

STUDENT LIFE POLICIES, PROCEDURES, & GOVERNANCE

"As often as anything important is to be done in the monastery, the abbot shall call the whole community together and himself explain what the business is; and after hearing the advice of the members, let him ponder it and follow what he judges the wiser course." -St. Benedict, RB Prologue 3: 1-2

Student Government Association (SGA)

St. JPII Student Center 202
Ext: 7492

Mission

The Benedictine College Student Government Association upholds the dignity of each student and promotes the general welfare of the student body through representation, communication, and Christ-like servant leadership.

Vision

The Benedictine College Student Government Association strives to provide effective student services, to address student concerns, and to help administration develop solutions that positively affect student life.

Philosophies

- We will influence the policy and direction of the college through representation and committees.
- We will maintain a professional and accomplished SGA, in accordance with the mission and students of Benedictine.
- We will be respected for our ability to accomplish goals.
- We strive to train our student leaders with the most recent time management and leadership techniques.
- We will model servant leadership.
- We will exhibit strong and effective communication with students and administration.

Executive Committee

President: Michael Argana
Vice-President: Elizabeth Humburg
Treasurer: Joey Lyngdal
Director of Communication: Samuel Bartoszek
Director of Clubs and Organizations: Dante Bullara

Class Officers

Senior Class Officers: 4 Senators TBD

Junior Class Officers: 4 Senators TBD

Sophomore Class Officers: 4 Senators TBD

Freshman Class Officers: 4 Senators TBD

Clubs and College Recognized Organizations

Clubs and Organizations

Students are encouraged to form and join organizations that contribute to the development of the whole person. The College, with the student government, provides many opportunities for cultural growth. Nationally known speakers, lecturers, players, and musicians appear on the campus each year. Regularly scheduled student recitals, the Atchison Community Concert series, a regular program of professional performing arts events and film series sponsored by the Convocations Arts Committee, and the opportunity to hear prominent educators and artists who appear in the greater Kansas City area also serve to enrich the lives of the students.

Students enjoy a full, coordinated social schedule of activities. Activities include barbecues, athletic games (soccer, football, volleyball, baseball, softball, basketball), Homecoming, Spring Formal, bands, theater performances, and a social justice week.

In addition, there are many clubs and organizations including national honor societies, social and religious organizations, and service clubs. Early in the year students have the opportunity to become acquainted with the full range of organizations, their functions, and activities.

Statement on Clubs and Organizations

Benedictine College reserves the right to register groups of Benedictine students who wish to create formal organizations.

Benedictine's policy is to encourage free discussion of moral issues as part of the educational process. Benedictine College grants official recognition to those organizations whose purposes and goals, activities and programs are consistent with the educational mission of the College and with a Catholic and Benedictine institution of higher education. To that end, student organizations must not, in any way, be contrary to or partake in activities contrary to the teachings of the Catholic Church.

Registration of a student organization by Benedictine College is an acknowledgment that the organization has complied with registration procedures. The College will grant all rights and privileges accorded to every registered organization. Registration of a student organization implies that the College approves the organization's constitution and bylaws.

Registration does not indicate or imply that the College endorses the views of the organization's membership, or the views expressed at meetings. The individuals involved are solely responsible for any views held or expressed.

Only student organizations which maintain good standing as officially registered student organizations by following all applicable policies and procedures will be authorized to use College facilities or services, or be permitted to identify themselves directly or indirectly, with the College's name or credit. The College reserves the right to review the activities of student organizations and to monitor compliance with college policies.

The authority to officially register student organizations is under the Executive Director of Clubs and Organizations, the Director of Student Activities, and the Dean of Students. All student organizations are directly responsible to these individuals in the Student Life Office.

A registered student organization shall be defined as a group of Benedictine students joined together in the pursuit of a common purpose. Student organizations are open to all students without regard

to race, creed, sex, national origin, or any other classification protected by law, though the College, in maintaining its Catholic character, may protect its religious freedom in accordance with applicable laws and constitutional provisions allowing the College to act in furtherance of its religious objectives.

Registration of New Groups

A group of five or more Benedictine College students may apply for registration through the Student Government Office. The proposed organization must submit the following:

- An application form which includes the proposed name of the organization, a statement of purpose and the name of an advisor who is a member of the Benedictine faculty, staff, or administration. The official name may not include the name "Benedictine College."
- A list of officers and members for the proposed organization.
- A constitution and by-laws.
- Signature approval from the Executive President of Student Government Association, the Director of Student Activities and the Director of Clubs and Organizations.
- An annual review on the above items as well as the organization's activities.

Officers/Membership

All members must be currently enrolled students of Benedictine College. Groups may offer membership to Benedictine College faculty, administration, alumni or staff on an associate member basis. Associate members may not hold office or vote.

