will also need to find that a reasonable person in the individual's position would have perceived the conduct as undesirable or offensive in order for that conduct to create or contribute to a hostile environment.
 - C. To make the ultimate determination of whether a hostile environment exists for an individual(s), the University considers a variety of factors related to the severity, persistence, or pervasiveness of the sex-based harassment, including: (1) the type, frequency, and duration of the conduct; (2) the identity and relationships of persons involved; (3) the number of individuals involved; (4) the location of the conduct and the context in which it occurred; and, (5) the degree to which the conduct affected one or more individual's environment or education.
 - D. The more severe the sex-based harassment, the less need there is to show a repetitive series of incidents to find a hostile environment. Indeed, a single instance of sexual assault may be sufficient to create a hostile environment. Likewise, a series of incidents may be sufficient even if the sex-based harassment is not particularly severe.
 - E. First Amendment Considerations: This policy does not impair the exercise of rights protected under the First Amendment. The University's sexual misconduct policy prohibits only sex-based harassment that creates a hostile environment. In this and other ways, the University applies and enforces this policy in a manner that respects the First Amendment rights of students, employees, and others.
35. Incapacitation related to Sexual Misconduct or Relationship Violence*: Incapacitation includes sexual activity with someone who one should know to be—or based on the circumstances should reasonably have known to be—mentally or physically incapacitated (by alcohol or other drug use, unconsciousness, or blackout). The question of incapacitation is determined on a case-by-case basis that will include an analysis of whether the accused knew, or a sober, reasonable person in the position of the accused should have known, that the Complainant was incapacitated.
- A. When alcohol or other drugs are being used, a person will be considered to be incapacitated and unable to give effective consent if they cannot fully understand the details of a sexual interaction (who, what, when, where, why, or how of a situation) because they lack the capacity to reasonably understand the situation.
 - B. Consumption of alcohol or drugs alone is insufficient to establish incapacitation.
 - C. Possession, use, and/or distribution of any substances, including but not limited to Rohypnol, Ketamine, GHB, Burundanga, etc., is prohibited, and administering one of these drugs to another person is a violation of this policy.
36. Interference with the Conduct Process: Knowingly violating the terms of any disciplinary proceeding or sanction imposed in accordance with this Code, including, but not limited to:
- A. Failure to comply with sanctions or failure to appear at a disciplinary meeting, conference or hearing when requested.
 - B. Falsification, distortion, or misrepresentation of information.
 - C. Disruption of or interference with disciplinary proceedings.
 - D. Attempting to influence, harass or intimidate a victim, witness or member of a university disciplinary committee prior to, during, and/or after a disciplinary proceeding.
37. Intimidation/Insults: Implied threats or acts that cause an unreasonable fear of harm in another. Bullying, repeated and/or severe, aggressive behavior likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally; harassment, verbal abuse, contempt, disrespect, insults, disparaging remarks, etc. This also includes intimidation related to sexual misconduct or relationship violence*.
38. Littering: Littering; trash or household rubbish left in housing facilities, common areas, or locations not designated for waste disposal.
39. Noise: Excessive noise, loud noise, quiet or community hours violation.
40. Odor: Any aroma of such intensity that it becomes apparent and/or offensive to others is prohibited. Any odor can become noxious or offensive when it is too strong. Some examples are cigarette, cigar, or pipe smoke; incense; perfume; air freshening spray; large amounts of dirty laundry; rubbish, and cannabis smell.
41. Public Exposure: Deliberately and publicly exposing one's intimate body parts, public urination, defecation, and public sexual acts

42. Relationship Violence*: Refers to domestic violence and/or dating violence.
43. Retaliation: Any intentional, adverse action taken by a responding individual or allied third party, against a participant or supporter of a participant in a civil rights grievance proceeding, such as Title IX*, or other activity protected under this Code.
44. Rioting: Causing, inciting or participating in any disturbance that presents a clear and present danger to self or others, causes physical harm to others, or damage or destruction of property
45. Sex Discrimination*: Sex discrimination is conduct based upon an individual's sex that excludes an individual from participation, denies the individual the benefits of, treats the individual differently or otherwise adversely affects a term or condition of, an individual's employment, education, living environment or participation in a program or activity. Sex discrimination encompasses all forms of sexual harassment, sexual misconduct, differential treatment, and gender-based harassment.
46. Sexual Assault*: is an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation, including but not limited to rape, sexual assault with an object, and groping. Sexual assault includes, but is not limited to:
- A. Intentional touching of another person's intimate parts without that person's consent; or
 - B. Other intentional sexual contact with another person without that person's consent; or
 - C. Coercing, forcing, or attempting to coerce or force a person to touch another person's intimate parts without that person's consent; or
 - D. Rape, which is penetration, no matter how slight, of (1) the vagina or anus of a person by any body part of another person or by an object, or (2) the mouth of a person by a sex organ of another person, without that person's consent.
47. Sexual Exploitation*: an individual taking non-consensual or abusive sexual advantage of another for their own benefit or for the benefit of anyone other than the person being exploited, and that behavior does not otherwise constitute sexual harassment. Examples include, but are not limited to:
- A. Engaging in sexual voyeurism
 - B. Invading sexual privacy (e.g., doxxing)
 - C. Knowingly making an unwelcome disclosure of (or threatening to disclose) an individual's sexual orientation, gender identity, or gender expression
 - D. Taking pictures, video, or audio recording of another in a sexual act, or in any other sexually related activity when there is a reasonable expectation of privacy during the activity, without the consent of all involved in the activity; or exceeding the boundaries of consent (such as allowing another person to hide in a closet and observe sexual activity; or disseminating sexual pictures without the photographed person's consent), including the making or posting of non-consensual pornography
 - E. Prostituting another person
 - F. Engaging in sexual activity with another person while knowingly infected with human immunodeficiency virus (HIV) or a sexually transmitted disease (STD) or infection (STI), without informing the other person of the virus, disease, or infection
 - G. Causing or attempting to cause the incapacitation of another person (through alcohol, drugs, or any other means) for the purpose of compromising that person's ability to give consent to sexual activity, or for the purpose of making that person vulnerable to non-consensual sexual activity
 - H. Misappropriation of another person's identity on apps, websites, or other venues designed for dating or sexual connections (e.g., spoofing)
 - I. Forcing a person to take an action against that person's will by threatening to show, post, or share information, video, audio, or an image that depicts the person's nudity or sexual activity
 - J. Knowingly soliciting a minor for sexual activity
 - K. Engaging in sex trafficking
 - L. Knowingly creating, possessing, or disseminating child pornography
48. Sexual Harassment*: is unwelcome conduct of a sexual nature, including but not limited to unwelcome sexual advances; sex-based harassment; requests for sexual favors; or other verbal or nonverbal conduct of a sexual nature, including rape, sexual assault, and sexual exploitation. In addition, depending on the facts, sexual assault, dating violence, domestic violence, and stalking may also be forms of sexual harassment. Under the University's Title IX policy this unwelcome conduct is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the University's education program or activity

49. **Sexual Misconduct***: Sexual misconduct is a severe form of sexual harassment and includes sexual exploitation, sexual assault or other sexual violence, domestic violence, dating violence, and stalking. Many types of sexual misconduct may include nonconsensual sexual contact or sexual exploitation, but nonconsensual sexual contact and/or sexual exploitation are not a necessary component(s).
50. **Stalking***: Stalking means engaging in conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others or to suffer substantial emotional distress, and/or creates a hostile environment. Examples include acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property. Stalking can be a form of sexual harassment. Stalking behavior includes, but is not limited to:
- A. Repeated, unwanted, intrusive, or frightening communications by phone, mail, text, email and/or social media;
 - B. Repeatedly leaving or sending complainant unwanted items, presents, or flowers;
 - C. Following or lying in wait for the complainant at places such as home, school, work, or recreation place;
 - D. Making direct or indirect threats to harm the complainant, the complainant's children, relatives, friends, or pets;
 - E. Damaging or threatening to damage the complainant's property;
 - F. Posting information or spreading rumors about the complainant on the internet, in a Campus place, or by word of mouth; or
 - G. Unreasonably obtaining personal information about the complainant by accessing Campus records, using internet search services, hiring private investigators, going through the complainant's garbage, following the complainant, contacting complainant's friends, family work, or neighbors, etc.
51. **Theft**: Attempted or actual removal or theft of misuse, or unauthorized taking or use of University property, or the services or property of a member of the University community, or other personal or public property.
52. **Threatening or Disruptive Behavior**: Written or verbal conduct that causes a reasonable expectation of injury to the health or safety of any person or damage to any property.
53. **Trust**: Violations of positions of trust within the university community.
54. **Unauthorized Access**: Unauthorized access to any Viterbo building (i.e. keys, cards, etc.) or unauthorized possession, duplication, or use of keys, door access cards, or identification to any University facility or premises or unauthorized presence, entry to, or use of University facilities or premises. Duplication of university keys is not permitted.
55. **Unauthorized Entry**: Misuse of access privileges to Viterbo University premises or unauthorized entry to or use of buildings, including trespassing, propping or unauthorized use of alarmed doors for exit from a Viterbo University building.
56. **Unwelcome Conduct related Sexual Misconduct or Relationship Violence***: Conduct of a sexual nature is considered unwelcome if the individual did not request or invite it and considered the conduct to be undesirable or offensive.
- A. Unwelcome conduct may take various forms, including, name-calling, graphic or written statements (including the use of cell phones or the Internet), or other conduct that may be physically threatening, harmful, or humiliating. Unwelcome conduct does not have to include intent to harm, be directed at a specific target, or involve repeated incidents. Unwelcome conduct can involve persons of the same or opposite sex.
 - B. Participation in the conduct or the failure to complain does not always mean that the conduct was welcome. The fact that an individual may have welcomed some conduct does not necessarily mean that an individual welcomed other conduct. Also, the fact that an individual requested or invited conduct on one occasion does not mean that the conduct is welcome on a subsequent occasion.
57. **Violations of University Policy**: Violation of any Viterbo University policy, rule, regulation, or standard.
58. **Violations of Law**: Violation of local, state, or federal laws.
59. **Vulgarity**: Remarks, actions, or gestures which are by common usage lewd or obscene.
60. **Wheeled Devices and Remote-Control Devices**: Bicycle riding, skateboarding, operating hoverboards, operating drones or unmanned aircraft, operating remote control toy vehicles, roller skating, scooter riding, wearing shoes with wheels, and/or similar activities are not permitted inside buildings or in housing facilities.
- A. Skateboards and other wheeled devices may not be used on benches, curbs, railings, ramps, stairs, or any such fixtures.
 - B. Bicycles must be parked and secured to a university-provided bike rack. U-locks are strongly recommended.

- C. Due to fire and safety concerns, the possession, use, charging, or storage of hoverboards, self-balancing scooters, battery-operated scooters, hands-free Segway, and other similar equipment are not permitted in university buildings and on university property. (One is strongly cautioned against storing these devices in one's vehicle.)
- D. Use of drones and other unmanned aircraft is restricted to academic and university use and only with required registration according to federal regulations and after written request of and subsequent approval by the Director of Campus Safety and Security.
- E. Approval for the use of drones and other unmanned aircraft must be requested in writing from the Director of Campus Safety and Security. Approval is granted only for academic and university use and only for devices that are registered to federal guidelines.
- F. Individuals may be liable for damage or injury caused by activities or devices that are in violation of this policy.

G. SANCTIONS

One or more of the following disciplinary measures, also called sanctions, may be imposed for a violation of this Code. In deciding upon a sanction, the Student Conduct Administrator or Title IX decision makers will consider relevant factors including the nature of the offense, the severity of any damage, mitigating circumstances, the student's current demeanor, history of disciplinary infractions, failure of the individual to comply with past sanctions, and/or injury or harm resulting from the offense, etc. The sanctions listed below may be enhanced or substituted with additional conditions deemed appropriate by the disciplinary authority.

1. Administrative Relocation in University Housing: Requirements to be placed in an assigned or relocated space in University housing.
2. Behavioral Contract: A written document signed by the student and a University official in which the student agrees to correct inappropriate behaviors and/or comply with required stipulations.
3. Disciplinary Probation: A written reprimand specifying the violation for which the student is responsible. Students on probation are not considered to be in good standing with the University. Probation is for a designated period of time and includes the probability of more severe disciplinary action if the student is found to be in violation of any University policy during the probationary period.
4. Educational Assignments: Written apologies, written research assignments, community service, participation in classes, workshops, online learning programs, service to the University, or work assignments, etc. Written proof of participation may be required.
5. Eviction Warning: Written notice that further infractions may result in removal from campus housing.
6. Fines: A sum of money imposed as a penalty.
7. Interim Suspension: The Assistant Dean of Student Wellbeing (off-campus students) or the Assistant Dean of Student Community (on-campus students) may suspend a student from class, campus facilities, University premises and/or University-sponsored functions, for an interim period pending disciplinary or criminal proceeding, after consultation with the chief academic officer.
 - A. The interim suspension shall be immediately effective when there is evidence that the presence of the student at the University poses an immediate threat to others, to the preservation of University property, or to the stability and continuation of standard University operations.
 - B. A student suspended on an interim basis shall be given a prompt opportunity to appear personally before the Assistant Dean of Student Wellbeing (off-campus students) or the Assistant Dean of Student Community (on-campus students) to discuss the reliability of the information related to the student's conduct, the reliability of the information concerning the student's identity, and if the conduct and related circumstances reasonably show that the continued presence of the student on University premises poses an immediate threat to others or to the stability and continuation of standard University operations.
8. No Contact Directive: A student may be required to have no contact with another campus community member.
9. No Trespass Order: No trespass notice may be issued to a Viterbo student and/or guest restricting the movement or presence of the individual from any or all facilities and locations on campus. Local authorities may be contacted for assistance in the event of a violation of a no trespass order. Violators may also face additional disciplinary action. No trespass orders are issued by the Vice President for Student Life and Dean of Students.
10. Parental or Guardian Notification: If a student is under the age of twenty-one (21) at the time of notification, parents or guardians may be informed of alcohol and drug violations when the University determines that the student has committed a disciplinary violation with respect to use or possession of alcohol or drugs.
11. Referrals: Students may be referred to counseling, rehabilitation or other offices, agencies or programs for assessment, guidance and service. Compliance with the recommendations made by the professional to whom the referral is made is expected and the student may be held responsible for any payment associated with the referral.

