

UNIVERSITY OF DALLAS

STUDENT HANDBOOK

2023-2024

TABLE OF CONTENTS

	University of Dallas Mission Statement	8
	Student Responsibility for and Knowledge of this Handbook; Revisions to and Promulgation of this Handbook	9
I.	Office of Student Affairs Mission and Vision	10
II.	Emergency Help and Procedures	12
	a. Emergency Phone Numbers	12
	b. Emergency Alert System	12
	c. Fire Emergencies	13
	d. Local Hospitals and Urgent Care Centers	13
	e. Medical Emergencies	14
	f. Mental Health Emergencies	14
	Suicidal Thoughts and Actions	15
	g. Missing Persons	15
	h. Severe Storm/Tornado Emergencies	15
III.	Civil Rights and Title IX	17
	a. The University's Commitment	17
	b. Nondiscrimination Statement	18
	c. Conduct Prohibited Under the Civil Rights Policy	18
	d. Civil Rights Reporting	19
	e. Confidential Resources	19
	f. Supportive Measures	20
	g. Amnesty	20
IV.	Student Disability Services	21
	Service Animals	21
V.	Student Health Insurance	22
VI.	University Offices, Departments, and Services	23
	a. Academic Success Office	23
	b. Admissions	23
	c. Athletics	24
	d. Bookstore	24
	e. Business Office	24
	f. Campus Ministry	24
	g. Campus Dining Service	25
	h. Computer Services and IT Office	25
	i. Counseling Center	26
	j. Development and University Relations	26

	k. Facilities, Maintenance, and Housekeeping	26
	l. Financial Aid	27
	m. Health Clinic	27
	n. International Student Services	28
	o. Library	28
	p. Office of Student Affairs Housing Operations Residence Life Student Activities	29
	q. Pregnancy and Parenting Resources	32
	r. President, Provost, Deans, and the President's Cabinet	32
	s. Printing and Postal Department	33
	t. Registrar	34
	u. Rome, The Rome Program, and Other International and Off-Campus Programs: The Rome and Summer Programs Office	35
	v. University Newspaper and Other Student Publications	35
	w. University Police Department (UDPD)	35
	x. Writing Lab	37
VII.	Off-Campus Resources, Places to Get Help, and Things to Do	38
VIII.	Student Code of Conduct	40
	a. Purpose	40
	b. Scope Residence Rules	41
	c. Expectations for Actions and Behavior	42
	d. Prohibited Conduct	42
	Alcohol	43
	Complicity	44
	Damage to or Misuse of Computer Files, Databases, and Facilities	44
	Damage to or Misuse of Property	44
	Dangerous Conduct	44
	Dangerous Items	44
	Disorderly Conduct	45
	Drugs	45
	Fire and Safety Procedures	46
	Interference with University Events	46
	Non-academic dishonesty	46
	Non-compliance	47
	Retaliation	47
	Sexual Misconduct outside of the Civil Rights Policy	47
	Smoking	47
	Theft or unauthorized possession	47
	Title IX	48
	Verbal Abuse and Harassment	48
	Violation of the Conduct Process	48
	Violation of the Law	49

	Violation of Other University Policies	49
	e. Conduct Process	50
	Reporting Methods	50
	Preliminary Investigation	50
	Notice of Complaint	51
	Informal Resolution	51
	Conduct Meeting	52
	The Committee on Student Discipline	52
	Purpose and Purview	52
	Membership	52
	Schedule	53
	Guidelines for Proceedings	54
	Appeals	55
	Effective Date of Sanctions	56
	Time Frames	56
	f. Sanctions for Misconduct and Other Administrative Actions	56
	Warning	57
	Seminar	57
	Community Service	57
	Loss of University privileges	57
	Restitution or fines	58
	Disciplinary Probation	58
	Suspension	58
	Immediate Suspension	59
	Interim Measures	59
	University Withdrawal	59
	No contact order	59
	Expulsion	60
	g. Further Policies on Student Conduct and Student Life	60
	Academic Integrity	60
	Alcohol and Illegal Drugs	60
	Specific Provisions for Use of Alcohol	61
	Social Host Responsibility	61
	Drugs	62
	Amnesty Policy	62
	Classroom Code of Conduct	63
	FERPA, Records, and their privacy and confidentiality	63
	Fundraising and Promotional Activities	63
	Hazing	63
	Identification Cards	67
	Rome, Foreign Study Programs, and Student Conduct	67
	Sex	68
	Sign Posting	68
	Smoking	70
	Speakers Policy	70
	Violations of the Law	70

	h. Revisions and Modifications to the Code	70
IX.	Residence Life, Housing, and Residence Hall Policies	71
	Undergraduate Residence Life at the University of Dallas	71
	On-Campus Residences	73
	a. What document governs a student's residency on campus?	73
	b. Who must, and who may, live on campus?	74
	The On-Campus residency requirements	74
	On what basis can one obtain an exemption from the on-campus residency requirement?	75
	What if a student wishes to transition to Commuter status?	75
	c. How does a student register for housing? Is it possible to choose one's roommate(s)?	75
	Housing Registration	75
	Board	76
	Occupancy Conditions	76
	Occupancy Term	76
	Termination of Housing Privileges	76
	d. What happens once a student has registered for housing and has been assigned a residence?	77
	Obtaining Property Insurance	77
	Arrival and Check-in	77
	Early Arrivals	77
	Keys	77
	Roommates	78
	Roommate Agreement	78
	Roommate Conflict	78
	Tips for Roommates	79
	Consolidation	79
	e. How may a student furnish and decorate a residence?	80
	Furnishings	80
	Decoration of Rooms	80
	f. What items are prohibited in the residences?	81
	g. Conduct: What may a student do and not do in the residences?	83
	Absence from Campus	83
	Babysitting	83
	Bathrooms	83
	Bicycles, Skateboards, Hoverboards	84
	Cleanliness and Maintenance of Rooms, Halls, Lounges, and Grounds	84
	Cohabitation	84
	Cooking	84
	Damages in Public Areas	85
	Damages in Student Rooms/Apartments	85
	Dead Bolting	85
	Door Propping	86
	Electrical Guidelines	86

	Equipment Tampering	86
	Fire Alarms	86
	Fire Pits and Grills	86
	Firearms and Weapons	87
	Guests	87
	Hall Sports	87
	Open House Hours	88
	Noise	88
	Quiet Hours	88
	Residence Hall Lounges	89
	Roof Areas	89
	Rumors/Gossip	89
	Sales and Solicitation in Residence Halls	89
	Screens	89
	Security	89
	Sexual Relationships on Campus	90
	Setting Fires	90
	Smoking	90
	Trash	90
	Vandalism	90
	h. What happens when it is time to leave the residence?	91
	Check out	91
	Late Departures	91
	i. Other Housing Policies	92
	Air Conditioning/Heating	92
	Abandoned Property	92
	Breaks and Vacations	92
	Covid-19 Restrictions	92
	Electric Service in Student Apartments	93
	Involuntary Withdrawal/Removal from Residential Housing	93
	Maintenance Requests	93
	Safety Inspections	94
X.	Special University Groups for Care of Students	95
	a. Behavioral Intervention Team	95
	Reasons for the BIT's involvement	96
	Immediate Administrative Measures	96
	Review by the Dean of Students	96
	The BIT's process	97
	Academic Leave of Absence Procedure	99
	Return from Leave of Absence	99
	Appeals	99
	b. Care Team	100
	Mission	100
	How the Care Team works	100
	How does the Care Team benefit students?	100

	How does the Care Team identify students?	100
	Care Team case management	100
XI.	Student Complaints	101
	Civil Rights Complaints	101
	Complaints about a staff member	101
	Informal Resolution Procedure	101
	Formal Resolution Procedure	101
	Complaints about a faculty member	102
	Appendix 1: Definitions	103
	Appendix 2: University of Dallas Directory	103

UNIVERSITY OF DALLAS MISSION STATEMENT

The University of Dallas is dedicated to the pursuit of wisdom, of truth, and of virtue as the proper and primary ends of education. The University seeks to educate its students so they may develop the intellectual and moral virtues, prepare themselves for life and work in a problematic and changing world, and become leaders able to act responsibly for their own good and for the good of their family, community, country, and church.

The University understands human nature to be spiritual and physical, rational and free. It is guided by principles of learning that acknowledge transcendent standards of truth and excellence that are themselves the object of search in an education.

The University is especially dedicated to the pursuit of liberal education in both its undergraduate and graduate programs. In its liberal arts programs the University is committed to the recovery and renewal of the Western heritage of liberal education. The University is equally committed to providing professional programs at the graduate level. Its professional programs, in a common spirit with the University's liberal arts programs, are dedicated to reflecting critically upon the ends governing one's own profession, to fostering principled, moral judgment, and to providing the knowledge and skills requisite for professional excellence. Whether professional or liberal, the University is convinced of the priority of the ethical over the technical, of the primacy of persons over things, of the superiority of the spirit over matter. The University seeks to offer those graduate and undergraduate programs that will address important needs of society, and that can be offered in a manner consistent with the University's primary institutional commitments.

The University as a whole is shaped by the long tradition of Catholic learning and acknowledges its commitment to the Catholic Church and its teaching. The University is dedicated to the recovery of the Christian intellectual tradition, and to the renewal of Catholic theology in fidelity to the Church and in constructive dialogue with the modern world. It seeks to maintain the dialogue of faith and reason in its curriculum and programs without violating the proper autonomy of each of the arts and sciences. The University is open to faculty and students of all denominations, and it supports their academic and religious freedom. It thus seeks to provide an academic and collegial community which will help students acquire a mature understanding of their faith, develop their spiritual lives, and prepare themselves for their calling as men and women of faith in the world.

Student Responsibility for Knowledge of This Handbook

Revisions to and Promulgation of This Handbook

Students are responsible for reading and adhering to all policies and procedures which are outlined in this Handbook, the University of Dallas Bulletin, and other policies issued by the University. Failure to become familiar with University rules and policies does not mitigate a student's obligation to comply.

Every effort has been made to include information in this Handbook that, at the time of publication, is accurate and pertinent. The provisions of this Handbook are subject to change by the University of Dallas without notice, including during the academic year. Subsequent significant changes will be published, via email, to students.