The officers/editors of all student organizations must be in good standing (not on academic or disciplinary probation) at the time of their election or appointment and throughout their terms of office. Officers are required to be enrolled in at least ten credit hours each semester during their term of office. A student is considered to be in good academic standing as defined by the policy of the college.

Student Activities

Social Activity Guidelines

Only recognized college organizations, clubs, or the Student Government Association may sponsor student activities. Events are to be consistent with the College's four-pillar mission. The Student Activities Director must pre-approve such activities.

Direct responsibility for the proper functioning of a social event belongs to the officers of the promoting organizations. Failure to maintain commonly accepted standards of social conduct will subject the sponsoring organization to censure by the Student Government Association or by the College.

Emphasis is placed on the following specific regulations:

1. At least one faculty or staff member or administrator must be present at all events.
2. The sponsoring organizations must maintain sufficient personnel to maintain an orderly atmosphere.
3. All campus advertising for social events must be in good taste and be approved by the Student Government Association or Student Activities Director.
4. Signs posted to advertise social events shall be in compliance with the Posting Policy found on pg. 90 in the Student Handbook.

Campus Activities Board (CAB)

St. JP II Student Center, 204
Ext: 7492

Mission

The Benedictine College Campus Activities Board cultivates a strong community by welcoming new students into the community and by hosting dynamic and hospitable events for students, staff, alumni, families, and guests that uphold and strengthen the identity and traditions of Benedictine College.

Vision

The Benedictine College Campus Activities Board strives to uphold Benedictine values by preserving existing traditions and expanding upon new ideas through memorable events and experiences for all members of the Benedictine College community.

Campus Activities Board Co-Presidents

Catherine Toerber
Trey Smith

Membership Requirements

Any student wishing to learn more about the Campus Activities Board should contact the Director of Student Activities at 913-360-7580.

Sponsored Activities and Events include:

Fall Opening Weekend Activity
Family Weekend
Homecoming
Mid-Semester Concert
HER Weekend
Spring Opening Weekend Activity
Mother-Son/Father-Daughter Weekend
Little Sibs Weekend
Spring Formal
Springfest Weekend

Alcohol and Drug Policy

The College prohibits the unlawful possession, use, or distribution of drugs and alcohol by students on the College's property or as part of any of the College's programs and activities. Alcohol or drug use that violates the law and/or College policy may subject a student to both institutional and legal sanctions. Notwithstanding, under certain conditions, the use of alcohol by students on campus is appropriate. To access the College's full Student Alcohol and Drug Policy, please refer to the appropriate section on the College website.

Campus Housing Policy

Benedictine College has a four-year residency requirement. All traditional undergraduate Benedictine College students are required to live on campus and must apply for housing through the Residence Life Office every year, including those who qualify for automatic exceptions to living on campus. If a student drops to part-time status at any time during the semester, they may be asked to leave their residence hall. The Residence Life Office must approve any exception to this policy.

As permitted by federal law (see 34 C.F.R. § 106.32(b)), Benedictine College requires students to live in separate residence halls that are designated by sex. Benedictine College does not allow residence hall selections based on gender identity or transgender status.

Regardless of whether a student lived on or off campus or in one residence hall or another during the previous year, he or she must reapply for housing every year. Students **should not** sign any lease agreements for off campus housing before **completing** the Room Draw procedure or receiving written approval from the Residence Life Office. A student who enters into a lease agreement prior to Room Draw and without written approval does so at his or her own risk.

Exemptions from Campus Housing Policy

A student who fits into one or more of the following categories can apply for an exemption from the Campus Housing Policy and from participating in the Room Draw process. Applications are available in the Student Life Office. Even if a student meets one of the following exempt statuses, students must still apply to receive an exemption from the housing policy and receive written approval to live off-campus from the Residence Life Office. Any student who moves off campus without written approval may still be required to live on campus.

- Non-traditional Student
- 23 years of age or older on or before the first day of the academic year. Verification is required in the form of a Driver's license.
- Live with parents or a legal guardian in the Atchison area (30-mile radius). Verification is required in the form of a letter from a parent or legal guardian.
- Married. Verification is required with a copy of a marriage license. Married students may not live in single student housing.
- Member of the Benedictine Order or another religious order. Verification is required from a religious superior.
- Full-time Employee of the College. Verification required from the College Business Office.
- Dependent child or children. Verification is required with a copy of a birth certificate.
- December graduate and/or Fifth year senior social class standing. Verification is required from the Registrar's Office.
- Studying abroad in a college recognized program. Verification from professor required. Commuter status is recognized for the duration of the program only.
- Have lived in the Atchison area and was not enrolled in the college for at least one year. Verification required. Please provide the name, address, and phone number of a previous landlord as well as a photocopy of your lease or tenant agreement.