12. Reprimand: An official written censure with notice: (a) of inappropriate behavior (b) conduct associated with the violation must stop immediately and permanently, and (c) additional violations may result in more severe sanctions.
13. Restitution: Compensation for loss, damage or injury, etc. Such compensation may take the form of appropriate service, monetary replacement and/or material replacement.
14. Restrictions or Loss of Privileges: Denial or restriction of privileges or access. Examples include, but are not limited to: Restricting registration, closing a computer account, or loss of guest privileges, etc.
15. Residence Unit Suspension: Separation from the residence halls, apartments for a specified period of time after which the student may be eligible to return. Students may be held responsible for room and board payments as outlined in the contract; conditions for readmission may be specified.
16. Residence Unit Expulsion: Permanent separation from the residence halls, apartments. Students may be held responsible for room and board payments as outlined in the contract.
17. Restorative Conversation, Conference or Circle: Restorative conversations, conferences, and circles provide opportunities for community members to come together to address harmful behavior in a process that explores harms, needs, and a path toward accountability and repair. Restorative conversations and circles will only occur when offered by student conduct personnel and when all parties are in agreement to participate in a restorative process. Those involved will have individual conversations with the student conduct administrator prior to any action taken to schedule and/or facilitate restorative conversations, conferences, or circles.
18. Revocation of Admission and/or Degree: Admission to or a degree awarded from the University may be revoked at any time for fraud, misrepresentation, or another violation of the Code of Student Conduct in obtaining the degree, or for other serious violations committed by a student prior to graduation.
19. University Expulsion: Permanent separation from the University and from University facilities.
20. University Suspension: Separation from the University for a specified period of time. Conditions for readmission may be specified.
21. Warning: Notice, verbally or in writing, that the continuation or repetition of prohibited behavior may be cause for additional disciplinary action.
22. Withholding Degree: The University may withhold a degree otherwise earned until the completion of the process set forth in this Code of Student Conduct, including completion of sanctions, if any.

H. STUDENT CONDUCT PROCEDURES

This section provides an overview of Viterbo University's student conduct proceedings. While consistency in similar situations is a priority, the incidents reported are not of the same nature, complexity, or severity. Hence, the procedures are somewhat flexible and may not be exactly the same in every situation.

1. Reporting/Alleging a Policy Violation: Any member of the Viterbo University community, visitor, or guest may allege a policy violation by any student under this code by contacting Campus Safety and Security at 608-796-3911, the RA on call at 608-796-3500, or the Viterbo Speaks Up webpage (www.viterbo.edu/Viterbo-speaks-up). The notice of policy violation may also be given to the Vice President of Student Life and Dean of Students, the appropriate Assistant Dean of Students, or - when appropriate - the Title IX Coordinator. All allegations can be submitted by a complainant or a third party and should be submitted as soon as possible after the incident occurs.
 - A. Administrators may act on notice of a potential violation whether or not a formal allegation is made.
 - B. The student conduct process begins and all applicable timelines commence with notice to an administrator of a potential violation of university policy.
 - C. Viterbo University reserves the right to pursue an allegation on its own behalf and to serve as the convener of the subsequent conduct process.
2. Standard of Proof: In cases of alleged violations of university policy, the standard of proof is the preponderance of evidence (e.g. more likely than not). Violations will be determined on the basis of whether it is more likely than not that the student respondent violated university policy. This standard is also employed when making determinations regarding interim restrictions/actions.
3. Confidentiality: In some cases, the confidentiality of a reporting party may not be able to be kept. If a reporting party would like the details of an incident to be kept confidential, the reporting party may speak with the any member of Counseling Services, the University Chaplain, or an off-campus support agency.
4. Absence: Should a student decide to withdraw or leave the university and not participate in an investigation and/or hearing, the student conduct process will proceed in the student's absence and that student will not be permitted to return to Viterbo University unless all sanctions have been satisfied. The university reserves the right to place a hold on the student account or student identification if the student has a complaint pending for violation of university policy and/or until investigations have been completed and/or the disciplinary sanctions have been satisfied.

5. Investigation: When it appears a violation of the Code of Student Conduct or other university policy has occurred or is occurring, an investigation of the circumstances will be initiated by the Assistant Dean of Student Wellbeing (off-campus students) or Assistant Dean of Student Community (on-campus students) or their designee(s). While other university employees may be assigned to investigate, investigators of non-academic disciplinary situations are typically Campus Safety and Security, Human Resources, or Student Life administrators. The investigation may include requests for written statements, witness interviews, and/or review of records, text messages, email communications, documents, information or material, etc. An investigation may be closed due to lack of merit or insufficient information, or the case may be referred for voluntary resolution, mediation, conduct conference, or panel hearing. Students and others are encouraged to be as forthright and as specific as possible when offering information during an investigation, but may choose the extent to which they share information.
6. Informal Resolution: The Student Conduct Administrator may offer the accused student or organization the option to resolve the case through informal resolution if (a) the Student Conduct Administrator views voluntary resolution as a viable option given the circumstance, and (b) all involved voluntarily agree to proceed with a voluntary resolution and any agreed upon reparations. A Complainant or Respondent has the right to refuse voluntary resolution at any time and proceed with a formal hearing process. If a decision is made to resolve the case informally and all conditions for informal resolution are met, a facilitator will be designated by the University to proceed with conferencing. Upon completion of the conferencing process, those involved will review a written copy of a brief summary of the harms caused and the agreed upon reparations of harms. Upon review, the student will sign a copy indicating agreement with the information outlined in the document. Once the informal resolution is signed by the students and facilitator(s), the student is provided with a copy. A signature of an informal resolution agreement relinquishes a student's right to have the matter resolved through the formal process.
7. Mediation: Mediation is encouraged as an alternative means to resolve conflicts, disputes and disciplinary cases. Mediation is typically voluntary. The Vice President for Student Life and Dean of Students or designee may decline to process a complaint until the parties in a nonacademic misconduct case make a reasonable attempt to achieve a mediated agreement. To be binding in a disciplinary case, any mediated agreement must be approved by the Vice President for Student Life and Dean of Students or designee. Mediation will not be used in cases of sexual assault.
8. Disciplinary Conference: A disciplinary conference is our default disciplinary procedure and typically occurs when (a) the conduct officer does not offer informal resolution, and/or (b) the student does not agree to informal resolution, the findings, or sanctions.
 - A. Disciplinary Conference is typically conducted by a student conduct administrator.
 - B. The Respondent will receive written notification through official Viterbo University email of the conference date and the specific alleged act(s) of misconduct at least 24 hours in advance of a disciplinary conference.
 - C. The Respondent may be accompanied by a support person of choice and at their own expense at a disciplinary proceeding. The support person may advise the student using written communication, but is not permitted to speak or participate in the disciplinary proceeding. The support person may not appear in lieu of the person filing the report or the accused student. The work of the Student Conduct Administrator will not as a general practice be delayed or rescheduled due to the unavailability of a support person.
 - D. Written notification to the student will be delivered in person or sent to the last address provided by the student to the University.
 - E. Procedures shown below for an appeal may also apply to a disciplinary conference.
9. Restorative Conversations, Conferences, or Circles: Restorative Justice is a philosophy and practice rooted in indigenous practices. Restorative conversations, conferences, and circles provide opportunities for community members to come together to address harmful behavior in a process that explores harms, needs, and a path toward accountability and repair. Restorative conversations, conferences, and circles will only occur when all parties are in agreement to participate in the collaborative conversation. Individuals will have individual conversations prior to any action taken to schedule and/or facilitate restorative conversations, conferences, or circles.
 - A. Parties and roles involved:
 - Person(s) who caused harm: the individual(s) whose actions have harmed or affected others
 - Impacted Individual(s): those who were directly harmed or affected by what happened
 - Affected Individual(s): others who've been affected by what happened
 - Supporting Individuals: people who would like to attend the circle to support one or more participants in the circle
 - Facilitators: trained staff who facilitate the process
 - B. Restorative conversation: Typically involve the person(s) who caused harm and a facilitator. Supporting people may participate if desired and deemed appropriate.

- C. Restorative conference or circle: brings together all participants to meet, discuss what happened, and settle on a plan to repair harm. A typical restorative conference or circle will include:
- Prior to the conversation, the facilitator will schedule individual conversations with all parties regarding what to expect during a restorative conversation and circles. The facilitator will prepare for the upcoming conversation.
 - The facilitator holds and sets the space by welcoming all participants.
 - Each person introduces themselves and their relationship to what happened.
 - Individuals who have caused harm share what happened before, during, and after the incident, and how they feel about what happened.
 - Impacted and affected individuals share what happened before, during, and after the incident, how they feel about what happened, and any questions they have.
 - Supporting participants are invited to share any thoughts or feelings about what they've heard.
 - Facilitators ask questions to help guide the process. Facilitators are multipartial, rather than impartial or neutral. This means they are equitably partial to everyone involved in the process. Facilitators will act to ensure that all participants have the opportunity to share their thoughts, feelings, and experiences about the conflict as well as what could be done to make things better.
 - Once everyone has shared their thoughts and feelings about what happened, the group will brainstorm options for repairing the harm. The group decides which options could best repair the harm and those who caused harm share what they are willing to do to repair it.
 - If the group chooses to create a written agreement, the facilitators will record and compile the agreement, which is signed by all participants.
 - The facilitators provide formal closure to the process.
10. If the student fails to adhere to the Student Conduct Administrator's instructions to respond or appear, the Student Conduct Administrator may proceed with the case in the student's absence, including making an administrative decision about the student's responsibility regarding the allegation(s).
11. Formal Hearing Procedures: Students accused of non-academic offenses (also known as Respondents) that may result in eviction from an on-campus living unit or suspension or expulsion from the University have three business days to choose to have their case heard via a formal hearing before a Hearing Panel or a disciplinary conference with a Student Conduct Administrator. If the student fails to make a choice within three business days, the decision will fall to the university to elect a disciplinary process and procedure. All Title IX formal complaints are reviewed through a formal hearing process. The University may choose and reserves the right to resolve a disciplinary matter by formal hearing. The following procedures occur during formal hearings:
- A. The Respondent will receive written notification of the hearing date and the specific alleged act(s) of misconduct at least ten (10) days prior to the hearing.
 - B. The Hearing Panel is comprised of three university employees selected by the Vice President for Student Life and Dean of Students, Title IX Coordinator, or designees.
 - C. The Vice President for Student Life and Dean of Students and Title IX Coordinator and/or designees shall be responsible for providing administrative support to the Hearing Panel.
 - D. The Hearing Panel is responsible for determining findings and assigning sanctions.
 - E. The Vice President for Student Life and Dean of Students, Title IX Coordinator, or decision-making chair may remove a member from the Hearing Panel if the member fails or refuses to perform their Hearing Panel duties or responsibilities.
 - F. The Complainant and the Respondent will submit the names of witnesses for the hearing, a summary of the information each witness is expected to provide (Code of Student Conduct cases only), and any document(s) each party expects to present at the hearing to the decision-making chair or designee by the deadline outlined in case communications. The decision-making chair or designees will make copies of the information available to the person filing the report (Complainant, an individual that is typically present in Title IX cases but typically absent in Code of Student Conduct cases), the accused student (the Respondent, present in all Title IX and Code of Student Conduct cases), and the Hearing Panel prior to the hearing.
 - G. The students may be accompanied by a support person of their choosing at their own expense. The support person may advise the student using written communication but is not permitted to speak or participate in the disciplinary proceeding. The support person may not appear in lieu of the person filing the report or the accused student. As a general practice, the work of the Hearing Panel will not be delayed or rescheduled due to the unavailability of a support person. In Title IX cases, the Complainant and the Respondent should be accompanied by an advisor and may be accompanied by a support person (if desired) of their own choice and at their own expense at a disciplinary proceeding.

- H. In the event that the University chooses to proceed through legal counsel, the person filing the report (Complainant) and the accused student (Respondent) will be notified three (3) days prior to the hearing and shall have the right to proceed through counsel. Counsel may not appear in lieu of the student filing the report or the accused student.
 - I. The Vice President for Student Life and Dean of Students and the Title IX Coordinator or designees is responsible for coordinating the hearing.
 - J. The Vice President for Student Life and Dean of Students or Title IX Coordinator will appoint a chairperson who may be chosen from outside the University. The chairperson shall conduct the formal hearing. The chairperson participates in Hearing Panel discussions and deliberations and serves as a voting member of the panel.
 - K. The chairperson may request relevant witnesses after consultation with the hearing panel chair. Requests will be delivered in person, by email, or by mail. University students and employees are expected to comply with requests issued as a part of disciplinary proceedings unless compliance would result in significant or unavoidable personal hardship or substantial interference with normal University activities.
 - L. Students (or in Title IX cases, respondents) who fail to appear at the hearing will be seen as having pled "innocent" to the allegations pending against them. A hearing may be conducted in their absence, if necessary.
 - M. The chairperson will exercise control over the hearing. Any person who disrupts their hearing may be excluded by the chairperson.
 - N. Hearings shall be conducted in private and may be conducted remotely at the discretion of the University.
 - O. Hearings will be recorded, and the recording will remain the property of the University.
 - P. Respondents may speak on their own behalf through their advisors. They will not be forced to speak against themselves, and their silence will not be used to their disadvantage.
 - Q. Complainants (if applicable), respondents and members of the Hearing Panel may examine the information provided to the chairperson and ask questions of all witnesses, as may the parties' advisors in Title IX cases. Such questions must be directed to the chairperson rather than to the witnesses directly.
 - R. Witnesses will be asked to verify that their testimony is truthful and may be subject to charges of violating the Code of Student Conduct by providing false information to the University.
 - S. The chairperson will determine what information the Hearing Panel will consider. Pertinent records, exhibits and written statements may be accepted as evidence for consideration by the Hearing Panel at the discretion of the chairperson.
 - T. Witnesses may be excluded during the testimony of other witnesses.
 - U. After the hearing, the Hearing Panel shall determine whether the student (or in Title IX cases, the respondent) has violated each section of the Title IX: Prohibition of Sexual Harassment policy or the Code of Student Conduct that they are charged with violating. All parties will be excluded during Hearing Panel deliberations, which will not be recorded or transcribed.
 - V. Violations will be determined on the basis of preponderance of evidence standard that the student (or in Title IX cases, the respondent) violated the Code of Student Conduct or the Title IX policy. Formal rules of evidence shall not apply.
12. The written recommendations will be delivered to the Vice President for Student Life and Dean of Students, Title IX Coordinator or designees who then notifies the student of their decision within five (5) days of receipt of the Hearing Panel's recommendations.
13. Written notification to the student will be delivered via the Maxient electronic conduct system and sent to the last address provided by the student to the University.