The contents of the Handbook do not constitute a contract (whether in their own right or as part of any other express or implied contract), nor do students have a contractual right to any of the policies, procedures, and other statements contained herein. All policies, procedures, and other statements in this Handbook shall be interpreted and applied in a manner consistent with Catholic teaching and the University's mission as determined in the sole discretion of the University of Dallas. Additionally, the University of Dallas retains discretion to interpret and apply all provisions of this document in a manner that is not clearly unreasonable, even if University's interpretation or application is different from the interpretation of the subject student or person. Inquiries regarding compliance with these policies may be directed toward the Dean of Students or the Provost.

Anyone may propose changes to this Handbook. Changes are made under the direction of the Dean of Students and approved by the Provost after, if he deems necessary, consultation with the President and his cabinet.



I. Office of Student Affairs Mission and Vision

In support of the University's mission, the Office of Student Affairs is dedicated to cultivating an authentic Catholic Community that holistically develops students for leadership and service to the world. The dedicated Student Affairs staff strives to create a vibrant campus environment which ignites individual student growth while also fostering a strong, tight-knit community. It is the OSA's goal to assist students in developing their full potential as leaders in the Church and community.

As President Jonathan J. Sanford has noted, "Our education matters because it is dedicated to the pursuit of wisdom, truth, and virtue as the proper goals of education." It is about "the search for truth, and the certainty of already knowing the fount of truth." In service of this search, "The Core Curriculum forms the foundation for the entirety of one's [undergraduate] education at UD and beyond: 'What is my purpose? What is my calling? What must I do to achieve happiness?'" Graduate students, while focusing more on a specialized field and professional development, nevertheless take part in this search for purpose, calling, and happiness.

The University, he notes, "has always fostered a welcoming and hospitable spirit combined with a rigorous formation in wisdom, truth, and virtue." Therefore, he says, "we dedicate ourselves to preparing students for lives well-lived."

As a Catholic university, we ground ourselves in the Magisterium, the teachings and beliefs of the Catholic Church, especially as articulated in the Catechism of the Catholic Church. "We... seek

joyfully and courageously to promote... the full spectrum of belief,” President Sanford notes. For a Student Handbook, some of the most important tenets of the Catholic Church are those about the human person and human nature. The University of Dallas joyfully asserts that every human being is made in the image and likeness of God and thus possesses inherent dignity; that human beings are rational and free although also weakened by the effects of original sin, and thus in need of repentance and conversion through the grace of Jesus Christ; that human persons are intrinsically relational beings, rooted in family, community, Church, and ultimately the communion of saints in heaven; that human beings are created male and female, and that the sex of a human being is that biological sex with which he or she is formed in the womb and is born with and through which he or she achieves salvation. Indeed, the policies, procedures, and goals presented in this Handbook are rooted in this hylomorphic and sacramental notion of the human person as an essential union of body and soul.

In light of the tenets articulated above, it is evident that each human being’s actions in his or her community are enormously significant, both in relation to his or her own good as well as the common good. It is with a deep sense of both personal and communal responsibility, therefore, that students are asked to act and to live together.

By entering the University of Dallas community, students agree to abide by the standards outlined in this Handbook and especially in the Code of Conduct and Housing policies articulated below in Sections IX and X respectively. These seek to promote the welfare of individuals, the goods and health of the University community, and the protection of lives and property. Because the University is a Catholic community, the Code is not simply designed to prohibit misbehavior or serve as a means of punishment for violations of the Code, but also to encourage the development of the virtues of prudence, fortitude, justice, and temperance, as well as individual responsibility and self-discipline, gratitude, grit, resilience, and healthy friendship.



II. Emergency Help and Procedures

In *any* emergency on campus, your first call should be to the University of Dallas Police Department at 972-721-5911, or by using the Guardian app that UDPD developed. Simply push the emergency button on the app and UDPD knows where you are on campus within 20 feet and will respond immediately.

Click [here](#) for the University's Emergency Response Plan and Evacuation Procedure.

Emergency Telephone Numbers

University of Dallas Police Department (emergencies)	(972) 265-5911
University of Dallas Police Department (non-emergencies)	(972) 721-5305
Irving Police and Fire Emergency Number	911
Student Health Services	(972) 721-5322
Texas Poison Control Network	(800) 222-1222
Baylor Scott and White Medical Center (Irving)	(972) 579-8100
Las Colinas Medical Center	(972) 969-2000
Parkland Memorial Hospital (Dallas)	(214) 590-8000
Dallas Area Rape Crisis Center 24-hr Hotline Parkland Hospital, 5201 Harry Hines Blvd	(972) 641-7273
Campus Ministry	(972) 721-5375

Emergency Alert System

To the maximum extent possible, the University of Dallas is dedicated to providing a safe and secure environment through the implementation of a comprehensive Emergency Response Plan. In the event of any major emergency or disaster that affects the UD campus, steps will be taken immediately to assure the safety and security of the campus community, to communicate quickly, and to resume normal operations as soon as it is practical.

The University maintains an Emergency Alert System. In the event of an emergency, students will be notified by voicemails, text messages and emails. Members of the UD community will quickly receive notifications, instructions and updates during campus emergencies, ranging from weather-related closings to unique emergency situations where time is of the essence. The Emergency Alert System is used only in true emergencies, such as major weather events that force the cancellation of classes or imminent threats to the safety and security of the members of the community.

Students are registered for the Emergency Alert System at the time they initially enroll or register for classes. Students may contact the University of Dallas Police Department at the

start of the academic year to submit a written request not to be registered to receive emergency alerts. Students are expected to keep their contact information up-to-date through [BannerWeb](#) to ensure they receive critical information in an emergency.

Fire Emergencies

Residential students receive emergency and evacuation information at the beginning of each semester through mandatory hall meetings. Periodically throughout the year, residents may be required to participate in announced and unannounced emergency drills. Failure to follow directives of University officials during an emergency may result in disciplinary action.

Should a student discover fire or smoke in a University building, the following procedure should be used:

- Ring the building fire alarm, alert anyone else who may be in the building, and exit the building promptly.
- Immediately notify the UDPD and report the location and intensity of the fire. The UDPD will report the fire to the Irving Fire Department if the Fire Department is not already dispatched.
- Student Affairs Staff will instruct all occupants of the building to evacuate immediately. Residents must evacuate to the designated area and immediately check in with the Residence Life Staff. No one may return to the building until an official “all clear” notice is received.

Local Hospitals and Urgent Care Centers

The closest hospital to campus is Baylor Scott & White Medical Center just two exists west on Highway 183 at MacArthur Blvd. Their phone number is (972) 990-8100 and their website is [here](#). Their Emergency Room is open 24/7/365. Also close is Medical City Las Colinas. It is at 6800 N. MacArthur Blvd Irving, TX 75039, and their phone is (972) 969-2000.

Other nearby medical facilities include the following Urgent Care Centers:

Integra Urgent Care
7447 N. MacArthur Blvd., Ste. 190 Irving, TX 75063
972-581-9537
Mon-Fri: 8 a.m. - 8 p.m.; Sat-Sun: 8 a.m. - 5 p.m.

MedSpring Urgent Care - Las Colinas
7400 N MacArthur Blvd Irving, TX
75063
(469) 804-9295
Mon - Sun: 8:00 am - 8:00 pm

CareNow Urgent Care Las Colinas
2851 W Lyndon B Johnson Fwy Irving, TX 75063
(214) 496-0820
Sun 8a-5p, Mon-Fri 8a-9p, Sat 8a-8p

Medical Emergencies

In the event of a medical emergency, students should call the University of Dallas Police Department immediately. Be prepared to describe the nature of the emergency and the location of the person needing assistance. Remain with the person until emergency personnel arrive.

UDPD will notify the appropriate Office of Student Affairs staff. The Dean of Students or his/her designee will determine whether a student's parents may need to be called to protect the health or safety of the student.

The cost of transportation and medical treatment is the responsibility of the student requiring care.

In the event of a medical emergency, the University may require a student to be transported by ambulance or other means to an emergency room or urgent care facility. The amnesty policy applies in these situations, as safety of the students is our highest concern.

Mental Health Emergencies

In the event of a mental health emergency—including, but not limited to, situations where a student may be suicidal (see below)—contact UDPD immediately as well as the Residence Coordinator (RC) on duty. These professionals are trained to handle these situations with compassion and care. Do not attempt to handle these kinds of situations alone. Please remember that the amnesty policy applies in these situations.

In the event of a mental health crisis, University professional staff may require that a student seek an immediate evaluation. Students who present a danger to themselves or others and/or who refuse to obtain proper care may be separated from the University in accordance with established University policy. See the section on the Behavioral Intervention Team (below).

Suicidal Thoughts and Actions

Anyone who believes a student is in imminent danger of engaging in suicide should immediately report the situation to the UD Police Department (972-721-5911), the Director of Residence Life, a Residence Coordinator, or, if those cannot be contacted, any University Official. These officials will then address the situation, caring for the safety, health, and mental health of the student.

If a student has expressed general feelings and attitudes of self-harm that do not appear to be imminent, the situation should also be reported so the student can receive help. Please contact the UD Care Team (see below), the Dean of Students, the Director of the UD Counseling Center, an RC or an RA.

Missing Persons

Anyone believing a student residing in campus housing may be missing should report that to the following: the UD Police Department (972-721-5911), the Dean of Students (x5747), the Director of Residence Life, a Residence Coordinator, or, if those cannot be contacted, any University Official.

When the student is officially reported missing, the Dean of Students in conjunction with the Chief of UD Police will initiate an investigation into the welfare of the student if the student has been absent from campus and is concerned for the student's welfare.

A student may also be considered a "missing person" if the student's absence is contrary to his/her usual pattern of behavior and usual circumstances, or if an unusual circumstance may have caused the absence. Such circumstances might include suspicion of foul play, suicidality, a life-threatening situation, or being in the company of those who might endanger the student's welfare.

This investigation will include a good-faith effort to make contact with the student or an emergency contact person which the student has provided to the University. If the student is under 18, the Dean of Students will immediately attempt to contact the custodial parent or legal guardian of the student.

If these actions are unsuccessful in locating the student, the Dean of Students and/or the UD Chief of Police will immediately contact the City of Irving Police, who will assist in the investigation.

Severe Storm/Tornado Emergencies

In the event of a tornado, the City of Irving will sound tornado warning sirens and the UDPD will activate the Emergency Alert System on campus.