Transfer students only:

Transferred to the college and previously lived off campus on your own at your previous college or university for a period of at least one year. Verification required. Please provide the name, address, and phone number of a previous landlord as well as a photocopy of your lease or tenant agreement.

Complaint and Grievance Policy

Benedictine College is committed to treating all students fairly and respectfully. The College's policies that apply to student's grievance are published annually on the Benedictine College website:

In an instance of perceived violation of a college policy, a student may file a complaint. This policy provides two avenues for pursuing a complaint: an Informal Resolution Procedure and a Formal Resolution Procedure. Students may utilize either or both procedures.

This policy is intended as an avenue of redress when a student has a general complaint against the College or an administrator of the College that is not clearly encompassed by another College policy. If a student has a complaint dealing with conduct explicitly covered by another policy, such as sexual harassment, the explicit policy (in the example, the Sexual Harassment Policy and Procedures) will apply.

E-mail Notification Policy

College students are responsible for all information and notifications communicated from the College via their student e-mail accounts (i.e., *name@ravens.benedictine.edu* addresses). In order to comply with this policy, students are encouraged to check their student e-mail accounts on a daily basis.

The student e-mail system shall be the College's official means of e-mail communication with all students. The assigned e-mail address will not change during the student's career at Benedictine College. Students are allowed to forward their Benedictine e-mail to their personal e-mail accounts if they prefer to do this.

It is imperative that students understand that the majority of information will be communicated to them via their college assigned e-mail account while they are students.

Emergency Response Plan

Benedictine College recognizes the need and the importance of effective emergency management, which includes prevention, intervention, and campus safety for all members of the college community. We expect all members of the community to actively embrace and participate in the approved emergency management policies and procedures.

The Benedictine College Emergency Response Plan is online, and can be found in two different locations:

- Resources Page,
- Under Campus Security in the left-hand navigation. This section is located under the "About" section.

Fund Raising Policy

Benedictine College student clubs and organizations are required to register their fundraisers, whether they are to be conducted on or off campus, with the Student Government Office. Fund raisers may be registered by filling out and submitting the *Benedictine College Event/ Fundraising Request Form* to the SGA Office two weeks days in advance of the fundraiser.

Fundraisers that are to be conducted in conjunction with athletic events must also conform to the *Athletic Department Solicitation Policy*.

All fundraisers must conform to Benedictine College's mission and be subject to the rules and regulations of Benedictine College, as they are represented in the *Student Handbook* and elsewhere.

Though not limited to the list below, fundraisers must adhere to the following:

- Fundraising projects must be administered in accordance with college policies governing advertising, posting, and soliciting.
- All door-to-door solicitation and selling within the residence halls by commercial salespersons is prohibited. Likewise, no fundraising flyers, advertisements, coupons, etc. may be placed under the doors or hung on doorknobs in any residence hall.

- In certain circumstances a student club or organization may be given limited permission to conduct a sale or promotion in a lobby or other approved space. In these cases, permission must be secured, in advance, from the Residence Director.
- Promotional materials that are not officially college-sanctioned may not be handed out to students on the College campus, either outside or inside buildings. In addition, these promotional materials may not be placed on cars in the College parking lots.
- Any advertising and publicity materials must include name of sponsoring organization, product or service being sold, purpose for which the profit will be used, and location of the activity.
- If a student club or organization wishes to do a bake sale or sale of other foods for a fundraiser, all items sold must be baked by the organization or its members. No pre-purchased items may be sold unless they are purchased through Aladdin or unless prior arrangements have been made with the Student Life Office.
- If you are creating an item to sell, e.g., T-shirts, you must get your design approved by the Director of Student Activities. All designs must conform to the Benedictine College branding guidelines.

Student clubs and organizations: Fundraisers by recognized student organizations will follow these steps:

1. Secure permission from the Student Life Office by completing the online SGA event request form located on the Benedictine College Student Life website.
2. Secure permission from the head of the department affected by the sale (see *Athletic Department Solicitation Policy* for details surrounding athletic events and facilities or contact the athletic department at 913-360-7360).

Any official college designee has the ability to terminate any fundraiser or solicitation activity that is in violation of this policy.

General Non-discrimination and Harassment Policy and Procedures

"Do not repay one bad turn with another. Do not injure anyone, but bear injuries patiently. Love your enemies. If people curse you, do not curse them back but bless them instead." -St. Benedict, RB 4: 29-32

Benedictine College will not tolerate any form of discrimination or harassment. Discrimination or harassment is strictly prohibited on college property, in all academic programs and extracurricular activities, and at college-sponsored events and activities, regardless of whether or not the event takes place on college property. This General Non-Discrimination and Harassment Policy and Procedures is not intended to govern complaints involving claims of sexual harassment occurring in the College's educational programs and activities will be governed by the Sexual Harassment Policy and procedures outlined in the Student Handbook, as applicable.