I. APPEALS

A Complainant filing a report, or a Respondent may appeal a disciplinary sanction imposed or a decision rendered within five (5) business days of receipt of decision.

- 1. The imposition of sanctions will take effect immediately and will not be stayed pending resolution of the appeal.
- 2. A student may request an appeal of the original decision rendered and/or the original disciplinary sanction. Please note: some cases may not be eligible for an appeal.
- 3. Appeals must be made to the Vice President for Student Life and Dean of Students, Title IX Coordinator or designees by the date specified in the original decision letter. Appeals will not be considered after the date indicated in the decision letter.
- 4. An appeal is the final step in the conduct process. An appeal does not provide a second hearing of the case.

5. The request for appeal must be made in writing. A request for appeal will only be considered if it includes the student's criteria for appeal, and rationale for appeal. It is the student's obligation to provide any and all materials they wish to have considered when the request for appeal is submitted.
6. Students requesting an appeal for Code of Student Conduct violations may make the request for an appeal upon one or more of the following grounds:
 - A. The established procedures were not followed in a significant way and as a result, the factual findings, the sanction, or both, were not correct. (Deviation from Code of Student Conduct procedures will not be a basis for appeal or invalidate a proceeding or decision except where such deviation has clearly resulted in significant disadvantage to an accused student.)
 - B. The severity of the sanction imposed was not appropriate based on the nature of the violation or the circumstances. In cases in which an accused student has accepted responsibility, such appeals are limited to having the severity of the sanction reviewed. (A sanction will not be increased or decreased unless there is compelling justification to do so. Disagreement with the original decision is not compelling justification.)
 - C. There is new information that would have been key to the outcome, had the information been presented at the disciplinary conference or the hearing. The new information must be included with the student's request for appeal. The student must also show that the new information was not known to the student appealing at the time of the original disciplinary conference or hearing.

Students requesting an appeal for Title IX violations may make the request for an appeal upon one or more of the following grounds:

- A. Procedural irregularity that affected the outcome of the matter;
 - B. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made that could affect the outcome of the matter; and
 - C. The Title IX Coordinator, investigators, or decision-makers have a conflict of interest or bias for or against Complainants or Respondents generally or the individual Complainant or Respondent that affected the outcome of the matter.
7. The Vice President for Student Life and Dean of Students, Title IX Coordinator, or designees may impose sanctions during the appeal process to ensure the safety and well-being of members of the university community, preservation of property, or the stability and continuance of normal university functions.
 8. The review of appeal will be based on the existing record, information provided in the student's request for appeal, information from the individual handling the disciplinary conference or the university disciplinary committee regarding the rationale for the original decision, and/or new information provided.
 9. The Vice President for Student Life and Dean of Students, Title IX Appeal Decision Maker, or designees responsible for the appeal decision shall have the authority to:
 - A. Affirm the original decision.
 - B. Find that improper procedures were used, to the disadvantage of the student. In this case, the person responsible for the appeal decision can refer the case back to the person handling the disciplinary conference or the hearing chairperson with a recommendation on how to correct the procedures. A new decision may be made on the case. If the case is referred back and the student again has grounds to appeal after the new decision, the student may then submit another request for appeal.
 - C. Reduce or increase the sanction, if the appeal officer determines that the sanction imposed was too severe or too lenient, given the nature of the violation and/or the circumstances.
 - D. Find that the student appealing the original decision has presented new information that would have been key to the outcome of the case, had the information been presented at the conference or hearing, and the new information was not known to the student appealing at the time of the original conference or hearing. In this event, the person responsible for the appeal decision will refer the case back to the student conduct administrator for reconsideration in light of the new information.

The decision made on the appeal is final. The Vice President for Student Life and Dean of Students, Title IX Coordinator, or designees responsible for the appeal decision will advise the student requesting the appeal of their final decision in writing. Notification to the student will be sent via the Maxient electronic conduct system or mail to the last address the student requesting the appeal provided to the university.

J. STUDENT GROUPS OR STUDENT ORGANIZATIONS

Student groups and organizations may be charged with violations of this Code. A student group or organization may be deemed collectively and individually responsible for violations of this Code. The officers or leaders of a student group or organization may be directed by the Assistant Dean of Student Community, the Vice President for Student Life and Dean of Students, or a designee to prevent or end impermissible conduct by the group or organization. Failure to make reasonable efforts to comply with the request may be considered a violation of this Code.

K. TRANSCRIPT ENCUMBRANCES

For the duration of cases that may result in suspension or expulsion, a temporary encumbrance is typically placed on the student's records by the Vice President for Student Life and Dean of Students, Vice President of Academics, or designee.

L. DISCIPLINARY FILES AND RECORDS

Other than suspension and expulsion, disciplinary sanctions will not be made part of the permanent academic record but shall become part of the student's disciplinary record. Conduct not involving the imposition of suspension or expulsion shall be removed from the student's disciplinary record after seven (7) years. In the event of a sanction for academic dishonesty, the chief academic officer or designee may notify the Vice President for Student Life and Dean of Students of the sanction so a complete disciplinary record can be maintained.

M. REVOCATION OF DEGREES

The University reserves the right to revoke an awarded degree for fraud in the receipt of the degree or serious disciplinary violations committed by a student prior to the student's graduation.

N. INTERPRETATION AND REVISION

The Code of Student Conduct is reviewed annually under the direction of the Vice President for Student Life and Dean of Students. Any question of interpretation of the application of the Code of Student Conduct shall be referred to the Vice President for Student Life and Dean of Students. In keeping with normal University policy approval processes, the Code of Student Conduct may be amended at any time. Viterbo University reserves the right to make changes to this code as necessary and once those changes are posted online, they are in effect. Students are encouraged to check the Student Life webpage for updates to the Code of Student Conduct.



VITERBO UNIVERSITY

POLICY ON ALCOHOL, TOBACCO, AND OTHER DRUGS

POLICY INTRODUCTION

<https://www.viterbo.edu/about/policy-alcohol-tobacco-and-other-drugs>

The University recognizes that the use or consumption of alcohol, tobacco products, and other drugs can adversely impact academic achievement, personal development, health, and safety. Individuals who violate university policy, local, state or federal regulations are subject to arrest and/or disciplinary sanctions including, but not limited to, required assessment, treatment, restrictions or expulsion.

SMOKING AND TOBACCO POLICY

Viterbo University is a smoke and tobacco free campus. Viterbo University helps ensure a healthy campus environment by prohibiting the use, sale, advertisement and distribution of smoking and tobacco products including, but not limited to cigarettes, chewing tobacco, cigars, e-cigarettes, vaping devices, etc. Possession of e-cigarettes, cigars, and other tobacco products are not permitted in university housing. Smoking and tobacco products are prohibited from being utilized in university facilities, on university grounds, on sidewalks on and adjacent to university property, in university parking lots, at university-sponsored events, and in university vehicles. Policy violations may be reported to Campus Safety and Security, Human Resources, and/or Residence Life. Persons violating this policy may be subject to disciplinary action.

Students and employees interested in smoking cessation are encouraged to contact Wisconsin Quit Line at 1-800-QUIT NOW. The Wisconsin Quit Line is available 24/7 and provides free medications, life coaching and web forums. Viterbo Health Services and Counseling Services are also available for assistance.

POLICY ON ALCOHOL AND OTHER DRUGS

The Viterbo University Code of Student Conduct includes the following prohibited behaviors:

1. Use, possession, sale, manufacturing and/or distribution of alcoholic beverages, tobacco products, cannabis, Delta 8, Delta 9, other THC containing substances, prescribed drugs, synthetics, heroin, narcotics, and/or other substances banned by Wisconsin state statutes.
 - A. Alcohol and/or other drug intoxication regardless of age. Indicators of alcohol and/or other drug intoxication may be blood/breath alcohol concentration above the legal limit of 0.08, bloodshot or glassy eyes, blurred vision, confusion, chills or sweating, irrational conversation, mood swings, rapid eye movement, slurred speech, strong odor of alcohol or other drugs, unsteady walk or gait, or other actions that signify poor judgment.
 - B. Inability to exercise care for one's own safety and/or the safety of others due to intoxication.
 - C. Behavior that encourages or contributes to excessive alcohol consumption by any student.
 - D. Alcoholic beverages may not, in any circumstances, be used, possessed and/or distributed to any person under 21 years of age.
 - E. No alcohol is allowed in an on-campus apartment unless all assigned residents and guests present are 21 or older; alcohol is not allowed in first-year residence halls regardless of resident age.
 - F. Alcohol and drugs may be confiscated by Residence Life and/or Campus Safety and Security personnel.
 - G. Prescription drugs are permitted on university property only for use by the person to whom the prescription is written.
2. Violation of any federal (USA), state (Wisconsin) or local law (City of La Crosse or La Crosse County). When off-campus incidents come to the attention of University officials, the officials may follow up with disciplinary action. This may occur following parties, study abroad, travel for university-sponsored events, team travel, etc.
3. Use, sale, advertisement or distribution of tobacco products (cigarettes, chewing tobacco, cigars, e-cigarettes, vaping devices, etc.) in university facilities, on university grounds, at university events, and in university fleet vehicle.

These stipulations are also university policy:

1. Serving alcohol to an individual who has not reached 21 years of age is prohibited on Viterbo property and at university-sponsored events.
2. Moderate amounts of alcohol (i.e. no more than 12 cans of beer, one bottle of liquor no more than 1.75 liters each or up to one 1 Liter bottle of wine per person) are permitted and may be consumed in the privacy of on-campus housing facilities when all occupants and guests present in the room are 21 years of age or older. In such cases, the doors should be closed and all other policies governing noise and other common courtesies must be followed.
3. All assigned occupants of a residence hall room or apartment may be subject to disciplinary action if a guest or someone in the unit is violating alcohol, tobacco and other drug policies, including but not limited to the complicity provision of the Code of Student Conduct; non-occupants present may be subject to disciplinary action related to the complicity provision of the Code.

4. No large quantities of alcohol will be permitted in university housing facilities (see #2 above) or on travel associated with the university. Providing alcohol to others puts the community and its members at risk.
5. Common source containers of alcohol (i.e. punch bowls, trashcans, water coolers, etc.) and/or containers holding more than 1.75 liters of alcohol whether empty or full, tapped or untapped, are not permitted on university property, at university-sponsored events or on travel associated with the university. Jell-O shots containing alcohol, pre-mixed punches, spiked punch, "garbage can punch" and other mixtures are considered to be excessive and are prohibited on university property, at university-sponsored events or on travel associated with the university regardless of alcohol content.
6. Drinking games and other activities which promote excessive consumption of alcoholic beverages are prohibited on university property, at university-sponsored events and on travel associated with the university. Any paraphernalia associated with such activities, including but not limited to beer pong tables, funnels, and shot glasses may be confiscated and not returned.
7. The possession, use, and/or displaying of alcohol, tobacco, and/or drug paraphernalia is prohibited on campus. For the purpose of this policy, paraphernalia is defined as items typically used to dispense alcohol, or to dispense or ingest tobacco or illegal drugs (bongs/funnels, hookahs, kegs, pipes, hookah pens, roach clips, shot glasses, empty bottles, etc.). Any related paraphernalia will be confiscated. Such confiscated items will not be returned.
8. Alcoholic beverages are not permitted at events planned for students and/or students' families (such as athletic team banquets, club parties/dances, receptions associated with student art shows and/or student recitals, and events planned for adult learning, graduate, and/or non-traditional students, etc.) unless approved by the Director of the Fine Arts Center and/or the Vice President for Student Life and Dean of Students. Use of alcoholic beverages is prohibited at all other university-sponsored events unless approved by the President of the university.
9. The service and/or sale of alcoholic beverages is not permitted on university premises or at university-sponsored functions between 8am and 5pm. Any exceptions must be approved by the President.
10. University employees are not permitted to store alcohol in offices or use alcoholic beverages on university property.
11. Alcoholic beverages are prohibited at university-sponsored athletic events on and off-campus.
12. Alcohol or other drug impaired driving on university property and drivers or passengers in university fleet vehicles or vehicles rented/utilized for university travel may not possess or consume alcohol beverages.
13. Grain alcohol (also known as ethanol or ethyl alcohol) is prohibited on university property, at university-sponsored events or on travel associated with the university except when used in a supervised classroom laboratory.
14. Viterbo Campus Safety and Security personnel may request that the La Crosse Police Department (LCPD) perform a voluntary breathalyzer test of: (a) individuals who are visibly intoxicated to help assess the need for medical treatment, and (b) individuals to demonstrate that they have not been drinking. People may request a breathalyzer test to demonstrate that they have not been drinking. When a breathalyzer is requested by Campus Safety and Security, people have the right to refuse it. Individuals may not refuse to be transported to the hospital when incapacitated. At Viterbo, breathalyzers are used only by members of the LCPD.
15. Exemption to this policy must be approved by the Director of the Fine Arts Center or the Vice President for Student Life and Dean of Students.

STUDENT ATHLETES

Student athletes are responsible for adherence to policy outlined in the Code of Student Conduct; the Viterbo University Policy on Alcohol, Tobacco and Other Drugs; local, state and federal regulations; and standards imposed by the coach. In addition, all Viterbo student athletes regardless of age are required:

1. To refrain from the consumption of alcoholic beverages for 48 hours prior to any university-sponsored competitive event.
2. To report their own on-and off-campus alcohol or drug violations to the team coach and the Director of Athletics.
Typically, these sanctions are imposed by the team coach and the Director of Athletics in addition to the sanctions imposed by university personnel responsible for the enforcement of the Code of Student Conduct. These sanctions may be carried forward to the following year.
 - A. First Violation – Suspended 10 percent of team's NAIA allowable contests or dates.
 - B. Second Violation – Suspended an additional 20 percent of team's NAIA allowable contests or dates.
 - C. Third Violation – Suspended one calendar year of athletics competition.
 - D. Fourth Violation – Permanently suspended from all further athletic participation at Viterbo University.
3. Should a student athlete seek medical assistance for themselves, or others, the Medical Amnesty/Good Samaritan policy may apply.