In the event of an approaching tornado, students will be advised to move to the inner core of the building away from window areas or to the basement, if one exists in the building where they are located. Students should remain in the area until the UDPD issues an “all clear” signal. The following safe areas are identified in each building:

Severe Weather Safe Areas	
Anselm Hall	Middle of 1 st Floor Hallway
Art History	Classroom 112
Art Ceramics	Ceramics Studio 103
Art Foundations	Ceramics Studio 103
Art Painting/Printmaking	Lower Level Studios
Art Sculpture	Lower Level Sr Studios
Blakley Library	Basement or Lowest Level
Braniff Graduate Building	Basement or Lowest Level
Cardinal Farrell Hall	First floor bathrooms
Church of Incarnation	Men’s restroom/St. Joseph room Overflow: sacristy, reliquary chapel
Drama Building	Student Worker work room
Gorman Lecture Center	Science Building Basement
Haggar University Center	Basement
Haggerty Science Building	Basement
Maher Athletic Center	Men’s Locker Room on Lower Level
SB Hall	First Floor Restrooms
All Residence Halls	First floor hallway away from stairwells, except Catherine Hall: Laundry Room
Student Apartments	In the bathtub covered by a mattress



III. Civil Rights and Title IX

The University Community

The University of Dallas is a Catholic university, with a vocation “dedicated to research, to teaching and to the education of students who freely associate with their teachers in a common love of knowledge.” (St. John Paul II, *Ex corde ecclesiae*, 1). In fulfillment of that vocation, the University must be an authentic human community, with a unity that “springs from a common dedication to the truth, a common vision of the dignity of the human person and, ultimately, the person and message of Christ” (21).

The motto of the University of Dallas is *Veritatem, justitiam diligite*, because we seek to foster a community in pursuit of truth and justice. To that end, this community “is animated by a spirit of freedom and charity,” and “is characterized by mutual respect, sincere dialogue, and protection of the rights of individuals” (Ibid.).

Aristotle reminds us in the *Politics* that we are, by nature, social animals, and therefore it is only in community that we can fully strive towards human flourishing. Our need for community also reminds us of our obligation to protect it. The pursuit of truth and justice is not for the select few. It is the honor, and the responsibility, of the entire community. As St. John Paul II explains, that primary responsibility for protecting human rights belongs to individuals and the smaller groups and communities they form within society (*Centesimus annus*, 48).

The University of Dallas, and the individual members of this community, are one such group, with an obligation to respect the dignity of others, and to seek to protect them from injustice. As a member of this community, you have the opportunity to help.

The University’s Commitment

“Being in the image of God, the human individual possesses the dignity of a person, who is not just something, but someone. He is capable of self-knowledge, of self-possession and of freely giving himself and entering into communion with other persons” (CCC, 357).

The University and all who are members of the University community bear the responsibility to respect the dignity of others. In fulfilling this responsibility, the University community should be animated by a spirit of freedom and charity and “characterized by mutual respect, sincere dialogue, and protection of the rights of individuals” (*Ex corde Ecclesiae*, 21). Hence, as an essential element of living out and manifesting its Catholic faith, the University is committed to providing work, living, and learning environments free from discrimination, harassment, and retaliation. Its Civil Rights Policy represents the policy of the University of Dallas, and is also in fulfillment of its duties under federal and state law, including, but not limited to, Title VI, Title VII, Title IX, Section 504

of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and their accompanying administrative regulations. – Nothing in the Civil Rights Policy or any related policies shall abridge academic freedom or the University's Catholic mission. The University preserves its authority to exercise religious freedom and to remain faithful to its Catholic mission and *Ex corde ecclesiae*.

Nondiscrimination Statement

The University will not discriminate against any employee, applicant for employment, student, or applicant for admission on the basis of race, ethnicity, national origin, sex, pregnancy, disability, veteran status, genetic information, age, or religion except as otherwise permitted by federal law, or any other protected category under applicable federal, state or local law, including protections for those opposing discrimination or participating in any resolution or investigation on campus, with the Equal Employment Opportunity Commission, the Office of Civil Rights or any other human rights agency. The following person has been designated to handle inquiries from students regarding the nondiscrimination policies:

Dr. Inelda Acosta, Ed.D., pHCLE
Director of the Office of Civil Rights & Title IX Coordinator and Student Disability Services
Coordinator
University of Dallas
1845 E. Northgate Drive
Irving, TX 75062
iacosta@udallas.edu
Office: 972.721.5056
Fax: 972-265-5712
Cardinal Farrell Hall 106

Conduct Prohibited Under the Civil Rights Policy

Prohibited Conduct is defined as Discrimination, Harassment, Retaliation, or failure to accommodate, including against any Employee, applicant for employment, Student or applicant for admission on the basis of race, ethnicity, national origin, sex, pregnancy, disability, veteran status, age or religion, or any other protected category under applicable federal, state or local law, except as otherwise permitted by law.

Discrimination means actions that deprive, limit, or deny, members of the community of educational or employments access, benefits, or opportunities, based on a protected category, except as otherwise permitted by law.

Discrimination based on sex includes, but is not limited to, Non- Title IX Sexual Harassment, Title IX Sexual Harassment, Sexual Assault, Dating Violence, Domestic Violence, Stalking, and Sexual Exploitation.

Civil Rights Reporting

Anyone who has experienced or become aware of discrimination, harassment, or some other form of Prohibited Conduct as defined under the Civil Rights Policy is strongly encouraged to report it to the [Office of Civil Rights](#) and [Title IX](#), which is responsible for overseeing compliance with the Civil Rights Policy, including coordinating supportive measures and investigating such allegations when a Formal Complaint has been filed.

Reporting

The University has designated the following persons to receive reports of Prohibited Conduct:

Inelda Acosta Ed.D., pHCLE
Director of the Office of Civil Rights & Title IX Coordinator Disabilities Coordinator, and
504 Coordinator
University of Dallas
1845 E. Northgate Drive, Irving, TX 75062
iacosta@udallas.edu
972-721-5056
Cardinal Farrell Hall 106

LaCoya Williams, M.S.
Assoc. Director, Office of Human Resources
Deputy Title IX Coordinator
Cardinal Farrell Hall, Room 140
Email: lwilliams2@udallas.edu
Office: (972) 721-4063

Monica Heckman, M.E.S.
Lead Athletics Trainer, Senior Woman Administrator
Deputy Title IX Coordinator
Ed Maher Athletic Center
Email: mheckman@udallas.edu
Office: (972) 721-5010

Reports can also be made anonymously through EthicsPoint [here](#). Please be aware that the University of Dallas Police Department and other local law enforcement agencies, including the Irving Police Department, are available to accept a report should a student seek to file criminal charges.

Confidential Resources

The University designates confidential resources, that is, persons who are available to provide assistance to those who may have experienced, have knowledge of, or have committed violations of the University Civil Rights Policy, including sexual harassment, sexual assault, dating violence or stalking, without obligation to provide personally identifiable information to the Office of Civil Rights and Title IX. The following individuals

have been designated as confidential resources when working within the scope of their license or ordination:

Johnathan Sumpter, Director
UD Counseling Center
Haggar University Center, 2nd Floor
Email: counseling@udallas.edu
Office: (972) 721-4045

Dr. Lora Rodriquez, M.D.
UD Student Health Clinic
Haggar University Center, 2nd Floor
Office: (972) 721-5322

Father James Martin Nobles, O.P.
UD Office of Campus Ministry
SB Hall, 2nd Floor
Office: (972) 721-5375

[Supportive Measures](#)

When an allegation of Prohibited Conduct under the University Civil Rights Policy is reported, the University will consider supportive measures to protect involved persons and/or the community. An alleged victim is not required to file a Formal Complaint to receive supportive measures.

Supportive measures may include changes in academic, living, or transportation arrangements, working conditions, or other protective measures. The University will make such accommodations or provide such protective measures if requested and if they are reasonably available, regardless of whether the victim chooses to report the alleged violations to University Police or local law enforcement.

For more information on the University's response to alleged Prohibited Conduct and resources available through the Office of Civil Rights and Title IX, please find the Civil Rights Policy and Procedures [here](#).

[Amnesty](#)

A person acting in good faith who reports or otherwise participates in the reporting, investigative, or disciplinary process of an alleged violation of the University Civil Rights Policy may not be subjected to any disciplinary action by the University for any violation by the person of the University's code of conduct reasonably related to the incident unless suspension or expulsion from the University is a possible punishment.

IV. Student Disability Services

The University of Dallas is committed to respecting the dignity of each person. As St. John Paul II explains, “human beings, independently of the conditions in which they live or of what they are able to express, have a unique dignity and a special value from the very beginning of their life until the moment of natural death.” But the recognition of the dignity of each person cannot remain simply a slogan. “People with disabilities,” for example, “must be enabled to participate in social life as far as they can, and helped to fulfill all their physical, psychological and spiritual potential.” Efforts to assist the disabled, moreover, must consider the needs of the individual. “Indeed, justice calls for continual and loving attention to the lives of others and a response to the special and different needs of every individual, taking into consideration his or her abilities and limitations.” (Message of John Paul II on the occasion of the International Symposium on the Dignity of the Mentally Disabled Person, January 5, 2004).

As part of its implementation of its commitment to the dignity of students with disabilities, and in compliance with applicable laws such as Section 504 of the Rehabilitation Act of 1973, as amended (Section 504), the University of Dallas provides academic adjustments, reasonable modifications, and auxiliary aids and services in order to provide students with disabilities meaningful access to the benefits provided by the University.

For more information on requesting academic adjustments, reasonable modifications, and auxiliary aids and services please see the Student Disability Services procedures, [here](#). If you have any questions, please contact Dr. Inelda Acosta at 972-721-5056 or iacosta@udallas.edu. Her office is in Cardinal Farrell Hall 106.

Service Animals

Service animals are dogs that are individually trained to do work or perform tasks for people with disabilities. Examples of such work or tasks include guiding people who are blind, alerting people who are deaf, pulling a wheelchair, alerting and protecting a person who is having a seizure, reminding a person with mental illness to take prescribed medications, calming a person with Post Traumatic Stress Disorder (PTSD) during an anxiety attack, or performing other duties. Service animals are working animals, not pets. The work or task a dog has been trained to provide must be directly related to the person’s disability. Dogs whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA.

A service animal must be under the control of its handler. Under the ADA, service animals must be harnessed, leashed, or tethered, unless the individual’s disability prevents using these devices or these devices interfere with the service animal’s safe, effective performance of tasks. In that case, the individual must maintain control of the animal through voice, signal, or other effective controls.

If you have any questions regarding service animals, please contact Dr. Inelda Acosta at 972-721-5056 or iacosta@udallas.edu. Her office is in Cardinal Farrell Hall 106.