Benedictine College takes all claims of discrimination and harassment very seriously. Students engaging in such acts will be subject to discipline as outlined in this Student Handbook. Regarding other persons, the College will take action appropriate and necessary to prevent recurrence, which may include banning such persons from college property.

Other Inappropriate Conduct

Conduct that does not constitute prohibited discrimination or harassment under the law or under any of the College's policies still may be inappropriate for the College community. Even if the College determines an individual's behavior does not rise to the level of prohibited discrimination or harassment under this policy, the College may impose appropriate disciplinary action. As a general rule, disciplinary action will be imposed under this paragraph if the College believes the behavior or conduct was inappropriate, unprofessional, objectionable, inconsistent with reasonable rules of conduct, inconsistent with the spirit of the College's harassment-free and discrimination-free philosophy or policy or is not in the best interest of the College or its students.

Reporting a Complaint

Any student who has a question, concern or complaint of discrimination or harassment is encouraged to bring the matter to the attention of the Vice Provost. If the question, concern or complaint involves the Vice Provost, or if the student is not comfortable discussing the matter with the Vice Provost, the student may bring the matter to the immediate attention of the Dean of Students or any College Administrator.

Investigation

All reports of discrimination and harassment will be promptly and thoroughly investigated according to the appropriate College procedure based on the status of the alleged perpetrator (e.g., complaints of non-sexual misconduct against a student will be addressed pursuant to the Student Community Code). The College will act to ensure that any improper conduct ceases immediately, and corrective action is taken to prevent a recurrence. Any student who violates this policy will be subject to the full range of correction action, up to and including termination/expulsion. The College will inform the complaining student of the resolution of the complaint as appropriate.

No Retaliation

Benedictine College prohibits retaliation against anyone who reports or assists in making a good faith complaint of prohibited harassment or discrimination and/or who cooperates in any harassment or discrimination investigation. Prohibited retaliation may include, but is not limited to, intimidation, threats, coercion, or discrimination against any such individual. If the College determines that a student has violated this policy, appropriate disciplinary action will be taken against the student, up to and including termination/expulsion.

Rooms & Facilities Policy for Students with Physical Disabilities

Certain residence halls on campus are better suited to accommodate the needs of students with disabilities and, thus, students with physical disabilities may be prioritized in these residence halls based on the circumstances. If you have any type of physical disability, you are encouraged to contact the Office of Accessibility Services at 913-360-7517 and set up a meeting to discuss options and accommodations.

If it is determined that a student with a physical disability needs to live in a particular room or floor of a residence hall, other students who have been assigned to the needed room may be moved at the discretion of the Resident Life Office.

Identification

All members of the Benedictine College community are required to present proper identification upon the request of college officials, including campus security officers. This policy applies any time an individual is present on college property or attending a college-sponsored event.

Missing Persons Policy

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

- Anyone believing a student residing in campus housing may be missing should report that to the following: Vice President of Student Life, Campus Security, Director of Residence Life, or any College official.
- When a student is officially reported missing, the Vice President of Student Life will initiate an investigation into the welfare of the student if the student has been absent from campus for more than 24 hours without a known reason. This investigation will include a good-faith effort to make contact with the student or an emergency contact using any information the student has provided to Benedictine College for this purpose. The Vice President of Student Life will gather all essential information about the student from the reporting person and from the student's acquaintances. The Vice President of Student Life will then contact the Dean of Students and Campus Security. Appropriate campus staff will be notified to aid in the search for the student. If the actions are unsuccessful in locating the student or it is apparent immediately that the student is missing, the Vice President of Student Life or appropriate designate will contact the Atchison Police Department to report the student as a missing person and they will take charge of the investigation.
- Within 24 hours of a determination that the student is missing, the Vice President for Student Life will make a good-faith effort to contact any emergency or confidential contact identified by the student. If a reported missing student is under the age of 18 and is not emancipated, the Vice President for Student Life also will immediately make a good-faith effort to contact the custodial parent or legal guardian of the student. Regardless of the age of the student, the College will also notify local law enforcement within 24 hours of the determination that the student is missing.
- In addition to registering a general emergency contact, students will be informed and given the opportunity during each semester registration process to register confidential contact information to be used by the Vice President of Student Life in the event that student is determined to have been missing for more than 24 hours. To register this information, students can go to emergency contact information registration on the BC website and follow the directions indicated. This information will remain in effect until changed or revoked by the student and will be accessible only to authorized campus official and may not be disclosed except to law enforcement personnel in furtherance of a missing person investigation.

For purposes of this policy, a student may also be considered to be a "missing person" at any time prior to the expiration of 24 hours the person's absence is contrary to his/her usual pattern of behavior and unusual circumstances may have caused the absence. Such circumstances could include, but not be limited to, a report or suspicion

that the missing person may be the victim of foul play, has expressed suicidal thoughts, is in a life-threatening situation, or has been with persons who may endanger the student's welfare.