SANCTIONS

Disciplinary sanctions for violations of university regulations may include warning, disciplinary probation, discretionary or educational assignments, fines, parental notification, referrals, restitution, restrictions or loss of privileges, residence unit suspension, residence unit expulsion, temporary suspension, suspension from the university, or expulsion from the university. Under federal law, the university may notify the parents of alcohol and drug violations if the student is under the age of 21 at the time of notification.

Any student found responsible for the use or possession of illegal substances may face possible criminal charges. In addition, the university may require a student to participate in an approved drug rehabilitation program (at the expense of the student) and provide the university satisfactory evidence of successful completion of the program and of being drug free.

When it is not possible to determine who within a group of students is responsible for the use, possession, manufacture, sale or distribution of drugs and/or alcohol, responsibility for the offense will fall on the occupant(s) in whose room, vehicle or social gathering the violation occurs unless another individual within the group accepts responsibility.

While the sanctions imposed depend upon the severity of the offense and the history of offenses (if any), disciplinary sanctions typically follow this pattern:

LEVEL 1: Students who have been found responsible for a first minor alcohol/drug violation where the student may be sanctioned and the student has been advised to take corrective action. Sanctions appropriate for Level 1 may include (but are not limited to): warnings, monetary fines, coach notification, restitution, mediation, community building activities with those negatively affected by the violation, counseling, volunteer service, and/ or educational projects.

LEVEL 2: Students who have been found responsible for violations where the student has been sanctioned and has been assigned mandatory corrective action including but not limited to a second minor alcohol/drug violation. Sanctions appropriate for Level 2 may include (but are not limited to): automatic parental/guardian notification of alcohol or drug law violations as permitted under FERPA, coach notification; monetary fines; restitution, community building with those negatively affected by the violation, counseling, volunteer service, behavioral contracts and/or loss of privileges for a period of 1 to 4 weeks.

LEVEL 3: Students who have been found responsible for more significant violations or multiple minor alcohol/drug violations where the student has been sanctioned, has been assigned mandatory corrective behavior, and has received a warning about the risk of losing good standing in the event of any future violations. Sanctions appropriate for Level 3 may include (but are not limited to): automatic parental/guardian notification for alcohol or controlled substance violations as permitted by FERPA; coach notification; monetary fines; restitution; counseling; behavioral contracts; community building; re-assignment from campus residence facilities and/or loss of privileges for a period of 1 to 8 weeks (not including semester break, spring break, summer or any other time the student is not enrolled in classes). Loss of privileges at Level 3 can include loss of the right to participate in university-sponsored activities and/or use of campus facilities.

LEVEL 4: Students who have been found responsible for serious violations where the student has had privileges suspended until corrective action is completed. The student has been warned that future violations could result in possible suspension or expulsion from housing. At Level 4, the student's eligibility to participate in extracurricular activities is automatically and immediately suspended for a minimum of 1 week and will remain in effect until such time as the student makes satisfactory progress, as determined by the student conduct officer hearing the case, in completing required sanctions. Other sanctions which apply to students at Level 4 may include (but are not limited to): automatic parental/guardian notification for alcohol and drug violations as permitted by FERPA; notification of the student's advisor, coach, or other faculty and staff who serve in an advisory capacity for the student; restitution for damages; monetary fines; loss of eligibility to live in student housing; and/or loss of any other student privileges for up to 32 weeks (not including semester break, spring break, summer or any other time the student is not enrolled in classes).

Community Sanctions: Viterbo students are subject to sanctions imposed by officials in their local and/or home communities as well as those imposed by the university. Fines typically imposed on those found to be drinking alcoholic beverages under the age of 21 are shown below. Sanctions usually involve payment for and the completion of an alcohol assessment in addition to the prescribed fines.

City of La Crosse
Underage Possession or Consumption, Underage Attempt or Procurement,
Attempt or Entering Tavern, Possession of False ID

First Offense	Second Offense	Third Offense
\$250 Fine	\$407.50 Fine	\$565 Fine (\$691– 4th Offense, \$817 for 5th and up offense)

Other Penalties

Public Alcohol Consumption	\$124 Fine
Disorderly Conduct	\$187 Fine
Selling Alcohol to a Minor	\$313 Fine
Public Intoxication	First Offense – Warning; Second Offense – Citation, \$250 Fine, and possible assessment; Third Offense – Citation, \$565 Fine, and assessment;
Selling Alcohol without License	\$1,636 Fine
Social Host Ordinance	\$691
First Offense – Operating Motor Vehicle while Intoxicated	\$731 Fine and 6-month revocation, plus \$400 alcohol assessment
Unregistered Keg in the City of La Crosse	\$1,321 Fine

The Uniform Controlled Substances Act, Chapter 961, of the Wisconsin Statutes regulates controlled substances and details the penalties for violations. An individual convicted for first-time possession of a controlled substance may receive a sentence of up to \$5,000 and one year in prison. A person convicted for manufacturing, delivering or possessing a controlled substance with the intent to manufacture or deliver may be imprisoned for up to 30 years and be fined up to \$100,000.

Federal legal sanctions for other drug violations include imprisonment for up to six (6) years for possession of a small amount including less than 250 grams of cannabis. Possession of more than five (5) grams of cocaine with the intent to deliver may result in the penalty of 10 to 16 years imprisonment. A life sentence may be the result of conviction of possession of a controlled substance that results in bodily injury or death. Other sanctions for possession of a controlled substance include fines up to \$250,000, forfeiture of property, confiscation of property, community service, denial of federal benefits including student loans and financial aid, fines, imprisonment, mandatory assessment, suspension of driver's license, and/or probation. The severity of the disciplinary action depends upon the amount and type of controlled substance, the number of previous offenses, and the site and nature of the criminal activity.

DRUG-FREE WORKPLACE POLICY STATEMENT

Viterbo University is committed to maintaining a drug-free workplace in compliance with applicable state and federal laws. The unlawful possession, use, distribution, dispensation, sale or manufacture of controlled substances is prohibited on university premises and at university work sites. Use of alcoholic beverages at university events is prohibited except when approved by the Director of the Fine Arts Center or the Vice President for Student Life and Dean of Students as appropriate.

Employee violation of this policy may be cause for action including, but not limited to, referral to appropriate agency or agencies for evaluation and to determine the appropriate treatment or rehabilitation, participation in a drug rehabilitation program, separation from university duty, termination of employment, and/or referral for prosecution. Participation in a treatment program will not affect future employment or career advancement, nor will participation protect employees from disciplinary action for substandard job performance. Students who violate this policy will be governed by the university's Code of Student Conduct and subject to disciplinary action up to and including suspension, expulsion and referral for prosecution.

Under the requirements of the Drug Free Workplace Act of 1988, an employee who is convicted of any criminal drug offense must notify their supervisor within 5 days. When notified of an employee conviction for an offense occurring in the workplace by an employee working on a federal grant or contract, the university will inform the granting or contracting federal agency within 10 days.

RESOURCES FOR PREVENTION, TREATMENT AND ASSISTANCE

Viterbo Counseling Services	www.viterbo.edu/counseling-services	3rd Floor Murphy Center (371-375)	608-796-3808
Viterbo Health Services	www.viterbo.edu/health-services	3rd Floor Murphy Center (340)	608-796-3806
24/7 Crisis Line	http://www.greatrivers211.org/	Text "Hello" 741-741	Dial 211 or 800-362-8255
Coulee Recovery Center	www.couleerecovery.org	933 Ferry St., La Crosse	608-784-4177
Driftless Recovery Services	www.driftlessrecovery.com	444 Main St., Suite 301, La Crosse	608-519-5906
Gundersen Behavioral Health	https://www.gundersenhealth.org/services/behavioral-health	1900 South Ave., La Crosse	608-775-2287
JED Foundation	www.jedfoundation.org		800-273-8255
Mayo Psychiatry and Psychology	https://www.mayoclinichealth-system.org/locations/la-crosse/services-and-treatments/psychiatry-and-psychology	212 S. 11th St., La Crosse	608-791-9555
Wisconsin Tobacco Quit Line	s://quitline.wisc.edu/		1-800-784-8669
www.alcoholscreening.org https://www.cdc.gov/alcohol/pdfs/alcoholyourhealth.pdf	www.zeroinwisconsin.gov	www.smokefree.gov	https://www.cdc.gov/alcohol/fact-sheets.htm

HEALTH RISKS ASSOCIATED WITH USE OF DRUGS AND ALCOHOL

<https://www.viterbo.edu/about/policy-alcohol-tobacco-and-other-drugs>

Alcohol and/or drug consumption causes a number of marked changes in behavior. Even low consumption significantly impairs judgment, coordination, sleep, concentration, and academic functioning. Low to moderate amounts of alcohol and/or drugs can increase the incidence of a variety of aggressive acts including but not limited to physical, emotional, and sexual abuse. Moderate to high consumption of alcohol and/or drugs has been found to cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Repeated use of alcohol and/or drugs can lead to dependence. Sudden decrease of alcohol and/or drug intake is likely to produce withdrawal symptoms including but not limited to severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening and the need for medical attention is strongly encouraged. A chart listing the possible effects and health risks associated with the use of illicit drugs and controlled substances may be found on the ATOD website listed above.



VITERBO UNIVERSITY

HOUSING POLICIES AND PROCEDURES

For more information contact Residence Life at 608-796-3116 or visit <https://www.viterbo.edu/residence-life/residence-life-policies-and-procedures>

AIR CONDITIONING

Air conditioning is provided in all apartment buildings, as well as lounges in Clare Apartments, Rose Terrace, La Verna Apartments, Marian Hall and Bonaventure Terrace. Documentation from a medical professional must be provided to the Director of Accessibility Services with a request for use of an air conditioning unit in a Marian Hall room. Once the request has been approved, the University will provide the air conditioning unit and install it. Rental fees may apply; if fees apply, they will be charged to the student.

ANTENNAE

It is strictly prohibited to install a private antenna to any University residence or building. It is also prohibited to “hijack” cable, TV, or telephone service for private use. Cable jacks are provided in every room. Cable cords are available in Residence Life.

BLINDS

Blinds are provided in each room/apartment and must remain on the windows at all times.

CABLE TV

Local service is provided in all residence halls and apartment buildings. Students are responsible for ensuring their televisions meet Viterbo University’s cable system QAM cable specifications. Televisions must be manufactured after 2007 and have a QAM (Quadrature Amplitude Modulation) tuner to work with the campus cable system. A limited number of QAM converters are available for checkout in Residence Life.

CANCELLATION OF HOUSING CONTRACT

To secure a refund of the housing deposit, returning students who have submitted a housing contract and deposit who decide not to enroll or who enroll and elect not to live in Viterbo University housing the following fall, must fill out the Housing Deposit Refund Request form (found on the Residence Life webpage) by May 1st. There is no charge for cancellation between May 1 and August 1, though deposit will be forfeited. Cancellation after August 1 will result in a \$500 fee on your student account.

Students who choose to break their contract once the semester has started may be responsible for the remainder of room and board charges for the semester.

CHECK-IN TIMES

Check-In is supervised by the Residence Life Staff and is conducted according to a schedule of dates and times. When you check in you will be given a room assignment, a key, a door card, and access to a room inventory form to document the condition of the room. Official check-in times will be confirmed through email. Please note that the student resident of a given residence must be present for check-in to commence; parents, guardians, friends, and others will not be permitted into spaces without the student resident.

CHECK-OUT TIMES

At the end of the semester/academic year, residents are expected to vacate their rooms 24 hours following their last final. Rooms are to be clean and in the same general condition as they were at the beginning of the occupancy. Residents who are graduating, have late examinations, or are involved with university-affiliated programs that continue beyond expected check-out time (e.g.: athletic competition, student teaching, clinical, etc.), or special circumstances that prevent vacating by the specified closing time must contact Residence Life or an Area Coordinator for extended stay permission. At the end of the academic year, all non-graduating residents are expected to be out of the residence halls by 6:00 p.m. the Friday of finals week. Graduating residents have until noon the day after commencement to move out of housing. Residents have an express check out option, which includes returning the room/apartment key in a special envelope. On the day of check-out, the Resident Assistant will take inventory of the room and furnishings. The RA will make notes of any damages to the room/apartment. Area Coordinators will work with Physical Plant to determine damage charges. A second review will occur after the hall closes and will be conducted by Physical Plant and Residence Life staff to determine the condition of the room. Failure to observe all check-out procedures will result in a \$25 fine assessed as an improper check out.

CLEANLINESS

Resident students are responsible for cleaning their rooms and cleaning any litter or mess that they make in the corridors and lounge areas. Littering and noxious odors are violations of the Code of Student Conduct and fees may be assigned. Recycling receptacles and dumpsters are located outside all facilities for disposal of trash and boxes. Please note: fees may be assessed for non-compliance.

CLOSING AND LOCKING DOORS FOR SECURITY

Resident students are expected to close and lock their room/apartment doors when resident students are not present for safety and prevention of theft. In addition, doors to residence facilities must remain closed to maintain building security. Propping building doors open, or preventing them from auto locking, is a security risk and a violation of the code of conduct.

CONSOLIDATION

The University reserves the right to consolidate resident rooms. Consolidation is a procedure used at many universities, and it occurs when a room or apartment is not occupied at capacity. To ensure efficiency, Residence Life may request moves of the residents remaining in a unit not at capacity to a similar room or apartment and usually within the same building. When consolidation is necessary, the students involved will be notified. In the event of a consolidation: (a) a student who refuses to reside with another student will likely be charged the appropriate pro-rated single room rate, and (b) single rooms may not be available based on occupancy and/or other factors.