Please find additional information from the Department of Justice [here](#).

Please note the following disclaimer: A service animal is not the same as an emotional support animal. To apply for a 504 accommodation to have an emotional support animal, please contact Student Disability Services.

V. Student Health Insurance

All full-time undergraduate students are required to have health insurance, either coverage provided from home or through the University endorsed plan. Each year, all degree-seeking full-time undergraduate students including international students with an F-1 visa are automatically enrolled in the University sponsored student health insurance plan. Participation in the annual insurance plan may be waived by enrolled Fall students directly with the insurance company upon successful completion of an online waiver form. There is no “paper” equivalent for this waiver form. This is an annual process. Waivers submitted for previous academic years do NOT count towards the upcoming academic year. **Please note: this is an opt-out process, not an opt-in process. Click [here](#) for more details.**

If a student successfully submits an accepted annual waiver by the Fall deadline and the waiver is accepted, then he or she will NOT need to complete one for the Spring term. However, Fall students who do not waive by the Fall deadline are not eligible to waive in the Spring. Only newly enrolled Spring students (or continuing students returning from a Fall leave of absence) are eligible to waive by the Spring deadline.

The annual online waiver deadline for the 2023-24 academic year is September 12, 2023. **No exceptions will be made.**

A mass email with information about the student health insurance plan and how to waive the coverage is sent to all students with this [link](#); other information is provided via email throughout the summer.

Absence of a successfully completed waiver form by the deadline date implies your acceptance of the University sponsored student health insurance plan and related charges.



VI. University Offices, Departments, and Services

Academic Success Office

The [Academic Success Office](#) equips students with tools to help them formulate plans, improve study habits, manage their time, establish priorities, and communicate with faculty, staff and their peers more effectively. Academic Success helps students progress from orientation to graduation by supporting students as they transition to UD, assessing students' current study strategies and suggesting refinements to those strategies, providing students with one-on-one advising, and making them aware of campus resources and events. You can find Academic Success on the first floor of Braniff Hall next to the Constantin Dean's office and secure tutoring appointments in departments across campus [here](#).

Admissions

Students surely already have had a great deal of contact with the [Office of Admissions](#) through an Admissions Counselor, a campus visit, and the application process. While admission counselors will no longer be students' main point of contact with UD, they are always happy to hear from you

throughout your four years. Becoming an Admissions Student Ambassador, Marketing Intern, or Tele-recruiter is a wonderful job opportunity on campus, if you are so fortunate to be chosen.

Athletics

The University of Dallas Athletics sponsors seven women's and men's teams that compete in the Southern Collegiate Athletic Conference of the National Collegiate Athletic Association (NCAA) Division III. All coaches' offices are located in the Maher gymnasium center. You can access the sports, their schedules, and a host of other information at udallasathletics.com.

Bookstore_____

The [University of Dallas Bookstore](#) is located on the first floor of Haggard University Center, by the Cappuccino Bar. The hours below are subject to change.

Hours of Operation	
Monday – Thursday	7:30 a.m. - 6:30 p.m.
Friday	7:30 a.m. – 5:00 p.m.
Saturday	10:00 a.m. - 2:00 p.m.
Sunday	Closed

Textbooks for classes are available both in the store and [online](#). Students should bring their course schedules when shopping for textbooks to reference the correct course number and section. The bookstore also features University of Dallas insignia gifts and sportswear, school and office supplies, snacks, beverages, laundry supplies, and personal care items.

Business Office

[The UD Business Office](#) exists to help with Student Billing and Accounts and also payroll if a student is employed by the University. It is located in Room 120 on the first floor of Farrell Hall. Feel free to call 972-721-5244 for any of your Business Office needs.

Campus Ministry

The [Office of Campus Ministry](#) at the University of Dallas seeks and trusts in the Wisdom and power of the Spirit of God, who, through the humanity and divinity of Jesus Christ, calls us to become a community of faith. As a Eucharist-centered community, we strive for spiritual, intellectual, and moral development of all our members, so that together we can work for justice and peace while preparing students as effective leaders in Church and society. In the spirit of true

ecumenism, we welcome students of all faith traditions to participate as fully as possible in all our prayer and programming. We have much to learn from each other.

Currently located on the 2nd floor of SB Hall (rooms 254A-E), the Campus Ministry Office is always open, and anyone is welcome, either to talk to one of our staff members or to just relax and enjoy a snack. The University Chaplain is Fr. James Martin Nobles, O.P. He is assisted by Deacon Ryan Sales and staff members Karen Bless and Shelby Ponikiewski.

Campus Ministry also offers a variety of activities and other ways for students to get involved in the University of Dallas community. From Men's Society to Blessed is She to FOCUS Bible Studies to volunteer opportunities throughout the University and Dallas area communities, to the mission work of Alternative Spring Break, there is something for everyone. Campus Ministry also offers all students a free weekly dinner through their Open Anselm ministry. For more information regarding Campus Ministry activities, see the [Programs](#) page.

For the **Sacramental schedule** (Mass and Reconciliation), please visit the [Mass Times](#) page.

Campus Dining Service

The Campus Dining Service is operated by Aramark, Inc. It offers a variety of dining plans for on-campus and off-campus students, graduate students, and faculty/staff. Dining locations include the Haggar Cafeteria, the Rathskeller, and The Cappuccino Bar. To find meal plans, hours, and options, see their [home page](#) or contact Ms. LaShonda Wyatt at wyatt-lashonda@aramark.com.

Computer Services and IT Offices

The Information Technology Office oversees all network and IT infrastructure issues and User Support systems for the University. You can find their website here, along with guides, policies, and staff contact information. Their offices are in Cardinal Farrell Hall and on the west side hallway of Gorman Lecture Hall. You can find their organizational chart and a list of employees and their roles [here](#).

For more information about acceptable use, please read their computer and network usage policy [here](#). Complete policies may be found [here](#).

Best practices for the use of information technology can be found [here](#).

If you need help with anything to do with computer technology, email support@udallas.edu. For more information or questions regarding cybersecurity training, please email technology@udallas.edu.

Additional cybersecurity information can be found in their department newsletters or on the [UD Center for Cybersecurity](#) page.

Counseling Center

“Do not look forward with fear to the changes in life; God will carry you. Do not fear what will happen to you tomorrow, for the same God who came to you today will carry you then and give you strength to bear it. Thus put aside all anxious thoughts.” St. Francis de Sales

The [UD Counseling Center](#) provides therapy related to all late adolescent and early adulthood issues (for example, personal identity and social and relationship concerns), college life issues (coping with the various challenges of university life such as managing time and interacting with new social groups), and psychological issues such as stress, depression, anxiety, self-esteem and self-image, and family of origin issues. The center is ably led by Mr. Johnathan Sumpter and his professional team of therapists.

The most frequently noted concerns brought to therapy at UD are anxiety, depression, relationship issues, family issues, stress and coping, social skills, and self-image concerns. See the Administrative Assistant in the Office of Student Affairs if you have trouble making an appointment—often you can be squeezed in for an appointment.

The Counseling Center is located in upstairs Haggard and staffed Monday through Friday, typically from 9:00 a.m. to 5:00 p.m. Meetings outside of that time frame may be arranged directly with therapists. Because of the nature of the therapy relationship, therapists are ethically, legally, and professionally bound to honor the confidentiality and privacy of their patients.

To make an appointment, or inquire more about the Counseling Center’s services, contact counseling@udallas.edu, 972-721-4045, or visit the scheduling link at <http://udcc.clientsecure.me>

Development and University Relations

The [University of Dallas Office of Development and University Relations](#) serves to establish and foster relationships with and among the many stakeholders of the University of Dallas, including alumni, parents, friends of the University, foundations, community and corporate partners, faculty, and staff, as well with the National Alumni Board and Board of Trustees. Located on the third floor of Cardinal Farrell Hall, the Office of Development and University Relations oversees marketing and communications for the University and houses a student group, Student Foundations, that acts as ambassadors for the University in a number of ways. Visit their home page [here](#).

Facilities, Maintenance, and Housekeeping

The [University’s grounds and facilities](#) are maintained by HES Facility Management. They handle all maintenance, repairs, renovations, electrical, structures, landscaping, housekeeping, keys and

locksmith services, event set-up, pest control, waste removal, and recycling programs. If you have a problem, please use their comprehensive [on-line maintenance work request system](#) to submit maintenance requests. Their offices are located at the west end of Parking lot L, behind Braniff Hall and to the west of SB Hall. Their normal office hours are 7:30 AM to 4:00 PM but there are employees on duty at other hours.

Financial Aid

A college degree is an important investment in your future, but learning how to finance that degree can be challenging. UD's [Office of Financial Aid](#) works to help students and families make paying for college accessible, understandable and actionable. Located on the first floor of Cardinal Farrell Hall, the [Office of Financial Aid](#) is open from 8 AM to 5 PM Monday through Friday. (972) 721-5266 Email: finaid@udallas.edu. You can also meet a counselor virtually through Google Meet. Please click [HERE](#) to find your Financial Aid Counselor and their contact information.

Health Clinic

The [University of Dallas Student Health Clinic](#) is in the Haggard University Center on the second floor. This doctor's office provides medical care for University students only. The hours during the Fall and Spring semesters are Monday-Friday, 9 a.m. - 4 p.m, with more restricted hours during the summer. The clinic's phone number is (972) 721-5322 and its Fax is (972) 721-5124. It is preferable that students call for an appointment, although walk-ins are also accommodated.

The following services are provided:

- Treatment of acute illnesses such as sinus infections, ear infections, skin infections, flu, pneumonia, urinary tract infections, rashes, asthma exacerbations, etc.
- Minor emergency care, including evaluation and management of injuries, lacerations, asthma exacerbations and concussions.
- Management of chronic conditions, such as asthma, allergies, acne, diabetes, ADD/ADHD, anxiety and depression, etc.
- TB screening, and vaccinations, both routine and for travel
- Collaboration with Counseling Center for care of mental health
- Referral to specialists for care as needed.

Most medication prescriptions written by the on-campus physician, Dr. Lora Rodriguez, can be filled at area pharmacies. Samples of some over-the-counter medications are available free of charge at the clinic.

Fees and Charges: The Student Health Clinic bills insurance for outpatient visits with Dr. Rodriguez. Students will be responsible for the co-pay as determined by their insurance at the time of the visit. It can be paid with cash, check, or credit card. It is very important that students ensure

that their insurance will cover medical care in Texas and that all students have a copy of their insurance card when they come to the clinic.