Motor Vehicle Policy

The need of a motor vehicle on campus is not essential, however students may be permitted the use of a vehicle on campus pending availability of parking spaces. All vehicles on campus MUST be registered with the Operations Department. Registering your vehicle allows you the right to park on campus but does not guarantee you a parking space. All vehicles must be registered within five days of the first day of the semester. Failure to comply with these rules will result in a fine. Any vehicle ticketed for not properly displaying a valid parking permit will be issued a \$100 ticket for the first offense. Once a valid permit is obtained, the first ticket will be waived. Subsequent tickets in the amount of \$100 for not displaying a valid parking permit will not be waived. Visitors may park in visitor parking stalls or request temporary parking permits through the Operations Department.

A copy of the traffic and parking regulations will be issued when registered or may be picked up in the Operations Department. Parking lots are patrolled, and the regulations are strictly enforced. Tickets are issued 24 hours per day, seven days per week. Fines must be paid via credit card, debit card, or online check payment through The Permit Store. Tickets must be paid within 30 calendar days from the date of the ticket. Tickets may be appealed within 14 calendar days from the issuance date of the ticket. Tickets that have not been paid or appealed within this time frame will result in an additional late fee of \$10 per ticket. Toward the end of the semester, all unpaid ticket fees will automatically be added to student accounts and may result in a financial hold being placed on a student account until paid in full. All appeals will be charged a \$10 administrative fee. A student appeal board will hear the appeal and render a ruling. All appeal board decisions are final. All fees must be paid within 14 days following the decision of the Appeals Board. Failure to do so may result in the vehicle being immobilized or impounded which will result in the assessment of additional fees.

Any vehicle that receives a third ticket when the first two remain unpaid or any vehicle that violates this policy in a manner that is egregious may be deemed an "Excessive Violator" and is subject to immobilization, towing, and/or impoundment. Excessive Violator vehicles may be immobilized with a wheel boot or lock. A \$100 removal fee must be paid in addition to any outstanding ticket fees prior to the wheel immobilizer being removed from the vehicle. The fine must be paid within 48 hours from installation or the vehicle will be towed. Once a wheel boot or lock has been applied to a vehicle, the permit holder may not appeal any tickets. Vehicles may be towed without warning from Fire Lanes and illegal parking areas. Owners of the vehicle will be responsible for the tow fee and any storage fee. Students who continuously violate traffic and/or parking regulations may have their parking permit revoked at the discretion of the Operations Department.

Any unpaid tickets will be charged to the student's tuition billing statement and will be subject to the collection policies and late fees of the college's Student Billing Office.

Photography and Videotaping

Benedictine College reserves the right to photograph and/or videotape students, faculty, staff, and guests while on college property or during college-sponsored functions. These images and audio may be used by the College for promotional purposes, including use in college magazines,

newsletters, press releases, brochures, advertisements, videos, Web sites, and other promotional materials.

Private Room Policy

If space is available in the residence halls, students may request a private room. The charge will be one and one half the cost of a regular room charge. If a resident's roommate moves out of the assigned room, the remaining student must exercise one of the following options within a reasonable period.

1. Select another roommate who will move into the vacancy within one week.
2. Move in with another resident in whatever residence hall space is available.
3. Retain the space at a private room rate if space is available (additional charge).

This regulation does not apply to residents whose roommate leaves after the fourth week of the semester except when space is limited. Unless a private room is requested, available and paid for, the person must be willing to accept another roommate when the space is needed. All rooms, except for handicap space, are designed for double or single occupancy. The use of a private room is subject to the following conditions:

- The assignment of a resident to a private room is done on a space available basis. The College can cancel this agreement at any time.
- Residents with outstanding balances on their accounts in the Business Office will not be admitted to private rooms.
- Residents who request private rooms should know that the room's location in a residence hall is subject to change by the residence hall staff or Student Life Office.
- Residents of private rooms are responsible for all mattresses, mattress pads, furnishings, and equipment in the room. The resident is also responsible for the accurate completion of the Room Condition and Inventory form for the entire room.
- No furnishings or equipment may be moved from the room at any time - nor may it be moved from room to room in a suite or residence hall.
- All guests who are not staff, faculty or student members of Benedictine College must register with the Residence Hall Director prior to admission to the room and shall be expected to comply with college policies and regulations. The student will be held responsible for his or her guest's compliance with these policies and regulations.

Room Draw System

The Room Draw System gives students the opportunity to decide where they will live and with whom they will live the following academic year. Room Draw is held every spring semester.

The system is based on seniority, and students in each class bid on the specific residence hall and room of their choice. According to social class standing, seniors bid first, and a randomly assigned number determines each student's place in the bidding order within a class. Those with low random numbers bid first.