COOKING APPLIANCES

Due to sanitation, health, and safety laws, cooking is not permitted in student rooms. Bonaventure and Marian Halls have a stove, oven, microwave and toaster provided for use in the lounges. Students living in the apartments may bring microwave ovens, toasters, hot water kettles, and coffee makers for use in their kitchen.

DAMAGES

Residents of each room are responsible for keeping the premises and room contents in good order and free from damage by the residents and their guests. Each resident understands and agrees that they are responsible for any and all damages that may occur to the room/apartment and/or its contents. If damage or loss occurs to the property and the student(s) responsible are not known, the charge may be divided among the students of the floor, hall or rooms in the apartment and charged to the student's accounts. All damages should be promptly reported to the RA or Area Coordinator. Charges for damages may occur after the Resident Assistant has checked a student out if damages are noted by a Physical Plant or Residence Life staff member.

DECORATING ROOMS

Students decorating their rooms, doors, or floors for any occasion must follow these guidelines:

1. Use flame-resistant materials.
2. Use lights that are UL-approved and are of low wattage. Halogen lamps may not be used.
3. Do not decorate over fire alarm pull stations, fire extinguisher cabinets, smoke detectors, sprinkler heads, room numbers, exit signs and other safety signage.
4. Display of beer cans, liquor and/or wine bottles, and other alcohol and drug paraphernalia are not permitted in residence halls and apartments.
5. Decorating must be done in good taste. The Residence Life Staff may request students to remove offensive or inappropriate publicly displayed (outside doors and windows) material.
6. Items hanging from the ceiling are prohibited.
7. Duct tape and glow-in-the-dark stars/patterns are strictly prohibited. Command strips may be used except in Bonaventure Terrace and Clare Apartments. Therefore, small nails and tacks are allowed only in Bonaventure and Clare. Poster putty use for hanging decorations is recommended in all locations.
8. For information regarding string or holiday lights, please refer to the Holiday Lights section of this policy.
9. Other University furnishings (signs, couches, lamps, tables, etc.) are not permitted in the student rooms as these items are for the use of all students. If such furnishings are found in student rooms, they may be removed, and disciplinary action taken. All University furniture must always remain in their designated room/apartment.

DINING SERVICES

<https://www.viterbo.campusdish.com>

Meal plan options and hours of operation for on-campus dining facilities are outlined on the website listed above.

V-HAWK BUCKS FOR THOSE ON A MEAL PLAN

V-Hawk Bucks are prepaid dollars automatically deposited into your food service account to be used in the form of declining balance at the Caf, Crossroads Pod Market and Einstein Bros. at Franny's. V-Hawk Bucks are a great value, are convenient to use and offer flexibility in our meal plan. V-Hawk Bucks may be used to purchase full meals at the Caf or to make a la carte purchases of food, snacks, and beverages at Crossroads Pod and Einstein Bros. You may purchase additional V-Hawk Bucks through the dining services webpage, listed above.

SACK LUNCHES/SICK TRAYS/SPECIAL DIETS

If you will be unable to eat in the dining room due to class or job conflicts, you can order a sack lunch through Dining Services; 24-hour notice is required, and sack lunch forms can be obtained through the Dining Services Office by calling 608-796-3830 or emailing dining@viterbo.edu. Sick trays are also available for students who cannot make it to meals because of illness or injury. Please contact Health Services at 608-796-3806 to make arrangements. Students requiring special diets should contact Dining Services at 608-796-3830 or via email at dining@viterbo.edu. Most special needs can be met after a brief consultation with the Director of Dining Services.

DINING SERVICES COMMITTEE

A Dining Services Committee meets regularly with the Director of Dining Services. At these meetings, student concerns and suggestions are discussed, and special meals are planned. This committee serves as an excellent tool for enhancing the Dining Services program and increasing student satisfaction.

DOOR ACCESS CARDS

Your Viterbo student ID card is used to gain access to select building doors on campus and should be treated the same as a key. Administration of the cards is handled by the Physical Plant Department. Door cards are activated at the time of issue. Cards will not be active or allow entry into academic buildings during academic breaks. Cards will be active and allow entry into residence buildings during breaks only with written authorization from the Office of Residence Life. Cards will become inactive the day after the official end of the academic year. Students have access only to that residence in which they live and to the Student Union and all 24-hour spaces.

EMERGENCY DRILLS

The University holds fire and other drills to prepare students for emergencies. Occupants should follow directions during the drills. In the event of an actual fire or a fire drill, occupants are required to evacuate according to the rules established in each building. Failure to do so may result in a fine. Follow the instructions of the Residence Life Staff, Campus Security, and/or fire-fighting personnel. Keep the following items in mind:

For Any Drill:

1. Walk. Don't run. Be particularly careful in the staircases. Do not use the elevators.
2. Follow the instructions of personnel authorized to take charge at the scene of the emergency.

For a Fire or Fire Drill:

1. Proceed to the designated outdoor rally point using the closest emergency exit. The designated outdoor rally point for residential facilities is Lot Q, between Canticle Apartments and the Physical Plant. The outdoor rally point for the rest of campus is the Assisi Courtyard.
2. Do not attempt to salvage personal belongings.
3. Close doors and windows when you leave.
4. Before opening a closed door, feel to see if it is hot. If it is hot, attempt to find another exit route.
5. A towel or blanket soaked in water can be helpful in combating smoke inhalation.

For a Tornado or Tornado Drill:

1. Proceed directly to the designated safe zone of your building; generally, this is the basement or an interior hallway/room without windows. Bonaventure residents should go to the hallway of Bonaventure first floor.
2. Close doors and windows when you leave.

EARLY MOVE-IN POLICY

1. Early move-in requires a written request which must be made to the Office of Residence Life by the given deadline and show evidence of extraordinary circumstance and need for early move in.
2. The student's written request will be followed with written approval or denial of early move in by the Assistant Dean of Student Community or designee.
3. Requests for early move in are rarely approved. Early arrival is not permitted earlier than 7 days before the start of the semester.
4. Students will be billed \$30 for each day stayed prior to the move in date (for students of similar class standing). The total amount will be billed to the student's account during the first week of classes. Students will be charged an additional \$50 fee if the written request is not submitted by the deadline.
5. Students who arrive to move in without 2 business days prior written notice will be charged a one-time \$100 penalty in addition to the \$30/day fee.
6. Unauthorized early arrivals may be asked to leave and face disciplinary action.

ELEVATORS

Students and their guests are asked not to tamper with elevators to prevent injury, outages, and inconvenience to self and others.

ELIGIBILITY

You must be an undergraduate student enrolled at Viterbo University, regularly attending classes, under the age of 26, and be determined eligible to reside in student housing by the Assistant Dean of Student Community or appropriate Viterbo University authority. Residents are required to be full-time status to live on campus. Part-time students may be eligible for on-campus housing if they can provide proof of involvement in meaningful activity; approval must be obtained from the Assistant Dean of Student Community or designee. Graduate students must request approval of the Assistant Dean of Student Community to live on campus and will only be given housing after all full-time undergraduate students have been placed. Students determined ineligible to live on campus will be given proper notice to vacate.

ENSURING SAFETY IN ON-CAMPUS HOUSING

To avoid property damage, injury, and disruption, students are to refrain from the use of bikes, outdoor games, exercise, ball bouncing, or other sporting equipment use in the residence halls, apartment buildings, Student Union, and residential facilities. In addition, in-line skating, scooters, and skateboarding, etc. are not allowed in any campus building, residence hall, apartment building. Safety and building regulations require that all rooftops remain off-limits, except to designated personnel.

EXTENDED STAY PROCEDURES

1. Extended stay past the last day of the student's final examination requires submission of the appropriate online form and involves additional charges. The student must submit the online form to Residence Life by the published deadline; evidence of extraordinary circumstances and need may be requested for an extended stay.
2. The student's request will be followed with approval or denial of extended stay by the Assistant Dean of Student Community or designee.
3. \$20 for each day of extended stay on campus beginning the Sunday after commencement will be billed to the student's account. Any student staying 6 days or more will be charged the weekly summer fee.
4. Students may be billed an additional \$50 fee if the requisite online form is not submitted by the published deadline.

FIRE ALARMS

False, repeated, or negligent activation of fire alarms risk disciplinary action. If the responsible party cannot be identified, the cost of such a fine may be distributed across the affected room, apartment, floor or building.

FIRE HAZARDS

Candles, improperly used holiday lights, incense, fireworks, grills, halogen lamps, hot plates, lighters, microwave ovens, portable space heaters, and torches are fire hazards and pose a danger to all students living on campus and are not permitted in the residence halls, or apartment buildings. Microwave ovens and toasters are not permitted in residence halls. Use or possession of items that are considered fire hazards may be confiscated and may not be returned. In addition, use or possession of these items may result in disciplinary action. Public lounges, hallways, walkways, and stairwells should remain clear of trash or obstruction for the safety/security of all residents and guests.

FIRE SAFETY EQUIPMENT

Fire extinguishers and fire sprinklers are located on each floor of the residence halls and apartment buildings with corridors for safety and protection. Individuals tampering with such equipment are in violation of state law and are subject to disciplinary action. Fire extinguishers are also supplied in each apartment with an oven.

FIRE SPRINKLER SYSTEMS

Resident students and guests are asked to exercise caution in rooms and corridors with fire sprinkler systems. Any item touching a sprinkler may activate it. If a sprinkler is set off or if there are signs of water near one, contact Campus Safety and Security immediately at 608-796-3911.

FLOOR MEETINGS

The floor meetings provided by your Resident Assistant are designed to build community and convey important information. All resident students are responsible for knowledge of information shared at floor meetings and are encouraged to be active participants in building a positive floor community.

GUEST POLICY

Viterbo's guest hours are designed to welcome visitors in a manner that accommodates social interaction while respecting each resident's right to privacy, safety, study and a tranquil living environment. The right of a resident to live in reasonable calm and privacy takes precedence over the right of a roommate(s) to entertain guests in a room, suite or apartment.

1. A guest is defined as a person who is not assigned to live in a Viterbo room, suite, or apartment including other Viterbo students and those students who live in another Viterbo room, suite, or apartment. In cases where other residents living in a unit cannot agree, the right of the person to occupy their room, suite, or apartment without the presence of an overnight guest takes precedence over the right of a resident to host a guest.
2. The host resident must escort (be with) their guest at all times. Unescorted guests are subject to detention, removal from University property, prosecution for trespassing, etc.
3. Guest hours in Bonaventure and Marian Halls are Sunday through Thursday from 10 am to midnight and Friday and Saturday from 10am-2am. The use of guest hours helps enhance resident student safety, security of building and property, scholarship, and privacy.
4. The following locations are designated as 24-hour open areas: McDonald Terrace basement lounge, the Treacy House basement lounges, the Rose Terrace floor lounges, the Student Union lounges and all common spaces in Clare Apartments. Students may also visit Einstein's, the Hawk's Nest, and the Port located in the lowest level of Marian Hall below the Hawk's Nest around the clock.
5. Resident students are responsible for ensuring that guests comply with all University policies, rules and regulations and will be held accountable for guest behavior. The host resident is responsible for informing a guest of campus policies.
6. Courtesy hours are in effect around the clock in all housing facilities. Quiet hours are in effect in housing facilities Sunday through Thursday from 10pm-10am and Friday and Saturday from midnight-10am the next day.
7. Guests are not allowed to use or borrow any resident student's identification card or room key. A guest may not occupy a student's room, suite, or apartment when the host resident is not present.
8. No one is permitted to sleep in lounges. Lounges are intended for use by residents assigned to a particular floor or facility.
9. The University reserves the right to deny, limit, restrict or revoke access, guests and/or privileges at any time. Reasons to do so may include, but are not limited to, crisis, conduct-related incidents, or public health emergencies.
10. Those who violate this policy are subject to disciplinary action, detention, removal from property and/or prosecution for trespassing, etc.
11. The members of any hall or floor may vote to establish a separate, more restrictive guest hours policy for that hall or floor, if no provision of such a policy is in conflict with this guest policy and at least sixty percent of the residents of the floor or hall vote in favor of the proposed changes.

OVERNIGHT GUESTS

1. A student may permit a guest of the same sex assigned at birth to stay overnight (after guest hours) in first and second-year residence facilities (i.e. Bonaventure and Marian Halls for first-year students and Canticle, McDonald, Rose, and Treacy for sophomore students) if the others living in the unit have been contacted and have no objection. Guest contracts must be submitted online by the host resident by 4pm two weekdays prior to the overnight visit.
2. A student may have overnight guests junior and senior residence facilities (i.e. Clare and La Verna) only if others living in the apartment/suite have been contacted and have no objection; no overnight guest contract is required in Clare or La Verna.
3. A resident is permitted only 1 guest at a time for no more than 3 consecutive nights. A resident student is permitted a maximum of 10 overnight visits per academic year – late August to early May. No more than 2 overnight guests are permitted in an apartment space at any time.
4. Overnight guests are not permitted during official University break periods, including but not limited to Thanksgiving Break, Winter Break, Easter Break, and Spring Break.
5. Overnight guests must be 18 years of age or older.

HEALTH AND SAFETY INSPECTIONS

Staff members in the Office of Residence Life inspect residence hall rooms, and apartments periodically for safety hazards, cleanliness and maintenance issues. Please assist by maintaining your living area and contacting your Resident Assistant with any health and/or safety concerns. Items in violation of any policy may be confiscated and may not be returned to the student.

HOLIDAY LIGHTS

Holiday lights may be responsibly used in residence hall rooms and apartments around the winter holidays. Due to the fire hazard presented by improperly used lights, students may not use daisy-chain lights (string more than two strands together), use them as extension cords, leave them on for extended periods, or otherwise use them improperly. Students who fail to use holiday lights properly may not be allowed to have them on campus.

KEYS

To help ensure Campus Safety and Security, loss of an identification card and/or key to an on-campus room and/or housing facility must be reported to the Office of Residence Life. There is a fee of at least \$65 for changing or replacing a room or apartment key and/or lock, a \$40 fee for replacing a mailbox key or lock, and a \$20 fee to replace an ID card.