For the Student Insurance Plan, see above.

For Notice of Privacy Practices of the Health Clinic, including the Health Clinic's Legal Duty and your individual rights, click [here](#).

In addition, the University has relationships with other local medical facilities.

International Student Services

The [International Student Services Office](#) is located on the main floor of SB Hall. The International Student Services Office provides a variety of services to international students at the University of Dallas. This includes assisting students with immigration matters and providing pre-arrival and orientation information. The International Student Office brings students of all nationalities together through social programming and cultural activities throughout the year.

Dr. Breona Collins SB Hall 103
972-721-5304

Library

The [Cowan-Blakley Memorial Library](#) (whose entrance is in Braniff Hall) promotes and facilitates scholarly engagement by providing access to both traditional and innovative resources, creating adaptive spaces, and cultivating excellence in teaching, learning, and research. In service to the mission of the University of Dallas, the library supports a diverse intellectual community in its pursuit of wisdom, truth, and virtue.

The library supports both in-person and online access to books, periodicals, journals, and databases. You can access books from all across the globe through Tipasa, the interlibrary loan system. Librarians are there to help you in all of your scholarly and non-scholarly interests.

Normal Library Hours are:

Mon-Thurs	8:00 AM - Midnight
Friday	8:00 AM – 10:00 PM
Saturday	9:00 AM - 5:00 PM
Sunday	1:00 PM - Midnight

Office of Student Affairs

The mission of the Office of Student Affairs is to cultivate an authentic Catholic Community that holistically develops students for leadership and service to the world.

Led by Dr. Gregory Roper, the Dean of Students since August 2021, the dedicated Student Affairs staff strives to create a vibrant campus environment which ignites individual student growth while also fostering a strong, tight-knit community. It is the OSA's goal to assist students in developing their full potential as leaders in the Church and community.

[Counseling Center and Health Clinic](#)

The University of Dallas Counseling Center and Health Clinic, located in Upstairs Haggard and led by Johnathan Sumpter and Dr. Lora Rodriguez, respectively, are arms of the Office of Student Affairs, but they are so important they have their own entries above.

[Housing Operations](#)

Directed by Mary Reid and assisted by Betty Perretta, the Housing Operations office takes care of everything related to a student's physical living situation on campus. It oversees the logistics of housing selection, meal plan selection, acts as liaison with the Facilities Department regarding maintenance and monitoring of all residential areas, and otherwise arranges for students' stay on campus. See the Housing and Residential Life portion of this Handbook for the policies and procedures associated with living on campus, commuting from a parent's home, and other off-campus housing.

[Residence Life](#)

The Residence Life staff consists of the Director of Residence Life, Sarah Baker; the Residence Coordinators (RCs), Bethany Weinand, and the student Resident Assistants (RAs). The role of Residence Life is to help students achieve a full, healthy, and flourishing life--academic, intellectual, social, emotional, and otherwise--while on campus. They strive to Model, Inform, Nourish, and Support students in their growth into responsible, healthy, free human beings imbued with the cardinal virtues. They create programs and initiatives in the dormitories that support health, enjoyment, and human formation. While student discipline under the Code of Conduct falls under Residence Life, it is only a small part of their vision of a healthy, vibrant on-campus community. The Residence Life offices are located in Upstairs Haggard in a room behind the Seal of the University.

Student Activities

A lively, vibrant culture of extracurricular activities is the goal of the [Student Activities Office](#), located in Upstairs Haggar and led by Director of Student Activities Marissa (Moey) Brown. Assisted by the [Campus Activities Board](#) student interns, Student Activities plans some of the most signature events of the UD year such as Charity Week, Battle of the Bands, Oktoberfest, Groundhog, Winter Cotillion and Spring Formal, as well as lectures and talks, Cap House performances, Dallas Year excursions into the city, and more. The CAB has a committee structure with chairs hired by Student Affairs. The CAB is made up of a team of interns, including: Marketing, Community, Academics, Traditions, Archives, Rec Sports, and Dallas Year. Interviews for hiring for the following academic year's CAB are held in the Spring semester.

Every week there are numerous activities that inform and delight, and students will be informed of these by emails, on the UD Mall app, and through the banners hanging in Haggar. If students have ideas for fun and informative activities, they should email CAB, or better yet, join the team!

Student Activities also oversees all clubs and organizations at the University. There are more than 70 registered, active clubs and organizations at present, so there are plenty of opportunities for you to explore your interests—and Student Activities welcomes students who wish to form new clubs and organizations.

Every week there are numerous activities that inform and delight, and you will be informed of these by emails, on the UD Mall app, and through the banners hanging in Haggar. If you have ideas for fun and informative activities, email CAB at studentactivities@udallas.edu, or better yet, join the team!

Campus Recreational Sports

The mission of the Recreational Sports Program is to promote the well-being of the University of Dallas students through physical activity. Recreational Sports provides the student with multiple opportunities to meet exercise needs through activities such as Intramural Sports, Athletic Clubs, and Recreational Classes. In doing so, we establish a wholesome community, build camaraderie, and facilitate the formation of the holistic person.

A variety of intramural sports are offered. Regular events without full seasons are also offered and vary each semester. Information about rec programs and intramural sports, including the schedule of events will be e-mailed to students throughout the year and posted on campus advertising.

Charity Week

Every Fall the Office of Student Affairs sponsors Charity Week, an event almost as old as the University itself. Charity Week is coordinated by the junior class and is meant to

bring the University together while raising money to donate to local and regional charities.

Clubs and Organizations

Students are encouraged to form and belong to organizations and clubs that develop common interests compatible with the University's mission statement and whose activities are consistent with University policies and OSA rules. Recognition of a student organization or club does not imply the University's approval or endorsement of a student organization's particular point of view. Activities of recognized student groups are circumscribed by the student organization or club's mission statement as stated in the group's approved constitution. University policy supersedes any policy established by local, regional or national organizations with which campus groups may be affiliated. Officers of clubs affiliated with organizations external to the University may not be paid employees of the organization. For more information contact the Office of Student Affairs or click [here](#). For a list of currently registered undergraduate Clubs and Organizations, click [here](#).

Club and Organization Policies

The policies and procedures that govern clubs and organizations are described in the Clubs and Organizations Handbook, which is provided to club and organization officers at the beginning of each year. Anyone may request a copy of the handbook through the Office of Student Affairs.

Risk Management Training

All advisors and officers of University organizations are required to participate in risk management training. This training is mandated by Texas law. No organization will receive recognition from the University unless all pertinent members and the adviser have undergone the mandated training. The staff member overseeing Clubs will arrange Risk Management and other training sessions at the beginning of the Fall semester. Students who become club officers later on in the school year can receive Risk Management and Club Officer training on a case-by-case basis.

Fitness Center

The University of Dallas Fitness Center is a 3,000 square-foot fitness facility that opened in the Fall of 2003. The Fitness Center is open seven days a week during the academic year. Consult the [Fitness Center webpage](#) for more information and hours of operation.

The Sport Court is a new feature on campus in 2023-24. Students may use it for soccer (futsal), basketball, volleyball or pickleball on a first-come, first-served basis by checking out equipment from the Fitness Center.

All full-time undergraduate students, faculty and staff may utilize the Fitness Center by presenting their University ID. Part-time undergraduates, graduate students, alumni and immediate family of faculty and staff may purchase a membership to the Fitness Center through the Office of Student Affairs.

Student Government

The [University of Dallas Student Government](#) functions as the representative assembly of the UD student community. The purpose of UD Student Government is to:

1. promote the general welfare of the University and the student body through its support of the University's mission, ideals, and values;
2. communicate student concerns and interests to appropriate University committees and to the University administration;
3. sponsor programs and services to enhance campus life; and
4. represent the student body to communities beyond the University, including organizations, institutions, governments, and other universities.

The Executive Council members are elected in the Spring for the following academic year. Class, commuter, seminary, and international representatives are elected in the Fall of each academic year. Replacement representatives may be elected at the beginning of the Spring semester if needed.

Pregnancy and Parenting Resources

As a Catholic institution of higher learning, the University of Dallas fully recognizes the foundational importance of family and is committed to providing support, care, and community to our pregnant and parenting students. Click [here](#) to find policies and resources to help pregnant mothers and parents.

President, Provost, Deans, and the President's Cabinet

The President of the University is Dr. Jonathan J. Sanford, Ph.D. A philosopher with an interest in the field of virtue ethics, he has served as Dean of Constantin College, as Provost of the University, and since March 1, 2021, as President. The President's Office is on the third floor of Cardinal Farrell Hall.

The Provost is the Chief Academic Officer of the University; that is, he oversees all academic programs, and is the "Dean of the Deans." Dr. Matthias Vorwerk, Ph.D. began his service as the Provost of the University on July 1, 2022. Also a philosopher, Dr. Vorwerk specializes in Neoplatonism.

The Dean of Constantin College, the undergraduate college of the University, is Dr. Philip Harold, Ph.D. A political philosopher in his academic specialty, he has been Dean of the College since July, 2021. He is assisted by Associate Dean Dr. David Andrews and Associate Dean Dr. Matthew Walz.

The Dean of the Gupta College of Business is Dr. J. Lee Whittington, Ph.D. His research focus is Leadership, Organizational Behavior, and Spiritual Leadership.

The Interim Dean of the Braniff Graduate School is Dr. Richard Dougherty, Ph.D., a specialist in Medieval political philosophy, Constitutionalism and American politics, the Presidency, and the American Founding.

The Vice President, Director, and Dean of the Rome Campus is Dr. Ronald Rombs, PhD., a theologian specializing in Augustine, Patristic and Byzantine theology all the way to the thought of Joseph Ratzinger/Pope Benedict XVI.

For the rest of the President's Cabinet, click [here](#).

Printing and Postal Department

Hours and Location

Open Mondays through Fridays 8-5 in downstairs in Haggard University Center, under the cafeteria and near the Rathskeller.

Printing Services

- Black and white and full-color copies are available up to 12" X 18".
- We print email attachments or files from flash drives. If possible, PDFs print best. Please attach a file instead of Google Drive-type links or pasting images in the body of the email. The email address to use is PrintQueue@UDallas.edu.
- We offer finishing services such as coil-binding, folding, cutting, laminating, and three-hole punching.
- We also scan documents to a flash drive or email and produce passport photos.

Supplies

Students can purchase envelopes, stamps, tape, and white or colored paper and cardstock by the sheet or by the ream.