Fifth year seniors and fall graduates are required to live off campus and may not use their number to bid at Room Draw. Any exceptions made on a case-by-case basis will require residency for a full academic year. If a fifth year senior is authorized to live on campus, they must rely upon the random number of another person in their living group to identify the class, random number, and time to bid. Finally, any set of roommates

from different classes is allowed and priority is given in the following order.

- Senior and senior
- Senior and junior
- Senior and sophomore
- Junior and junior
- Junior and sophomore
- Sophomore and sophomore

Sophomores are not eligible to live off-campus unless given written permission by the Student Life Office. A student who is on disciplinary probation, who has three or more infractions, or who violates Room Draw procedure will be assigned numbers falling at the very end of the bidding order within his or her class. Probation, infractions, and violations must have occurred within the current academic year. Students who fail to participate in the Room Draw process will be assigned to an available residence. If a Resident Assistant (RA) is in a suite assignment, he or she may choose who will live in the suite prior to Room Draw.

1. Roommate/suitemate groups may use the lowest number from a member of their group, except if the person is a fifth-year senior
2. Bids are taken in order beginning with the lowest number
3. Men and women bid separately
4. Bids on rooms/suites with handicap access are tentative as a handicapped person may later be assigned to the room

There are several steps in the Room Draw Process:

1. A list of students in each class is generated.
2. Students confirm their class standing with the Residence Life Office.
3. A random number is assigned to each member of each class.
4. Students confirm their random number assignment with the Residence Life Office.
5. Students decide who their roommate/suitemate(s) will be.
6. Students decide where they want to live (group size must match room size exactly before a bid is accepted).
7. Students bid on their housing preferences on a specified day.
8. With a successful bid, students will immediately know where they will live in the next year.
9. Students who have a school-sponsored scheduling conflict may bid by proxy. Forms are available in the Housing Office and should be submitted to the Residence Life Office prior to Room Draw.

Sexual Harassment Policy and Procedures

Benedictine College's Sexual Harassment Policy and Procedures prohibits all forms of sexual harassment, including sexual assault, dating violence, domestic violence, and stalking. The policy applies to all members of the College community, including students. The College's approach to issues of sexual misconduct is guided by federal laws known as Title IX and the Violence Against Women Act (VAWA). The College's Title IX webpage provides information regarding how to report sexual misconduct, the procedures the College uses to investigate and resolve complaints of sexual misconduct, counseling, and other services available to victims of sexual misconduct, FAQs, and other relevant information. The College Title IX webpage, which includes the Sexual Harassment Policy and Procedures has complete information.

Solicitation

See fundraising policy.

The sale of anything or solicitation (including the distribution of samples) is prohibited in the college buildings and upon the college grounds without prior authorization of the Student Life Office.

Athletics

It is the policy of the Benedictine College Athletic Department to permit or prohibit solicitation and distribution in all athletic facilities by recognized student organizations or authorized representatives of the College faculty and staff as outlined below:

- Benedictine College Athletic Department limits solicitation and distribution on its premises because, when left unobstructed, such activities can interfere with the normal operations of the College, can be damaging to efficiency, can inhibit a positive atmosphere, and can pose a threat to security.
- Persons who are not members of recognized student organizations or authorized representatives of the College faculty and staff are prohibited from soliciting funds or signatures, conducting membership drives, posting, distributing literature or gifts, offering to sell or to purchase merchandise or services, or engaging in any other solicitation, distribution, or similar activity in all Athletic Facilities.
- Benedictine College Athletic Department may authorize a limited number of fund drives by recognized student organizations or authorized representatives of the College faculty and staff on behalf of charitable organizations. Benedictine College Athletic Department will permit recognized student organizations or authorized representatives of the College faculty and staff to engage in solicitation or distribution of literature for any group or organization, including charitable organizations, with the following guidelines:
 - Prior to the solicitation or distribution of literature for any group or organization, including charitable organizations, the recognized student organizations or authorized representatives of the College faculty and staff must have a notice of approval signed and dated by the Director of Athletics. The recognized student organizations or authorized representatives of the College faculty and staff must present this notice, if asked; failure to present the notice of approval will result in the immediate termination of the solicitation or distribution of literature.
- The sale of merchandise is limited to Athletic Department functions and activities. Solicitation and distribution of literature with appropriate approval should not interfere with the attendee's experience of the Athletic Department function.
- Benedictine College Athletic Department has the sole ability to terminate any solicitation or distribution of literature.
- Benedictine College Athletic Department is responsible for determining the areas deemed 'Athletic Facilities.' (For more information on the athletic facilities contact the Assistant Director of Athletics).