LAUNDRY FACILITIES

As of Fall 2020, laundry fees are included in student fees. Coins or cards are not required to use machines. Residents are asked to practice courtesy and cleanliness when using the machines since several hundred people share the machines. While the University is not responsible for lost or damaged items, please report any theft or damaged items to your Resident Assistant or the Office of Residence Life. This will help in tracking patterns related to security violations. If the machine is out of order, please report it to the Office of Residence Life immediately. Machines may be designated as allergen free or for other specific needs at any time.

LOCKING YOURSELF OUT

A student who is locked out of their residence hall room or apartment unit may find it necessary to wait to have a roommate unlock the door. Students are charged \$5 for a Residence Life staff member to unlock their door. Lock out charges should be paid at the Residence Life Office. If not paid within 2 weeks, charges will be increased to \$20 and sent to the Business Office.

LOFTS

The Office of Residence Life offers a loft rental program through College Products, a third-party service. These rented lofts have been pre-approved for on-campus housing. Please read the Rental agreement and visit the "What to Bring" webpage (<https://www.viterbo.edu/residence-life/what-bring-campus>) for additional information. No homemade lofts or lofts purchased from another company are allowed. Cinder blocks are prohibited in housing and may not be used to raise beds.

LOUNGE, ROOM AND PUBLIC AREA FURNISHINGS

University-provided furnishings should not be removed or exchanged between rooms or any public areas. Students are required to keep all the University furnishings in their room. Students involved in unauthorized possession of University furniture will be subject to the Code of Student Conduct judicial process.

LOUNGES

Lounges are available on most residence halls, Clare apartments, La Verna apartments, and Rose Terrace floors and in the basements of McDonald Terrace and Treacy House, for studying and socializing. Sleeping in lounges is prohibited. Personal items must be removed from lounges after use. Room or apartment recyclables or garbage should not be placed in lounge receptacles. Residents of the floor are responsible for the condition of their lounge. If the lounge is damaged or misused in any way, Residence Life has the authority to take away lounge privileges. Please see the Fire Hazard section for policy on holiday lights.

MAIL 608-796-3055

Private mailboxes are assigned to all resident students. Mailboxes are located in the Student Union.

The Copy and Mail Center, located in Reinhart Center 022, receives all mail and packages for on-campus students. Letters and packages containing a bar code are scanned upon arrival and an email notification is sent to the student confirming its arrival. Students can retrieve items from the Copy and Mail Center during regular business hours (see below) except for campus and declared holidays; students will be asked to show their student ID, to retrieve their package. Incoming letters and magazines are distributed into student mailboxes in Marian Hall. Packages not picked up by the end of the year, will be returned; policies may be adjusted for summer break. Students can mail packages and letters from the Copy and Mail Center. Postage is to be paid when items are brought in. Prepaid packages from FedEx, UPS, DHL, or USPS can be dropped off at the Copy and Mail Center for pick up when those drivers deliver to Viterbo. Fax transmissions can also be received or sent from the Copy and Mail Center via fax number 608-796-3050. The Copy and Mail Center is open Monday through Thursday 7:30am–5:00pm, Friday 7:30am–4:30pm.

MAINTENANCE AND REPAIR REQUESTS

Residents are to report any required maintenance or maintenance concerns of buildings, equipment, or furnishings to the respective RA/PA. Maintenance requests or other room concerns should be reported promptly with as much detail as possible.

OFFICE OF RESIDENCE LIFE 608-796-3116

The Office of Residence Life is located on the first floor of Marian Hall next to the Hawk's Nest. The Office is open weekdays from 8:00am–5:00pm.

ON-CAMPUS RESIDENCY REQUIREMENT

<https://www.viterbo.edu/residence-life/residency-requirement>

All full-time first year and sophomore students (student status determined by their federal cohort) must live on campus and be enrolled in a meal plan except: (a) those living with their parents or guardians within a commuting distance, (b) individuals with established independent student status, (c) part-time students, (d) students 24 years of age or older, (e) married students, and (f) students who are parents.

Title IX protects the right to keep a student's current housing through their pregnancy; after having a baby, students will need to find a different housing situation as our current housing facilities are not equipped to house families.

More information about Viterbo's residency requirement can be found online via the website listed above.

PARKING

There are several parking lots designated strictly for resident parking. Please consult the Viterbo University Parking Policies Handbook for more information. Street parking is available but is limited to 2 hours in many locations. Questions regarding parking permits should be directed to the Business Office. The City of La Crosse has several ordinances and practices governing street parking during winter months; visit <https://www.cityoflacrosse.org/Home/Components/News/News/1081/16#!/> to learn more.

PETS

Viterbo University enforces a no pet policy in campus buildings including housing facilities. Exceptions include in housing facilities are only for fish in a properly maintained aquarium no larger than ten gallons and for live-in professional staff members to have pets under strict conditions. Emotional Support Animals (ESAs) must be approved at least 30 days prior to move-in; limited exceptions may apply.

PRIVACY

No person shall infringe upon the privacy of others or behave in such a way as to disturb others by their conduct. Entrance into a room or apartment is to be by invitation only with the exception of instances that fall under Viterbo's Room Search Policy.

QUIET AND COURTESY HOURS

Courtesy hours are in effect 24 hours a day. Noise must be maintained at a respectful, appropriate and at levels that will not interfere with the study or sleep of other residents.

Quiet hours for Sunday-Thursday are 10:00pm-10:00am the next day and for Friday-Saturday they are midnight to 10 am the next day. During quiet hours, residents must keep stereos, TVs, conversation, and other noise to a minimum volume level so as not to disturb the other residents on the floor. This time allows students the right to study, sleep, relax, and prepare for the next day. If you encounter a noise problem, first request that the offenders reduce the sound level. Contact your Resident Assistant or the on-call Resident Assistant if problems persist. To ensure the rights of every student to study or sleep, there will be 22-hour quiet hours per day during finals week. Quiet hours may be extended on some floors as decided by the residents of the floor.

RECYCLING

Viterbo encourages residents to reduce, reuse, and recycle. Residents are asked to recycle their aluminum and tin cans, plastic and glass bottles, and paper and cardboard by depositing them in receptacles provided between Bonaventure Hall and McDonald Terrace.

REFRIGERATORS

Residents may bring their own refrigerators, but they must not exceed four- and one-half cubic feet. Rental refrigerator units are available prior to and during the school year. Please contact Residence Life for more information. At the end of the academic year, each refrigerator must be cleaned by the student. Please read the Rental Agreement and visit the "What to Bring" webpage off the Residence Life main webpage for additional information.

RENTER'S INSURANCE

Incidents of theft, damage, etc. are rare in Viterbo housing facilities. Nonetheless, to help protect from costs of repair, replacement, etc., renter's insurance is recommended for students living in campus housing facilities.

RESTROOM FACILITIES

Community restroom facilities in the residence halls are designated by sex assigned at birth. Residents and visitors may only use communal facilities designated for their sex assigned at birth; single-stall restrooms exist in most buildings throughout campus and can be utilized by students of all genders. Gender-inclusive restrooms are available in the basements of Treacy, McDonald and Rose. There is also a gender-inclusive restroom on the first floor of Clare.

ROOM CHANGE REQUEST PROCEDURES

These procedures are to be followed by resident students requesting change of room or apartment with the understanding that sharing a room and/or apartment with another person(s) requires communication, cooperation, and compromise. All room/apartment changes require the approval of a Residence Life Area Coordinator (or the Assistant Dean of Student Community if an Area Coordinator is not available).

1. Prior to submitting a room change request, all residents of a room or apartment must meet with the Resident Assistant to develop a roommate success plan. During the meeting, the Resident Assistant will be a neutral 3rd Party mediator to help the students to resolve related matters. The student(s) may be referred to the Area Coordinator if the RA is not able to resolve the situation.
2. No room or apartment changes are permitted or approved during the first three weeks of the semester. Beginning the fourth week of a semester, resident students may submit a room change request form in the Office of Residence Life if they have already met with the RA.
3. After Review, the Area Coordinator will approve or deny the request for room change. If the move is approved, the Area Coordinator will also provide instructions on logistics associated with the move. The Office of Residence Life reserves the right to decline any request.
4. Improper room changes including moving to a room and/or apartment without prior Area Coordinator approval will result in a fine or disciplinary action.
5. Roommate change requests will not be accepted without a previously completed roommate success plan.

ROOM/APARTMENT ENTRY & ROOM/APARTMENT SEARCH POLICY

The University is concerned not only with the intellectual development of students, but with their security and well-being as well. Occasionally, in order to maintain general security and enforce regulations, room entry and room search become necessary in campus residence halls. The following policy is intended to delineate a procedure for this realistic necessity while preserving the integrity of individuals and their rights to privacy to the greatest extent possible. It should be understood that the guidelines outlined are for internal protection and control; nothing herein can limit the ability of law enforcement or judicial agencies from responding to calls or seeking and obtaining legal search warrants for use on the university campus.

ROOM SEARCH

All room searches by Residence Life personnel must be cleared with the Assistant Dean of Student Community, except in the case of an immediate and clear emergency or danger to safety or health. A room search may be performed by Student Life personnel only if there is reasonable cause to suspect one of the following:

1. Occupants of the room are in violation of University policy with regard to conduct, health standards, and safety regulations.
2. In the judgment of authorized personnel, there is a clear and immediate danger to health or safety present.

Please note: Periodic health and safety inspections are conducted by the Residence Life staff. The spirit of these inspections is for preventive and corrective action and is in no way designed to include room searches.

ROOM ENTRY

The following personnel may be authorized to enter residence hall student rooms under the conditions prescribed:

1. Student Life staff (including but not limited to Residence Life and Campus Safety and Security staff).
2. Physical Plant staff.
3. Non-university personnel contracted to perform maintenance or repair services on behalf of the University.

Please note: Local law enforcement personnel may be authorized to enter student rooms if requested by Viterbo staff or in the event of an immediate threat to health or safety.

PROCEDURES FOR ROOM ENTRY, ROOM SEARCH, AND REPAIRS AND IMPROVEMENTS

1. No student room shall be entered without knocking and identification by the person seeking entry. Room entry, following the knock, shall be preceded by a sufficient period of time to provide occupant(s) reasonable opportunity to open the door themselves. In the event that a room is entered for the purposes of a search, written notification of entry will be provided to the residents if they are not present when the search occurs.
2. If a room search is warranted based on the criteria listed above, Student Life staff have the authority to access the room and all things in it, including but not limited to fridges, dressers, desks, and closets.
3. Where entry is sought to make improvements or repairs, 24-hour notice should be given to the occupant(s), when possible; emergency, time-sensitive, and health or safety-related repairs/work does not require advance notice.
4. In emergency situations where imminent danger to life, safety, health or property is feared, entry will be made without advance notice.

5. Students will be given a receipt for any and all property removed or confiscated at time of search or entry. Any belongings not against policy or unlawful may be returned upon written request, and only after disposition of any related case by the appropriate University, civil, or criminal authorities.
6. Two persons, to include at least one Student Life staff member, must be present at time of search.
7. When it is necessary for authorized university personnel or their agents to search a student's room when an occupant is not present, two qualified Student Life staff members must observe the search.
8. The occupant should be given the opportunity to open drawers, luggage, etc., as required, during the room search.

A student who believes this policy has been violated may appeal directly to the Assistant Dean of Student Community. The appeal should be in written form and should be presented within ten business days of the alleged violation. In the absence of the Assistant Dean of Student Community, the Vice President for Student Life and Dean of Students will receive the appeal.

ROOMMATE SUCCESS PLAN

Students sharing a room or apartment are expected to complete and abide by a roommate agreement, which requires discussion about guests, lifestyles and sharing. Resident students and their guests are expected to respect the privacy of others and behave in a way that does not disturb or disrupt others. Entrance into a room, apartment or house is to be by invitation only.

SINGLE ROOM REQUEST PROCEDURES

Single room requests will be considered when a student has a diagnosed medical condition that indicates the need for a single room. Documentation of the medical condition/diagnosis must be forwarded to the Director of Accessibility Services by the licensed medical professional who is treating the student for the diagnosed condition before they can be considered for a single medical room. Documentation should include the following information: date of original diagnosis, assessments used in diagnosis, current treatment plan, and prognosis. Evidence should indicate that a single room is necessary in the treatment plan. In all cases, Viterbo expects students to adhere to the treatment recommendations of the professionals to manage their medical diagnosis. A single room is not automatically transferable from one academic year to the next and new medical documentation stating student progress may be needed at the time of each request.

Students without medical documentation may request placement on a single room waiting list. Assignments will be based on space availability, date of housing contract, disciplinary record, and class standing. Current residents of single rooms must reapply. The privilege of a single room is not guaranteed from one year to the next.

STORAGE

There is no storage available in Bonaventure Hall, Marian Hall, Clare Apartments or La Verna Apartments. Residents of McDonald Terrace, Treacy House, Rose Terrace, and Canticle House are provided with a storage space. International student storage may be provided and is determined on a case-by-case basis. All items in storage must be removed from the storage area approximately two weeks before the end of the academic year or upon early withdrawal. Items left in storage will be thrown away or donated to charity.

TECHNOLOGY

<https://www.viterbo.edu/residence-life/what-bring-campus>

Wireless networking access is provided throughout campus and in the residence halls. Additionally, each room has wired networking access and cable TV access. Please reference the Technology section of the website above and make note of the items you should not bring to campus. You will be prompted to authenticate to our campus network with your Viterbo username and password. If a device is not capable of authenticating in this way you may have to manually register it with our Viterbo-Devices network. Additional help can be provided by the IIT Helpdesk.

VACATION PERIODS

Residential buildings are closed during Thanksgiving, Christmas and Spring Breaks. Dining Services is closed during Thanksgiving Break, Christmas Break, and Spring Break. Students who do not return home must make arrangements for housing and meals during these times. Students with legitimate reason to stay on campus over a break may submit a break request form by the published deadline. If approved, ID access will be activated. Students who remain on campus during the break must make arrangements for meals. Charges may apply for early returns and late departures.

VENDING MACHINES

Vending machines are located in the Student Union. A soda machine is located on the first floor of Clare Apartments. To request a vending refund, contact the Office of Residence Life.

WINDOW SCREENS

If window screens are removed, there will be a \$10 fine assessed to the residents of the room for each day that the screen is not replaced. Students are reminded that they are responsible for lost or damaged screens.