Postal Services

Please note that this is a courtesy station for the distribution of mail and packages and all official letters from the university are distributed to you here. You are responsible for remembering and picking up packages that you have had addressed here. We will make three attempts to contact you when you have mail or packages. Our only notifications are sent to "@udallas.edu" email addresses if you have provided yours to us. All items unclaimed after 60 days will be donated to Saint Vincent de Paul or returned to sender if that service is included in the postage chosen for the item. Mail and packages for Rome students will be held for a month into their next semester in Irving.

We are happy to forward items to you if you provide an address and pay for costs.

YOUR MAILING ADDRESS: Each new student this year has already been assigned a mail service number. The first digit is the year the student begins at UD and the last four digits are the last four of the student's ID#. (Please note that returning students retain their current box number. Returning students without a box number should ensure that they use the following format whenever giving out their addresses.

INCOMING: A student will receive an email with the UD logo when he has a letter or package ready to be picked up. Please note that an email from the carrier that a package has been delivered to our facility means that it is among hundreds of unsorted packages. We appreciate your patience and strive to have all packages ready by 4pm.

Every time that you order something, every time that you sign up on a mailing list, and every time that you write "1845 E. Northgate," please ensure that you fill in the following completely specifically using the # sign:

Student Name

1845 E. Northgate Drive #3 x x x x

Irving, TX 75062-4736

Please note that if you live off campus, you need to change all mail delivery to that address. We are happy, however, to receive packages for you if they are addressed as above.

OUTGOING: The U.S. Postal Service, FedEx, and UPS pick up packages daily. If you want to ensure that your package goes out that day, please have it to Printing and Postal by 10am.

Registrar

Located on the first floor of Cardinal Farrell Hall, the Registrar is one of the most important offices you will use in your time as a student. This office is responsible for registering students in their classes, maintaining transcripts and other academic records, recording grades, and more. If you need to add a class, withdraw from a class, transfer credit, obtain a transcript, change your major, etc. you will need to visit the [Registrar's Office](#), either in person or virtually. The Registrar of the University is Marisa Darby.

Rome, The Rome Program, and Other International and Off-Campus Programs: The Rome and Summer Programs Office

Rebecca Davies and Jennifer Massicci are poised to help students benefit from the amazing opportunities available for foreign study and travel. In the Rome and Summer Programs Office, located in the basement floor of Braniff Hall, students can learn about UD's flagship Rome program during Fall, Spring, or Summer, or can learn about other programs studying Spanish in Avila, Spain; Biology in Costa Rica, Rome, or the Florida Keys; Astronomy in the Smoky Mountains; and others.

To learn about the Rome Program, click [here](#), then navigate down to explore how to apply, eligibility requirements, discipline, and more. For information in the University Bulletin about Rome, click [here](#).

To learn about other off-campus study programs, click [here](#).

University Newspaper and Other Student Publications

The Cor Chronicle is the weekly newspaper of the University of Dallas. It is written, edited and managed by the students of the university. The staff distributes 1,000 copies at 11 locations on and around campus every Wednesday, and new content is available on our website daily while class is in session. Click [here](#) to navigate to the newspaper's home page.

The *University Scholar* is the publication of the Phi Beta Kappa students on campus. It includes fiction, visual art, poetry, essays, articles in the natural sciences, and other academic writing. It annually features the winner of the Raymond DiLorenzo Prize for the best Literary Tradition II Annotated Essay and the winner of the Marilyn Lendvay award for the best Literary Tradition IV short story.

Other student groups produce their own publications such as the *Crusader Standard*.

University Police Department (UPPD)

Led by Chief Russell Greene, the [University of Dallas Police Department](#) is located on the first floor of the Haggard University Center on the east side of the building down the hall from the Cappuccino Bar and directly across from Farrell Hall. The University of Dallas Police Department is responsible for promoting and maintaining community safety and security, enforcement of local, state, and federal laws, and compliance with general University policies. Officer presence is the best deterrent to crime and inappropriate behavior.

The University of Dallas Police Department Office employs full-time and part-time police officers along with Campus Safety officers who patrol the campus on foot and in vehicles, 24 hours a day, seven days a week. These officers provide physical security, fire protection and prevention,

emergency first aid, safety programs and inspections, and investigate and enforce violations of the Code of Student Conduct and criminal offenses on UD property. They issue parking permits (and parking fines), and can be called for access to various buildings.

University of Dallas Police officers are commissioned by authority of the Board of Trustees of the University of Dallas and are certified as peace officers by the State of Texas to provide police services for the campus. All University of Dallas Police officers are fully qualified law enforcement officers with full police powers of arrest for offenses committed on property owned or controlled by the University of Dallas. All UD Police officers undergo specialized, required training to enable a better understanding of the nature of policing on a private university campus. All Campus Safety Officers are certified in CPR, AED and First Aid.

The University of Dallas Police Department's sworn officers derive their law enforcement authority from the Texas Education Code, Sec. 51.212 and the Texas Code of Criminal Procedure, Title 1, Chapter 2, Art. 2.12: <http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.51.htm>.

UD Police officers have the same law enforcement powers as Irving police officers and have the authority to make arrests on campus and in certain circumstances in all of Dallas County.

To report a crime, click [here](#).

For Parking, Vehicle Registration, and other Vehicle policies, click [here](#).

For Active Shooter Response, click [here](#).

Non- Emergency: (972) 721-5305 (Answered 24/7)
Emergencies Only: (972) 265-5911
Email: CSO@udallas.edu

[Jurisdiction](#)

The UD Police Department has jurisdiction on all property owned or controlled by the University of Dallas and surrounding areas under Section 51.212 of the Education Code. The relationship with the Irving Police Department is a cooperative one. The UD Police Department responds to all crimes on campus and may utilize the assistance of Irving Police Department during the course of investigations. Victims of on-campus crime at UD who have made a report to UDPD may also report the offense to Irving Police Department if circumstances dictate. The UD Police Department has a close working relationship with the Irving Police Department and has a written memorandum of understanding (MOU). By agreement between the two departments, the UD Police Department will be the primary agency in dealing with most law enforcement response and investigative needs related to calls and offenses occurring on the UD campus. The UD Police Department may call upon the Irving Police Department for additional patrol or investigative assistance on any calls for service or criminal offenses occurring on campus. In the event that the UD Police Department requests that the Irving Police Department become involved in an investigation of an offense on campus, the investigation will be conducted as a joint investigation by both agencies. The Irving Police Department is the lead agency in investigations of homicide, suicide, or sexual assault and may take the lead on other major felony crimes. The UD Police Department operates on

the same radio communications system with the Irving Police Department. When students are involved in matters that constitute violations of local, state, or federal laws, the students are subject to arrest or citation as allowed by law. Additionally, in criminal cases involving students, the case will also be referred through the Office of Campus Affairs for possible University sanctions and/or discipline.

Writing Lab

The [Writing Lab](#) is sponsored by the English Department and is therefore located in Braniff Hall 304 just outside of the English Department offices. It exists to help students with all stages of writing, from Invention through Editing, and in all parts of their papers, from argument through style. Writers from freshmen to doctoral students make use of the tutors there, who are trained not to do the work for the student but to help him or her improve his or her own writing.

To sign up for an **on-campus** session, use this [link](#) to the in-person Lab calendar. Note that though you are signing up online, you must meet a tutor in Braniff 304 or possibly in Braniff 332 when two tutors are offering evening hours.

For an **online** session, follow this [link](#) and meet your tutor in the Zoom meeting 1-2 minutes before the designated time.





VII. Off-Campus Resources, Places to Get Help, and Things to Do

Dallas-Fort Worth is a major metropolitan area, now the fourth largest in the USA, and therefore has enormous resources, from medical and mental health care to auto repair to the arts and entertainment.

For off-campus emergency and medical help, see the section II entitled [Emergency Help](#) above.

With one of the top medical schools in the nation, Dallas is home to superb doctors in almost every medical, psychiatric, and psychological specialty.

There are local Irving chapters of Alcoholics Anonymous for those with an alcohol-abuse problem and Al-Anon for those who live or associate with someone with an alcohol problem.

On the social side, the Dallas-Fort Worth area is teeming with exciting things to do. There are many resources in the visual arts, including world-class museums in the Arts District in Dallas and the museum district of Fort Worth. DFW has a vibrant music scene for classical, jazz, and contemporary groups and a very competitive, multi-ethnic restaurant culture that boasts some of the country's top chefs. Dallas is much more multi-ethnic than it was just twenty-five years ago, and in fact more languages are spoken in the home in Irving than in any U.S. city but one in California. You can shop 'til you drop at any number of stores, including one of the original malls in the country, NorthPark Mall, and there is historical interest at places like Ft Worth's Stockyards and the Sixth Floor Museum in Dallas. Klyde Warren Park is a unique new area, a park built over a freeway just north of downtown that has become an extremely popular public space. It borders on a large Arts District with the Dallas Museum of Art, Myerson Symphony Hall, an Opera House, and a trolley that takes people from this Arts District through the Uptown section of Dallas. Deep Ellum near downtown was a longtime center of African-American culture that is now a home for music, arts, and restaurants. Oak Cliff, a section of Dallas just south of the Trinity River, features the

Bishop Arts District and some of the nicest terrain in the area. White Rock Lake is Dallas' Central Park, a lake surrounded by a park-like area in East Dallas with jogging/cycling trails, the Dallas Arboretum, and canoe/kayak rentals. Professional sports include the Dallas Cowboys in football and the Texas Rangers in baseball, both of whom play in Arlington, and two teams that play just a few DART stops from campus at the American Airlines Center, the Dallas Mavericks basketball team and the Dallas Stars hockey team. FC Dallas is one of Major League Soccer's original franchises, and the Dallas Jackals are a recent addition to Major League Rugby. Dallas has a vibrant Farmer's Market, and Fort Worth features Sundance Square, with the nearby Bass Performance Hall, home of the International Van Cliburn piano competition and the Fort Worth Symphony Orchestra. This merely scratches the surface of the many things to see and do in the DFW area, now the nation's fourth-largest in terms of population.