Tobacco-Free Policy

Benedictine College is a Tobacco-Free Campus

This policy applies equally to all employees, board members, students, volunteers, vendors, contractors, and visitors. Benedictine College is committed to providing a safe and healthy living/learning/working environment. The College further recognizes that environmental tobacco

smoke has been classified as a potential carcinogen. In light of these health risks, these restrictions have been put in place in support of a safe and healthy living/learning/working environment. The use of tobacco will not be permitted except as specifically stated under this policy.

- This policy applies to all forms of tobacco products including, but not limited to, cigarettes, pipes, cigars, chewing tobacco, water pipes, electronic cigarettes, vaping devices, and nicotine pouches.
- Tobacco use is prohibited inside and outside of all buildings, vehicles, sidewalks, streets, parking lots, and the general seating area of outdoor venues on, or adjacent to, campus. See campus map.
- Tobacco use is prohibited on St. Benedict's Abbey grounds, St. Benedict Catholic Church property, and St. Benedict Catholic School property.

Enforcement of Policy

The success of this policy will depend on the thoughtfulness, consideration and cooperation of both tobacco users and non-users. Fines and citations will be part of the basic enforcement of this policy. In addition, the discipline policies applicable to students, faculty, and staff may be invoked, if necessary, to secure compliance with this policy. Violations of this policy will be enforced in the following manner:

- Violations of this policy by faculty and staff should be brought to the attention of the employee's supervisor and/or Human Resources, as appropriate. Any violation of this policy may result in disciplinary action, up to and including separation of service.
- Violations of this Policy are subject to disciplinary action in accordance with the Student Community Code's Disciplinary Procedures set forth in the Benedictine College Student Handbook. Violations of this Policy that constitute criminal conduct may also result in criminal penalties.
- Violations of this policy by visitors should be brought to the attention of Security.
- Violations of this policy by contractors should be brought to the attention of the department for whom the contractor is working or Operations, as appropriate.

Exceptions to the smoke free campus policy

Occasional events sponsored by Benedictine College, which include tobacco use as a reason for gathering and building of community, must be approved by the President's Cabinet. In accordance with the Kansas Cigarette and Tobacco Products Act, the minimum age to possess tobacco products is 21 years of age, therefore, any such events on campus may only be attended by individuals ages 21 years or older.

Smoking Cessation Support

Understanding the addictive nature of tobacco products, Benedictine College will make every effort to assist those who may wish to stop using tobacco products. Students are encouraged to contact the Student Life Office for information about smoking cessation programs.

Notice to Students

The Student Life Office will be responsible for implementing procedures to ensure that all current and future students are notified of the requirements of this policy.

Weapons Policy

To the maximum extent allowable by law, the possession of all weapons, including but not limited to firearms, pellet, paintball, or BB guns, bullets,

tasers, and knives having over three-inch blades, is not permitted on campus. Any student found in violation of this policy is subject to disciplinary action up to and including suspension or dismissal and may be in violation of state and federal law. See also: Firearms, Explosives, Dangerous Materials above.

Acceptable Use of Technologies

Accountability for Technology Administration

Technology and Information Services (“TIS”) Department is responsible for the maintenance and operation of all College-owned computers and computer peripherals.

Technology and Information Services assigns IDs and passwords to each employee and student for access to the network, student records, and email. TIS fully supports the applications that employees and students need to complete academic assignments. Network access is available in all Benedictine College buildings and facilities.

Residence Hall residents must use their own Ethernet cable to access the LAN line network from their rooms.

TIS assigns priority to academic technology to ensure computer labs and classrooms are operational at all times. TIS will provide technical advice and support for students’ PCs on a “time-available” basis.

Employees should not load their own software package(s), public domain software, shareware or non-business applications (i.e., games) on the College’s computers without expressed permission from the Technology and Information Services personnel.

Ownership and Right to Access

Because the College owns its computers, related technology, and network, users have no legitimate expectation of privacy with respect to their use of such and the College reserves the right to access data contained within at any time with or without prior notice.

Computer Back-ups

All users of the system should be aware that e-mail and other electronic information stored on the main system is backed up regularly and may be subject to subpoena.

All critical data must be backed up on a regular basis.

Wireless Access

TIS have enabled wireless access in each dormitory and academic building. Students may not install or operate any wireless device anywhere on campus. Applications that require high network capacity, such as P2P, are prohibited. Otherwise, there is no restriction on internet access.

Copyrights – Technology

Federal law prohibits the transmission (sharing) of copyrighted materials without express written permission from the copyright holder. Copyrighted works (including but not limited to original writings, software, movies and music) may not be shared on the College network without written permission of the copyright holder.

The College believes that it has selected software that best suits its business needs. All software packages are subject to review from time to time. All software packages on college-owned computers shall be licensed to the College.

Software that is loaded on hard disks may not be duplicated for use on any other computer. Many products are serial numbered, and no two computers should have software with the same serial number. Employees should only use software in accordance with licensing agreements when installed and in use on local area networks or when attempting use on multiple machines.