VITERBO EMERGENCY RESPONSE PLAN

EMERGENCY RESOURCES IN THE LA CROSSE COMMUNITY

SERVICE AND PHYSICAL ADDRESS	PHONE NUMBER	WEB ADDRESS
Police, Fire and Medical	911	co.la-crosse.wi.us/emergency-services/dispatch
La Crosse Police Non-Emergency Dispatch	608-782-7575	
Mayo Healthcare Emergency and Urgent Care Center 700 West Avenue South, La Crosse	608-392-7000	https://www.mayoclinichealthsystem.org/locations/la-crosse/services-and-treatments/emergency-medicine
Mayo Healthcare 700 West Avenue South, La Crosse	608-785-0940 or 1-800-362-5454	mayoclinichealthsystem.org/locations/la-crosse
Mayo Healthcare Psychiatry and Psychology 615 S. 10th St., La Crosse, WI 54601	608-392-9555	https://www.mayoclinichealthsystem.org/locations/la-crosse/services-and-treatments/psychiatry-and-psychology
Mayo Healthcare Safe Path Domestic Abuse/Sexual Assault Services 700 West Avenue South, La Crosse	608-392-7804 or 1-800-362-5454 ext. 7804	https://www.mayoclinichealthsystem.org/locations/la-crosse/patients-and-visitors/social-work
Mayo Healthcare SANE – Sexual Assault Nurse Examiner 700 West Avenue South, La Crosse	608-392-7804 or 1-800-362-5454 ext. 7804	https://www.mayoclinichealthsystem.org/locations/la-crosse/patients-and-visitors/social-work
Gundersen Health System Emergency Services 1900 South Avenue, La Crosse	608-775-3128	https://www.gundersenhealth.org/locations/gundersen-lutheran-emergency-and-urgent-care
Gundersen Medical Center 1900 South Avenue, La Crosse	608-782-7300 or 1-800-362-9567	gundersenhealth.org
Gundersen Domestic Abuse/Sexual Assault Services 24 Hour Crisis Line	608-775-5950 or 1-800-362-9567 ext. 55950	https://www.gundersenhealth.org/services/support-hotline-resources
Gundersen Health System Center for Violence Prevention and Intervention	608-775-5557	https://www.gundersenhealth.org/locations/center-for-violence-prevention-and-intervention
Great Rivers 211 – Information, Referral and Crisis Hotline	Dial 211 or 1-800-362-8255 or TTY 1-866-884-3620	greatrivers211.org/
New Horizons Shelter and Outreach Centers	608-791-2610 Crisis line: 1-888-231-0066	nhagainstabuse.org
La Crosse County Emergency Management	608-789-4811	https://lacrossecounty.org/sheriff/sheriff-home/divisions/emergency-management/emergency-planning-help
Wisconsin Road Condition Information	511	511wi.gov
National Response Center (Report Toxic Chemical and Oil Spills)	1-800-424-8802 or 3911 if using a Viterbo phone, 608-796-3911 if using a non-Viterbo phone.	epa.gov/emergency-response/national-response-center
Poison Control Center	1-800-222-1222	www.poison.org

EMERGENCY RESOURCES ON THE VITERBO CAMPUS

VITERBO SERVICE	CONTACT INFORMATION
Campus Safety and Security Officers 24 Hour Availability	Phone: 3911 if using a Viterbo phone or 608-796-3911 if using a non-Viterbo phone Location: Security Desk, Student Union. Web: www.viterbo.edu/campus-safety-and-security
Campus Safety and Security Non-Emergency 24 Hour Availability	Phone: 608-796-3911 Location: Security Desk, Student Union. Web: www.viterbo.edu/campus-safety-and-security
Director of Campus Safety and Security	Phone: 608-796-3913 Email: security@viterbo.edu Location: Hawk's Nest Director Available: Weekday office hours Web: viterbo.edu/campus-safety-and-security
Communications	Phone: 608-796-3049 Email: communication@viterbo.edu Location: 007 Reinhart Center Staff Available: Weekday office hours Web: www.viterbo.edu/communications
Counseling Services	Phone: 608-796-3808 Location: 370 Murphy Center Available: Weekday office hours Web: www.viterbo.edu/counseling-services
Health Services	Phone: 608-796-3806 Location: 340 Murphy Center Available: Weekday office hours August through May Web: www.viterbo.edu/health-services
Physical Plant	Phone: 608-769-3402 Location: Physical Plant Building at 8th and Winnebago streets Available to answer phone: 24 Hours Web: www.viterbo.edu/physical-plant
Resident Assistant (RA) on Call	Phone: 608-796-3500, 608-796-3600 Location: Office of Residence Life (southwest corner of Marian Hall) Available to Answer Phone: 24 Hours Web: www.viterbo.edu/residence-life
Vice President for Student Affairs and Dean of Students	Phone: 608-796-3840 Location: 230 Murphy Center Available: Weekday office hours Web: www.viterbo.edu/student-life-division

EMERGENCY RESPONSE PROCEDURES

BASIC RESPONSE TO ANY EMERGENCY INCLUDING A MEDICAL EMERGENCY

1. In the event of any emergency, it is important to call one of the following numbers. A call to any of these numbers will activate a response from the appropriate emergency response operation(s):
 - A. La Crosse Police Department: 911
 - B. La Crosse Fire Department: 911
 - C. Viterbo Campus Safety and Security: 3911 from a Viterbo phone; 608-796-3911 from a non-Viterbo phone.
2. Answer the dispatcher's questions as they are asked, especially the location of the emergency, including the street address of the building. Be as specific as possible.
3. Provide the location of the emergency, including the street address of the building. Be as specific as possible.
4. Provide a thorough description of the incident to ensure that proper resources are dispatched. Do not hang up until the dispatcher tells you to do so.
5. Those trained to perform CPR and first aid can act within their expertise. Those who are not trained may receive instruction on how to do CPR from the dispatcher.
6. Have someone stand outside the building to flag down emergency personnel when they arrive.
7. Once any injured individuals have been treated and/or transported, follow applicable student/employee accident reporting.

ACTIVE THREAT, ACTIVE SHOOTER, FIREARMS, OR WEAPONS

Active threat: Exists when an individual is actively engaged in harming or killing people, or attempting to harm or kill people, in a confined and populated area.

1. Call 911 if you are aware of any firearm or other weapon on campus.
2. Call Campus Safety and Security at 3911 if using a Viterbo phone; 608-796-3911 if using a non-Viterbo phone.
3. If you see, hear, or are notified of an active threat/shooter on campus:
 - A. RUN
 - i. Get out of the building as you are able. If you see the active threat/shooter, run in the opposite direction.
 - ii. Provide assistance to those with disabilities/special needs. If that is not possible, provide their location to emergency personnel.
 - iii. Call 911. Give the location of the incident, the type of weapon being used, and a physical description of the active threat/shooter.
 - iv. Prevent others from entering the building.
 - B. HIDE
 - i. If you can't get out of the building, get behind a closed and locked door. Barricade the door.
 - ii. Close window blinds/curtains. Turn off the lights, radio, computers, etc. Silence phones and electronic devices.
 - iii. Hide in a closet, under a desk, behind furniture, etc.
 - C. FIGHT
 - i. Do this as a last resort, only if you have no other option.
 - ii. Act as aggressively as possible. Yell, throw things, use improvised weapons, and attempt to stop the active threat/shooter by any means available.

ALCOHOL/DRUG INTOXICATION OR OVERDOSE

1. If you are concerned about a person's safety following the consumption and/or ingestion of alcohol or drugs, call 911 and/or take the person to a hospital emergency room.
2. Call Campus Safety and Security at 3911 if using a Viterbo phone; 608-796-3911 if using a non-Viterbo phone.
3. Turn the person on their left side. Don't leave them unattended to "sleep it off."
4. Walk or drive an intoxicated person(s) home. Make certain they are safe INSIDE once home. Do not let an intoxicated person go outside alone; do not leave an intoxicated person alone outside.
5. In cases of drug or alcohol overdose, the primary concern of the university is a person's safety, not punishment or prosecution. Please see the Good Samaritan policy at the start of the Viterbo University Policies and Procedures section for more information.

ARMED ROBBERY OR BURGLARY

1. Remain calm. Most robbers do not wish to harm; they are only interested in money or property. When you are calm, you reduce the risk of the robber becoming agitated or dangerous. You are also more likely to get an accurate description. Make no sudden moves and don't try to be heroic.
2. Give the robber exactly what they want. Don't take unnecessary chances with your life.
3. Do not argue, fight, surprise or attempt to use weapons against a robber. The robber has already taken a major risk and is frightened. Additional provocation on your part could make the situation worse.
4. Note as many details as possible until you can write them down. Glance at the weapon long enough to identify it. Then, look at the robber and get height, weight, hair color, eye color, and clothing. Notice the type and description of any weapons used. If a vehicle is involved, get the license plate number, color, make and model.
5. When you are in a safe place, call 911.
6. Call Campus Safety and Security at 3911 if using a Viterbo phone; 608-796-3911 if using a non-Viterbo phone.

BOMB THREAT, SUSPICIOUS PACKAGE OR DEVICE

1. If you receive a bomb threat by phone, try to keep the caller on the phone.
 - A. If possible, write a note to have someone call 911 from another phone.
 - B. Do not hang up. Further instructions may be given.
 - C. Remain calm and courteous.
 - D. Record and report the Caller ID information provided, the caller's exact words and the time of the call.
 - E. Ask, and record the answers to, these questions:
 - i. When will the bomb explode?
 - ii. Where is it right now?
 - iii. What type of bomb is it and what does it look like?
 - iv. What will cause the bomb to explode?
 - v. Did you place the bomb and why?
 - vi. What is your address?
 - vii. What is your name?
 - viii. Write down the exact wording of threats.
2. If you receive a bomb threat in written form, call 911 and be prepared to tell police the location of the bomb and when it will explode. Do not hang up; further instructions may be given.
3. Call Campus Safety and Security at 3911 if using a Viterbo phone; 608-796-3911 if using a non-Viterbo phone.
4. If you see a suspicious package or suspicious device, do not touch it, tamper with it, or move it. Call 911 immediately. Next, call Campus Safety and Security at 3911 if using a Viterbo phone; 608-796-3911 if using a non-Viterbo phone.
5. Evacuate the building using areas and exits that are NOT near the device. When evacuating, leave everything as is. Leave room doors unlocked.
6. Tips for identifying suspicious packages or devices
 - A. excessive postage, handwritten or poorly typed address
 - B. excessive weight
 - C. foreign mail, air mail or special deliveries
 - D. incorrect titles
 - E. no return address
 - F. oily stains or discoloration on package
 - G. protruding wires or tinfoil
 - H. restrictive markings such as "Confidential" or "Personal"
 - I. rigid, lopsided or uneven envelope
 - J. visual distractions
 - K. excessive tape or string.

CYBERSTALKING OR STALKING

1. Definition: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others or suffer emotional distress.
2. Call 911 if in immediate danger.
3. Call Campus Safety and Security at 3911 if using a Viterbo phone; 608-796-3911 if using a non-Viterbo phone.
4. Report this information:
 - A. Your specific location.
 - B. The name of the stalker, if known.
 - C. Physical description of the stalker, including a description of their clothing.
 - D. Stalker's license plate number, if known.
 - E. Stalker's address and phone number, if known.
 - F. Save any phone, digital, electronic, or other messages sent by the stalker.

DATING, DOMESTIC, OR RELATIONSHIP VIOLENCE

1. Call 911 and report the incident. Write down the police report/incident number and keep with your records.
2. If necessary, seek medical attention. Have injuries documented and photographed.
3. Go to a safe place such as a friend or family member's home or a domestic violence shelter.
4. Seek the support of caring people. Tell someone you trust about the abuse – a friend, a family member, a neighbor, a co-worker or staff members of support agencies. Talk to them in a private, safe place.
5. Talk with a professional at one of these or another support agency: Viterbo Counseling Services, Viterbo Health Services, Mayo Franciscan Healthcare Safe Path Domestic Abuse and Sexual Violence Services, or Gundersen Health System Domestic Abuse and Sexual Assault Services. These services offer confidential help.
6. Have a safety plan. If your friend, spouse, or partner is abusive, have a plan to protect yourself and/or your children in case you need to leave quickly.
7. File for a protective order that tells the offender to stay away from you.

FIGHT OR PHYSICAL ASSAULT

1. Call 911. Calmly provide address, location, and whether weapons are involved.
2. Call Campus Safety and Security at 3911 if using a Viterbo phone; 608-796-3911 if using a non-Viterbo phone.
3. Do not become involved in the situation.

FIRE, SMOKE, OR EXPLOSION

1. Activate the nearest fire alarm (if not sounding).
2. Call 911 and calmly provide your name, the building address, and location of the fire, smoke, or explosion.
3. Call Campus Safety and Security at 3911 if using a Viterbo phone; 608-796-3911 if using a non-Viterbo phone.
4. Assist persons with disabilities/special needs and/or provide their location to emergency responders. Notify fire personnel if you know someone is trapped.
5. Immediately exit the building, closing doors behind you. Do not use elevators and keep fire doors closed.
6. If caught in smoke, drop to your knees and crawl to the closest safe exit. Breathe through your nose. Cover it with a towel or shirt if possible.
7. Upon exiting the building proceed to its designated outdoor rally point.
8. If trapped in a building, close all windows and doors. Place wet or dry cloth material under door to prevent smoke from entering. Attempt to signal people outside the building. Call 911 to notify responders of your location.
9. Never reenter a building until an "all clear" signal is given by authorized emergency personnel.

FLOODING OR PLUMBING FAILURE

1. Call Campus Safety and Security at 3911 if using a Viterbo phone; 608-796-3911 if using a non-Viterbo phone.
2. Call physical plant at 608-769-3402.
3. Cease using all electrical equipment.
4. If evacuation is ordered, follow the evacuation procedures.