VIII. Student Code of Conduct

“The purpose of law is to make men good. It is ignorance of that simple principle that is one of the main causes of all the problems in modern society.” Peter Kreeft

“In an age of ‘anything goes,’ virtue is a revolutionary thing. In an age of rebellion, authority is the radical idea. In an age of pell-mell ‘progress’ to annihilation, tradition is the hero on the white horse.” Peter Kreeft

“To be free is not primarily to be unrestrained by external conditions but rather to be capable of answering for our actions and responses. Thus, freedom goes hand in hand with responsibility.” Rodolfo Valdes, *To Live in Christ*

Purpose

The University of Dallas is committed to creating a community where students, professors and staff act with individual and institutional responsibility to promote each student’s full development so as to achieve *eudaimonia*, a good, fulfilling life. This involves not only individual action, but action by those individuals in community—that is, acting for the common good of the community. Members of the University community should treat others with respect and dignity (and in turn be treated in like manner), contribute to a reasonably safe environment, and be able to speak and act freely as long as it is in respect of the rights and dignity of others. In order to achieve these goals, some sort of “law”—procedures and policies, consequences for violations, and descriptions of improper behaviors—is a necessity. This Student Code of Conduct (hereinafter referred to as the Code)

clarifies the standards of behavior essential to a flourishing academic and communal life at the University.

The intent of the Code and its procedures is to help students grow in the virtues of responsibility, prudence, justice, courage, and temperance, and to apply these virtues daily in their lives, so that they move from extrinsic motivation to intrinsically disciplining themselves.

The underlying intent of this Code is to promote the welfare of students, the goods and health of the University community, and the protection of lives and property as students go about pursuing a liberal education in wisdom, truth, and virtue. By entering the University of Dallas community, students agree to abide by the standards outlined in this Code of Conduct. Because the University is a Catholic community, the Code is not simply designed to prohibit misbehavior or serve as a means of punishment for violations of the Code, but also to encourage the development of the virtues of prudence, fortitude, justice, and temperance, as well as individual responsibility and self-discipline, gratitude, grit, resilience, and healthy friendship. The University wishes to see students move from extrinsic motivations to carrying them out from an intrinsic desire for self-governance and for the good of others.

Scope

The Student Code of Conduct (“the Code”) is a University policy adopted by the University President based on authority delegated by the University Board of Trustees. The Code is implemented and enforced by the Office of Student Affairs, under the leadership of the Dean of Students.

The *Code* applies to the on-campus conduct of all students. The *Code* also applies to off-campus conduct of students that, in the Dean of Students’ judgment, involves or affects the University or other members of the University community, such as, but not limited to, conduct in connection with:

1. Academic work or other University-related educational activities and experiences, such as class projects, field trips, study abroad, student teaching, or internships;
2. Activities sponsored, conducted, or authorized by the University or its student organizations;
3. Activities that cause or threaten to harm the health, safety, well-being, or property of the University or members of the University community, including the student him- or herself;
4. Activities which break the laws of the municipal, state, or federal government;
5. Activities that unreasonably disturb the peace and privacy of the student's neighbors when living off-campus.

A student is responsible for his or her conduct from the time of admission to the University through the award of a degree, or such other time as his or her relationship with the University is formally ended. Each student is responsible for conduct between academic semesters, during the academic year, and during periods between terms of enrollment. If a student has been accused of Prohibited Conduct, any investigation or adjudication process may continue even if the student withdraws from the University during the pendency of the action.

Residence Rules

Students and guests in University residence halls are subject to the rules governing the residence halls, which fall under the Code of Student Conduct. In the event of a conflict between the residence hall rules and the Code, the Code shall take precedence subject to the discretion of the Dean of Students.

Expectations for Actions and Behavior

The University expects students to:

1. Take their part in creating an environment conducive to academic and intellectual work and personal development;
2. Respect the rights and dignity of all others in the university community and to conduct themselves accordingly;
3. Help create and to respect an environment of open inquiry and freedom of expression while striving not to offend, harass, or insult others;
4. Make positive contributions to the University community and be willing to help, support, and guide others toward a flourishing life;
5. Respect the Catholic mission of the university and the rites, rituals, and traditions of the Catholic Church, whether students are Roman Catholic or not;
6. Behave respectfully toward people and property;
7. Act responsibly and to be accountable for the safety and well-being of themselves and others;
8. Be trustworthy and to demonstrate the sort of integrity and virtues upon which others may rely with confidence.

Prohibited Conduct

Students enrolled in the University are expected to act in accordance with the community standards of a Catholic educational institution. Sanctions may be imposed upon any student found to have committed or to have attempted to commit misconduct *on- or off-campus*. In the Code, misconduct refers to any personal behavior that:

1. Interferes with the University of Dallas' pursuit of its educational (including teaching, research, service, and business operations) and/or Catholic objectives, and/or reflects poorly on the University.
2. Fails to exhibit due regard for or violates the rights of others.
3. Shows disrespect for persons and/or property.
4. Violates, attempts to violate, and/or is complicit in a violation of University rules, and/or policies, including but not limited to those stated in the Student Handbook.
5. Violates, attempts to violate, and/or is complicit in a violation of local, state, or federal laws, or the laws of other countries, where applicable, whether convicted or not.

6. Fails to comply with the directives of University personnel.
7. Fails to demonstrate honesty in communication with, or in representing information to, the University and its personnel.

Conduct that violates the University's Civil Rights policy is handled by the Title IX/Civil Rights Office and through its policies and procedures. Please see page 18, above, for this information.

The following are examples of misconduct that could occur on- or off-campus. This list is not all-inclusive but is intended to provide examples of behaviors that may result in disciplinary action under the Student Code of Conduct.

Alcohol

Use, implied use, possession, or distribution of alcoholic beverages, except as expressly permitted by law and University policy. Offenses against the Code include:

- a. Consumption of any alcohol by those under 21 years of age;
- b. Immoderate drinking;
- c. Public intoxication;
- d. Driving any vehicle while under the influence and/or driving while intoxicated;
- e. Serving alcohol from an open source. Possession or use or distribution of any alcoholic punch (e.g., "jungle juice"), Jell-O shots, or otherwise spiked beverage.
- f. Possession of one's own alcohol, even if of legal age, at a University-sponsored event.
- g. Possession of open containers of alcohol in public spaces by students of any age, except those containers provided by sanctioned University services or officials.
- h. Kegs, beer bong, and beer balls of any kind on campus.
- i. Providing or selling alcohol to underage persons or providing minors a place for consumption of alcohol, on- or off-University property. This applies to those hosting social occasions where alcohol is available to those under 21. This is a matter of state law; if violated, it could lead to criminal or civil penalties for the offender.
- j. Possession of shot glasses, flasks, empty or open alcohol containers in the presence of underage students.
- k. The presence of underage students in a room or location on campus where alcohol is present except for University-sponsored events where alcohol is being served to those over 21.
- l. Consumption of alcohol by those over 21 years of age in the presence of those under 21 years of age except at University-sponsored events.
- m. Storing of alcohol in a dormitory room or on-campus apartment in a conspicuous manner, that is, outside of a closet or refrigerator, even by a student who is over 21.
- n. Collections of empty alcohol containers.
- o. Games that imply or are associated with the rapid or reckless consumption of alcohol, including but is not limited to beer or water pong, flip cup, slap cup, kings cup, quarters, or the like.
- p. Violations of the Social Host policy and Hosting Guidelines (see below under Additional Conduct Policies: Drug and Alcohol Policies)

Complicity

Complicity in any misconduct prohibited by University policies—that is, any act that knowingly aids, facilitates, promotes, or encourages the commission of prohibited conduct by another person.

Damage to or Misuse of Computer Files, Databases, and Facilities

Theft or other abuse or violation of the University's Computer and Network Usage Guidelines as defined in the Student Handbook, including but not limited to:

- a. Unauthorized entry into a file or computer system to use, read, or change the content, or for any other purpose.
- b. Unauthorized transfer of a file.
- c. Unauthorized use of another individual's identification and/or password.
- d. Use of computing facilities to interfere with the work of another student, faculty member or University official.
- e. Use of computing facilities to send obscene, abusive, or harassing messages.
- f. Use of computing facilities to view obscene or pornographic materials.
- g. Use of computing facilities to interfere with normal operation of the University computing system.

Damage to or Misuse of Property

Damage to or destruction of university property or property belonging to others, including vandalism, graffiti, and the defacing of University or others' property, including handwriting and marking in library books.

Dangerous Conduct

1. Physical assault or abuse-
2. Any activity that threatens the health, safety, and educational opportunity of any individual.
3. Hazing, as defined in this Student Handbook (see below for full policy).
4. Climbing on or scaling the outside of University buildings, or sitting, standing, or otherwise being present on the rooftop or window ledges of buildings.
5. Engaging in any type of organized fighting, boxing, or other types of sparring or violent sports without the express written consent of University officials. This includes "Fight Club"-type organized occasions.
6. Arson or attempted arson.

Dangerous Items

1. Possession of firearms, knives (longer than 4" from handle to tip), brass knuckles, bows and arrows, martial arts weapons, slingshots, pellet or BB guns, or the use of these or any other device with the intent to threaten or physically harm another person, unless specifically approved by the University for use by a University club, organization, or theatrical performance.

2. Unauthorized possession, use, or storage of fireworks, incendiary devices, or other dangerous explosives.
3. The prohibition applies regardless of whether any federal or state license has been issued to the possessor.
4. Obligation to report. Any member of the campus community who observes an individual possessing, transferring, selling or using a weapon and who reasonably believes that the individual has not been specifically authorized by the University should immediately report to the Chief of the University of Dallas Police Department. Knowingly keeping this information from University officials can lead to disciplinary sanctions.
5. Students in violation of this policy may be subject to disciplinary action up to and including expulsion.

For the full University policy concerning Weapons on Campus, click [here](#).

Disorderly Conduct

1. Disruptive, disorderly, or malicious behavior.
2. Lewd, indecent, or obscene behavior, especially that which violates Catholic teaching on sexuality.
3. Attempting to join or act as a member of a sex-specific club or organization by a member of the opposite sex.
4. Attempting to try out, practice, or become a member of one of the University's intercollegiate teams by a member of the opposite sex of the team's membership.
5. Contemptuous or disrespectful behavior.
6. Littering or dumping trash on campus grounds or common areas.
7. Disrupting the normal operations of the university (including teaching, research, service, and business operations) or University-sponsored activities by participating in an on-campus or off-campus demonstration, riot, or activity that infringes on the rights of other members of the University community;
8. Leading or inciting others to any of these forms of Disorderly Conduct.
9. Violations of the University's Classroom Code of Conduct. (See the section on the Classroom Code of Conduct below.)