The College prohibits employees from making copies of any College supplied software for use outside of Benedictine College facilities. Any unauthorized duplication of licensed software is a violation of Federal Copyright Law.

Peer-to-Peer File Sharing

It is a violation of copyright law to use file sharing software (e.g., BitTorrent, KaZaA, Limewire, etc.) to download music, movies, and other copyrighted material without permission from the copyright holder.

All network traffic is subject to monitoring procedures conducted by the IT Department for purposes of determining compliance with college policies. Outside parties also actively monitor the internet to find incidents of illegal file sharing and may notify the College of such activity.

When such a notification is provided by an outside source, the College may disable a person’s network access until the situation is resolved.

If a campus community member is found to have illegally shared files over the College’s network, the full range of disciplinary sanctions are available (along with the civil and criminal penalties the person may be subject to), including:

- Indefinite or permanent loss of computer privileges and network access.
- Denial of future access to the College’s IT resources.
- All disciplinary sanctions are available pursuant to the Student Community Code.
- Dismissal from the College; and/or
- Legal action.

Alternatives to illegal downloading include, but are not limited to, iTunes, Amazon, Netflix, and Hulu.

Summary of Penalties for Violation of Federal Copyright Laws

Those who engage in copyright infringement place themselves individually at risk of civil and criminal liability. As a general matter, a person who is found liable for civil copyright infringement may be ordered to pay actual damages or “statutory” damages in an amount of not less than \$750 and not more than \$30,000 per work infringed. For a “willful” infringement, damages may be awarded by a court up to \$150,000 per work infringed. Courts can also assess costs and attorneys’ fees, in its discretion. See 17 U.S.C. §§ 504 and 505. Also, “willful” copyright infringement can result in imprisonment of up to five years for a first-time offense and additional fines. See 17 U.S.C. § 506 and 18 U.S.C. § 2319.

Network Usage Policies

The network is to be used as a tool to advance the mission of Benedictine College and is not available for unrestricted use for any other purpose. The following policies address the proper use of Benedictine College’s network.

Authorized Hardware and Software Only

- The College network is primarily available for academic and administrative use only.

- Benedictine College reserves the right to restrict access to any service detrimental to the Benedictine College's technology resources or primary function. Attempts to bypass these restrictions will be considered a violation of this policy.
- Unauthorized networking equipment (such as routers and wireless access points, etc.) is prohibited from use on the network. Network services and wiring may not be modified or extended beyond its intended use. This policy applies to all College network infrastructure and services.
- Audio, video and game servers are allowed on hardwire (non-wireless) networks. However, due to network bandwidth concerns, these servers may be disconnected without notice if the performance of the College's networks is adversely affected. In addition, all use must comply with existing copyright laws.
- Equipment that is defective, malfunctioning, compromised, used inappropriately, or inadequately configured will be disabled without prior notification.

Protection against Viruses and Computer Attacks

- Unauthorized hardware and/or software used to detect and/or exploit network vulnerabilities are forbidden on Benedictine College networks.
- Users are responsible for security and privacy precautions to protect against computer viruses and other computer attacks, which may result in loss of data, unintentional release of personal information, or negative impact on Benedictine College's technology services. Failure to take these prudent steps could result in the offending computer or account being removed from the network.
- MS Windows users must install and enable Trend Micro Office Scan anti-virus software to minimize risks to personal computers and the network. The college provides Trend Micro to employees and students at no charge.

Authorized Access Only

- For security reasons, Benedictine College requires users to log on to access the campus networks and Internet. Users are prohibited from attempting to circumvent the authentication systems. In addition, users should not attempt to hide their identity or impersonate another's identity while on the College network.
- Network users are responsible for any network activity linked to their user account. Passwords should be secure and should not be shared with anyone (including family, co-workers, and friends). Users who believe that another person is using their account should notify Benedictine College's TIS immediately and change their password.
- Users of the Benedictine College network may not provide access to resources on the local network to anyone outside of the Benedictine community for any purpose unless accomplished by means approved by Technology and Information Services.
- Forgery or other misrepresentation of one's identity via electronic or any other form of communication is prohibited regardless of intent.
- Benedictine College does not allow network users to run unauthorized SMTP, DHCP, FTP, or other network services on any network segments.
- Computer names, computer descriptions, and messages broadcast across the network must not be defamatory, lewd, or obscene.
- Unauthorized registration of a domain to a Benedictine College IP address is prohibited. This includes but is not limited to direct DNS resolution and DNS aliasing.

- Users may not manually assign an IP address to any network device. Doing so may disrupt connectivity for other users.

File Sharing

- Files may be shared on the local network. All shared resources on Benedictine network, wireless and other workstation computers must be protected with a secure password. Any sharing of resources without a password must be authorized by TIS.
- Violation of these policies will result in loss of service and further disciplinary action.