HARASSMENT: PHONE, DIGITAL, OR ELECTRONIC

1. Call Campus Safety and Security at 3911 if using a Viterbo phone; 608-796-3911 if using a non-Viterbo phone.
2. Call La Crosse Police Department Non-Emergency dispatch at 608-785-5962.
3. Report harassment to internet service provider and/or cell phone service provider.
4. Block messages from sender.
5. If you receive a threat by phone or an obscene phone call, try to keep the caller on the phone and:
 - A. Check for caller ID information.
 - B. Be calm, courteous, listen and do not interrupt.
 - C. Write down the caller's exact words and the time of the call.
6. Save any harassing messages.

HAZARDOUS MATERIALS, SPILLS, LEAKS, OR FUMES

1. Call 911 and calmly state your name, type of emergency, the building address and exact location of the spill, leak, or fumes.
2. Call Campus Safety and Security at 3911 if using a Viterbo phone; 608-796-3911 if using a non-Viterbo phone.
3. Contact physical plant at 608-769-3402.
4. If someone is splashed with a chemical, immediately flush the contaminated area with water and obtain medical assistance.
5. For major hazardous material spills, immediately evacuate the building, closing doors behind you.
6. In the event of hazardous material leaks or fumes, immediately evacuate the building, closing doors behind you.
7. For minor hazardous material spills, follow departmental protocol where appropriate (i.e., RCE) or contact physical plant staff at 608-796-3920.
8. Do not attempt to clean up the spill yourself. Provide clean-up/rescue personnel with appropriate material safety data sheets and other pertinent information.
9. Only trained and authorized personnel are permitted to respond to hazardous material incidents.

INTRUDER OR HOSTAGE TAKER

1. If you are aware of a hostage situation, call 911 immediately. Provide information on individual's features, clothing, and vehicle, building and location, and whether they are carrying a weapon or package, etc.
2. Call Campus Safety and Security at 3911 if using a Viterbo phone; 608-796-3911 if using a non-Viterbo phone.
3. If you are taken hostage, follow the instructions of the hostage taker. Remain calm. Treat the hostage taker with respect. Ask permission to speak, do not argue or make suggestions.
4. Suspicious or questionable persons should be reported to the La Crosse Police Department at 911 or Campus Safety and Security at 3911 if using a Viterbo phone; 608-796-3911 if using a non-Viterbo phone.

MEDICAL EMERGENCY

1. Call 911. Be prepared to provide this information:
 - A. Where is the emergency?
 - B. What happened?
 - C. Condition of affected person(s)?
 - D. What is currently being done?
 - E. Are there any dangerous conditions nearby?
2. Call Campus Safety and Security at 3911 if using a Viterbo phone; 608-796-3911 if using a non-Viterbo phone.
3. Perform first aid and/or CPR as needed, to your level of training.
4. Tell someone to stand outside the building and flag down emergency personnel as they arrive.
5. Once any injured have been treated and transported, contact Human Resources at humanresources@viterbo.edu to file a report and/or provide necessary documentation.

MENTAL HEALTH EMERGENCY OR ATTEMPTED SUICIDE

1. All suicide attempts should be reported to 911 immediately.
2. If the individual is aggressive, violent, or harmful to self or others call 911. Do not attempt to handle the situation alone.
3. Call Campus Safety and Security at 3911 if using a Viterbo phone; 608-796-3911 if using a non-Viterbo phone.
4. A psychological crisis may exist when a person is delusional, out of touch with reality, or threatening to harm self or others. The crisis may be manifested as paranoia, disruptive behavior, anger, yelling, or self-injury. When encountering such situations, one should:
 - A. Stay calm and stay with the person (if safe to do so) until professional help arrives.
 - B. Listen carefully and considerately.
 - C. Do not argue with the person. Avoid aggravating the situation.
 - D. Encourage the person to seek counseling, support from family and friends, assistance with life goals, and/or assistance with finances and housing.

MISSING STUDENT

1. If you are aware of an abduction, call 911 immediately.
 - A. Be prepared to provide police with number, description, demands and instructions of abductor; name(s) of person(s) abducted.
 - B. If a vehicle is involved, attempt to obtain license plate number, make, model, direction of travel, etc.
2. Call Campus Safety and Security with information on abduction or missing student at 3911 if using a Viterbo phone; 608-796-3911 if using a non-Viterbo phone.
3. If you are abducted, follow the instructions of the abductor. Remain calm. Treat the abductor with respect. Ask permission to speak, do not argue or make suggestions.
4. Viterbo will notify law enforcement and emergency contact if a student living on campus has been missing for 24 hours.
5. Viterbo will notify custodial parent or legal guardian if a student under the age of 18 and living on campus has been missing for 24 hours.

POWER OUTAGE

1. Call Campus Safety and Security at 3911 if using a Viterbo phone; 608-796-3911 if using a non-Viterbo phone.
2. Contact Physical Plant at 608-769-3402.
3. Follow instructions of Campus Safety and Security, Physical Plant, or other emergency personnel.

RIOT, UNRULY EVENT, OR CIVIL DISTURBANCE

1. Call 911. Provide the address, location, and other details to the dispatcher.
2. Next, call Campus Safety and Security at 3911 if using a Viterbo phone; 608-796-3911 if using a non-Viterbo phone.
3. Do not become involved in the situation.
4. In the event of a civil disturbance, Viterbo administration may cancel or delay classes/activities; remove, contain or isolate disruptive persons; request police intervention; lock buildings for safety; etc.

SEXUAL ASSAULT

1. Get to a safe place whenever possible.
2. Get medical care (if needed). If you are physically injured, medical care is vital. You can get medical care at any hospital emergency room. If you are 18 years or older, you can get treatment for your immediate injuries without filing a police report.
3. To get support and assistance with the assault process, you should consider calling as soon as possible one of these 24 hour services: Mayo Safe Path Domestic Abuse and Sexual Assault Services, 608-392-7804 or 1-800-362-5454, extension 7804; Mayo Sexual Assault Nurse Examiner (SANE) Program, 608-392-7804 or 1-800-362-5454, extension 7804; or Gundersen Sexual Assault Services Crisis Line, 608-775-5950 or 1-800-362-9567, extension 55950.
4. Tell someone you can trust: a counselor, a friend, a relative, a medical provider, a minister, the police, a Resident Assistant, or a Residence Life Area Coordinator. Note: all Viterbo personnel, with the exception of the chaplain and counseling services staff, are mandatory reporters and will need to report incidents of sexual misconduct.

5. If you intend to report the assault, or leave this option open in the future, physical specimens collected soon after the assault/rape will be valuable evidence. Do not shower, bathe, wash your hands, eat, drink or brush your teeth. Place each item of clothing in a separate paper bag (no plastic). Leave the area where the assault occurred undisturbed.
6. You make the decision when and how to utilize law enforcement. However, the longer you wait to report the assault, the greater the likelihood that valuable evidence (e.g. DNA, collaborative interviews from witnesses) may be lost. Evidence collection is done in the county where the assault occurred, usually within the first 72 hours following the assault (the earlier, the better). You have three ways to contact law enforcement:
 - A. Call 911 if an emergency, or if not emergent, call the police department dispatch where the crime occurred.
 - B. Go to the police station in the jurisdiction where the assault occurred to file a police report.
 - C. If you go to the hospital, ask that they notify the police.

WEATHER EMERGENCIES

EXTREME HEAT OR COLD

1. Call 911 in case of a medical emergency (e.g. confusion, frostbite, hypothermia, racing pulse, muscle spasms, vomiting.)
2. Stay indoors as much as possible and limit exposure to elements during extreme conditions.
3. Never leave children, disabled persons or pets in a parked car, even briefly.
4. For severe heat, drink plenty of water and eat lightly.
5. Information regarding university closings and weather delays is announced on the Viterbo web site and local radio and television channels.
6. Information on individual class cancellations is available on the course Moodle page.

THUNDERSTORMS AND TORNADOES

1. If you hear thunder, you are close enough to the thunderstorm to be struck by lightning.
 - A. Immediately seek safe shelter – a sturdy building or automobile.
 - B. Do not take shelter in small sheds or under trees.
2. Telephone lines and metal pipes can conduct electricity from lightning.
 - A. Unplug appliances not used for weather information.
 - B. Avoid using landline telephones or electrical appliances.
 - C. Avoid bathing, showering or being in contact with plumbing fixtures.
3. A SEVERE THUNDERSTORM/TORNADO WATCH means atmospheric conditions are favorable for the development of severe thunderstorms/tornadoes. You should continue with normal activities, but closely monitor weather information.
4. A SEVERE THUNDERSTORM/TORNADO WARNING means severe thunderstorm activity is occurring (as indicated by radar or reported by law enforcement and/or weather spotters) or is imminent. If the warning is for your location, please follow these instructions:
 - A. Quickly move to a place of safety. Seek immediate shelter away from windows, preferably in interior hallways on the lowest floor possible. Go to the lowest level of the building (in Bonaventure Hall, proceed to 1st floor, not the Terrace level). If outdoors, move immediately to the nearest building and seek shelter there.
 - B. Do not open windows.
 - C. Do not use elevators.
 - D. If unable to get inside, lie in a ditch area or near a well-built building, use arms to protect head and neck in a “drop and tuck” position, use jacket/cap/backpack/etc. to protect face and eyes.
 - E. Report any injuries or damage by calling Campus Safety and Security at 3911 if using a Viterbo phone; 608-796-3911 if using a non-Viterbo phone.
6. DO NOT call 911 unless you need to report an emergency, such as a fire, medical emergency or severe building damage. The 911 lines need to be kept open and available for emergency calls. If you accidentally call 911, do not hang up – remain on the line until someone picks up and let them know of the accidental dial.

EVACUATION, LOCKDOWN, AND SHELTER IN PLACE PROCEDURES

EVACUATION PROCEDURES

1. Begin evacuation immediately upon hearing an alarm or official announcement.
2. If time permits, close windows and doors on your way out.
3. Using the nearest exit, proceed to the ground level and leave the building. If the nearest exist is compromised, use a secondary evacuation route.
4. Do not use an elevator.
5. Leave the building in an orderly manner and go to the building's designated outdoor rally point.
6. Follow instructions from emergency personnel. Report the location of anyone still inside the building to them.
7. Do not reenter the building until the all clear is given by emergency personnel.

EVACUATING PERSONS WITH DISABILITIES OR SPECIAL NEEDS

1. Assisting the Blind/Visually Impaired
 - A. Clearly announce the type of emergency.
 - B. Offer your arm to, or hold the person's hand, and help guide them.
 - C. Tell the person where you are going and alert them to obstacles along the way.
2. Assisting the Deaf/Hearing Impaired
 - A. Get the person's attention.
 - B. Give directions with gestures or written notes.
3. Assisting the Mobility Impaired
 - A. Elevators should not be used.
 - B. Inform the person of the situation and ask how you can help.
 - C. Evacuate the person according to their instructions.
 - D. If it is not possible to evacuate the person, assist in moving them to as safe an area as possible (an interior room or enclosed stairwell).
 - E. Advise emergency personnel of the person's location once you have exited the building.

LOCKDOWN PROCEDURES

1. A lockdown is a way to rapidly enhance the level of security in a building. Locking exterior and interior doors can make it more difficult for an intruder or other type of threat to access students and employees.
2. When a lockdown occurs, Viterbo University is required by law to initiate emergency notification via one or more of the following methods: email message, phone call, text message, Viterbo webpage and social media accounts, display monitor message, public address system.
3. When a lockdown occurs, you should:
 - A. Immediately go into the nearest room you feel is safe. Quickly encourage others to join you.
 - B. Lock and barricade the door.
 - C. Turn off all lights.
 - D. Cover all windows with blinds, curtains, etc.
 - E. Remain silent, silence cellphones and turn off radios, televisions, and other devices that emit sounds.
 - F. Keep away from windows and doors.
 - G. Hide-conceal yourself the best you can.
 - H. Stay in the room until the all clear is given by emergency personnel or until the police instruct you to exit.
 - I. If the fire alarm sounds DO NOT exit your safe area as it may be a ploy by an armed/hostile intruder. Remain locked down unless there is smoke and/or fire in your location.
4. If someone is injured, follow these steps when you can safely do so:
 - A. Call 911.
 - B. Call Campus Safety and Security at 3911 if using a Viterbo phone; 608-796-3911 if using a non-Viterbo phone.
 - C. Place a sign in exterior windows to identify the location of injured people.

SHELTER IN PLACE PROCEDURES

1. Defined: Shelter-in-place is the use of any classroom, office, or building to provide temporary shelter. To shelter-in-place:
 - A. Move indoors and remain there. Pick a room with the fewest number of windows, vents, etc.
 - B. If possible, take a smartphone, computer, radio, or television with you to monitor the emergency.
 - C. Do not call 911 for information; keep the phone lines open for emergency personnel.
2. To shelter-in-place during a severe thunderstorm, tornado, or related warning:
 - A. Go to the lowest level of the building; in Bonaventure Hall, proceed to 1st floor, not Terrace level.
 - B. Go to an interior room or hallway and stay away from windows.
 - C. Use arms to protect head and neck in a “drop and tuck” position.
 - D. If unable to get inside, lie in a ditch area or near a strong building. Use what you have available to protect your head, neck, face, and eyes (arms, jacket, backpack).
3. To shelter-in-place for hazardous materials:
 - A. Select room(s) that is easy to seal, and does not contain mechanical equipment like vents, blowers, or pipes.
 - B. If possible, pick a space with a water supply and access to restrooms.
 - C. Remain sheltered-in-place until the all clear is given by emergency personnel.
4. To shelter in place for incidents and situations. Examples: Dangerous incident in the surrounding neighborhood; dangerous incident at a nearby school; any situation where keeping students and employees inside is the safest alternative.
 - A. Move indoors and remain there. In most cases, maintain normal indoor activities.
 - B. Follow instructions of the authorities.
 - C. See campus webpage, campus email, and/or local media.
 - D. Remain indoors until emergency personnel give all clear.

WARNING AND NOTIFICATION

Any one or more of these methods of communication may be used for warning and/or notification in the event of an emergency:

- audio broadcast on most Viterbo main campus speaker phones
- bullhorns
- display message on most Viterbo main campus phones
- display screen monitors
- email using Viterbo email addresses
- flyers/posters
- public address system
- text message and Viterbo App
- Viterbo webpage, and/or Viterbo Campus Safety and Security webpage

Viterbo students and employees are responsible for maintaining updated emergency contact and phone information on VitNet Self Service.