Drugs

1. Unlawful manufacture, possession, use, sale, transfer, or purchase of a controlled substance or another dangerous drug such as a controlled substance analogue (designer drug).
2. Being in the presence of drugs openly or obviously being consumed or possessed.
3. Possession of drug paraphernalia or items associated with the use of illegal drugs, including but not limited to bongs, hookahs, water pipes, roach clips, blow tubes, small scales, unidentifiable pills and razorblades.
4. Abuse of over-the-counter or prescription drugs.

Fire and Safety Procedures

1. Tampering or playing with fire extinguishers, smoke detectors, exit lights, emergency lights, or other life safety equipment; tampering with or pulling under false pretenses a fire alarm.
2. Failure to exit a university building when a fire alarm has been activated.
3. Unauthorized burning of any material inside or outside of a University building or on areas adjacent to University property.

Interference with University Events, including but not limited to:

- a. Interference with, or failure to cooperate or comply with, any University administrator, faculty member, staff person, or resident assistant acting in the scope of their duties.
- b. Disruption, obstruction of University activities, programs, and processes, including but not limited to:
 1. Obstruction or disruption of teaching, research, administration, public service, or other activity or function of the University.
 2. Obstruction or disruption of security, fire, police, or emergency services.
 3. Obstruction of the free flow of vehicular or foot traffic.
 4. Participation in an unauthorized demonstration, or encouraging others to so participate, in a way to disrupt University activities.

Non-academic dishonesty, including but not limited to:

- a. Furnishing false information to any University official, faculty member, law enforcement officer, or office.
- b. Forgery, alteration, or misuse of any University document, record, or instrument of identification.
- b. Falsification, alteration, fabrication, or misuse of a University or government form, document, record, or identification card.
- c. Fraud, through act or omission, committed against any member of the University community.
- d. Knowingly misrepresenting one's biological sex as determined at birth on an application, form, or other university materials.
- e. Knowingly initiating or causing to be initiated a false report to University officials.
- f. Tampering with the election of any University-recognized student organization.

Note: Cheating, plagiarism, and other forms of academic dishonesty are handled under a separate process through the appropriate academic Dean's office.

Non-Compliance

1. Failure to provide identification to any University administrator, faculty member, staff person, or resident assistant acting in the scope of their duties.
2. Failure to abide by an administrative order or directive issued by the University or University personnel.
3. Failure to appear at a scheduled Conduct Meeting or session of the Committee on Student Discipline.
4. Failure to complete sanctions assigned by the Office of Student Affairs and/or knowingly violating the terms of any disciplinary sanction imposed or any mutual agreement reached in accordance with this Code, or violating the terms of a sanction that has been imposed. Failure to complete sanctions may lead to the sanctions being increased, converted to a fine, or in extreme cases to Probation, increasing the Probation, or even Suspension.

Retaliation

It is a **serious** violation of the Code to retaliate or take adverse action towards any person for reporting an alleged violation of this Code or for cooperating with a University investigation related to this Code. See the definitions in the Appendix for the Code's understanding of retaliation.

Sexual Misconduct Outside of the Civil Rights Policy

Sexual activity outside of the bounds of a sanctioned marriage. (The Catholic Church affirms that sexual relationships are designed by God to be expressed only within a married relationship between a man and a woman.)

The University affirms that those guilty of consensual sexual misconduct will be treated with compassion and encouragement to reform. It also affirms its clear duty to protect life from conception to natural death, and that any woman who becomes pregnant will be treated with dignity, charity, and care.

Smoking

Smoking inside of, or within 25 feet of, any University building.

Theft or Unauthorized Possession

1. Attempted or actual theft of others' property or services and University property or services, including unauthorized possession or duplication of keys, identification, passwords, etc..

2. Theft involves intentionally taking or attempting to take, damage, or destroy property or services, without the effective consent of the owner, or possession of property obtained without the effective consent of the owner.
3. Unauthorized moving or possession of dormitory lounge furniture (or any other University-owned furniture not designated for a particular dorm room) into one's dorm room.

Title IX

Any violation of the University's Title IX policy including sexual harassment, sexual assault, stalking, dating violence, and domestic violence.

Verbal Abuse and Harassment

1. Verbal abuse, harassment, threats, coercion, or threatening behavior directed (by any means, including electronically) toward a member of University community. Racist language (other than when being used in an educational setting to describe past uses, describe language used in the past, or in a work, fictional or nonfictional, from the past or present) may fall under this category, especially when directed at another.
2. Verbally abusing or egregiously insulting a University faculty, staff, or administration member is a particularly serious offense.
3. Bullying behavior, coercion, or intimidation of others, whether in person or by any other means, including electronically.
4. Maliciously revealing private information about another (Doxxing) so as to harass or damage him or her.

Violation of the Conduct Process

Abuse of the campus judicial system, including but not limited to:

1. Failure to obey the summons of a University official or judicial body.
2. Falsification, distortion or misrepresentation of information in a conduct meeting or before a judicial body.
3. Disruption or interference with the orderly conduct of a conduct meeting or judicial proceeding.
4. Institution of a judicial proceeding knowingly without cause, or knowingly making false accusations against others.
5. Knowingly impeding an investigation of a violation of this code.
6. Attempting to influence the impartiality of a member of a judicial body prior to and/or during the course of an investigation or a judicial proceeding.
7. Intimidation or retaliation against any University student, staff member, professor, or administrator with respect to the proceedings of conduct meeting or judicial proceeding.
8. Influencing or attempting to influence another person to commit an abuse of a conduct meeting, judicial proceeding, or the judicial system in general.

Violation of the Law

Any violation of local, state, or federal laws, regulations, or ordinances.

Violation of Other University Policies

1. Violations of the University's Housing, Residence Life, and Residence Hall Policies (see below), including but not limited to:
 - a. those regarding overnight guests;
 - b. visitation hours, including those for the opposite sex in a single-sex dormitory or on a single-sex floor;
 - c. cohabitation;
 - d. overnight stays in dormitories or apartments by members of the opposite sex;
 - e. use of a bathroom, shower, locker room, or other personal space intended for one sex by a member of the opposite sex;
 - f. propping external doors of a dorm or building, or blocking entryways or exits.
2. Violation of published college policies or rules, including, but not limited to:
 - a. Parking and vehicle policies
 - b. Food service policies
 - c. Residence Life policies or the Housing Agreement
 - d. Computer, internet, and network policies
 - e. Rules relating to the entry or use of College facilities
 - f. Rules and Policies regarding the conduct of student clubs and organizations
 - g. The Sign Posting Policy
 - h. The Speakers Policy
3. Audio and/or video recording or causing to be recorded a member of the University's Board of Trustees, an administrator, faculty, or staff member during the course of their University duties without the recorded person's knowledge and permission. The term "recorded" includes the capturing, transferring, or streaming of audio and/or video.

Conduct Process

Reporting Methods

Reports can come from a variety of sources. The purpose of this multi-reporting system is to institute a culture of community care. It is the community's responsibility to hold each member of the community accountable. As such, reports can come to the Office of Student Affairs from the following sources:

1. Incident Reports – The primary way reports are made, usually by an Office of Student Affairs staff member or Resident Assistant. When aware of a violation, these reporters may complete an online Incident Report through the student affairs online conduct management system. In cases of a potential violation of the University's Civil Rights Policy or Title IX policy, the Office of Student Affairs will also notify the University's Office of Civil Rights and Title IX.
2. UDPD/Campus Safety Reports - Officers from the University of Dallas Police Department (UDPD) write reports outlining violations of University policies by students, other members of the University community, and campus guests. They also generate reports documenting health and safety calls (i.e., ambulance, fire alarm, etc.). Relevant reports are sent via email to the Office of Student Affairs.
3. Reports from other offices – other University offices, e.g., the Office of Civil Rights and Title IX, the Office of Human Resources, and the academic deans' offices, may file a report alleging a violation of the Student Code of Conduct.
4. Conduct Report from others - University of Dallas community members, including students, faculty, staff, guests and visitors, and indeed members of the wider community beyond campus, may file a [conduct report](#) against a student alleging a violation of the Student Code of Conduct or may contact an OSA staff member. The University may institute an investigation or proceeding based on information it receives even if not filed as a formal student conduct complaint.

Preliminary Investigation

1. Upon receiving a report, the Dean of Students or the Dean's designee will review the report and appoint a Conduct Officer as appropriate. The Conduct Officer will review all available reports and evidence, and if necessary conduct any further investigation into the case. If there is a victim, the Conduct Officer will interview the victim about the incident, unless there is a violation of the Civil Rights Policy or Title IX Policy, in which case the incident is turned over to the Office of Civil Rights and Title IX for investigation.
 - a. The Dean will notify the Office of Civil Rights and Title IX upon receipt of a report of a violation of the University's Civil Rights Policy or Title IX Policy and that policy will govern the investigation and adjudication of the case.
2. Following the preliminary investigation, the Conduct Officer may take any of the following actions:
 - a. If the Conduct Officer finds no information or evidence to support an alleged violation of the Code, the case will be closed with no further action.

- b. If the Conduct Officer finds reasonable cause to believe that a student may have engaged in conduct in violation of the Code, the Conduct Officer will determine which of the following processes will be followed based on the nature and severity of the violation and/or whether the student alleged to have engaged in misconduct has a prior history of misconduct:
 - i. Informal resolution
Often assigned for first alleged violations of a minor nature. Informal resolution is most often handled by a Residence Coordinator.
 - ii. Conduct Meeting
Often assigned for violations of a moderate or severe nature, such as alcohol, drugs, bullying, hazing, and failure to comply. Often also assigned for repeat violations of residence life rules when the case may result in a revocation of privileges. Conduct meetings are handled by the Residence Coordinators, the Director of Residence Life, or the Dean of Students.
 - iii. Review by the Committee on Student Discipline
Often assigned for alleged violations of the Code that are likely to result in suspension or expulsion.

Notice of Complaint

1. Following the preliminary investigation and if a complaint is not otherwise closed, the Conduct Officer will provide notice to the Respondent (the student accused of the alleged misconduct), which will include:
 1. A summary of the alleged misconduct and the section of the Code that may have been violated and
 2. The process that the investigator has selected for resolution of the complaint, including a date for the Conduct meeting, meeting of the Student Disciplinary Committee, or other body.
2. The Notice of Complaint will be delivered by hand-delivery, regular mail, or most often emailed to the Respondent's official University email account. Students are responsible for maintaining a current, accurate mailing address with the University Registrar and for regularly reviewing their University email account.

Informal Resolution

An alleged violation of the Code may be resolved informally. An informal resolution is most common in minor cases when a student takes responsibility for his/her role in the incident. Both the Conduct Officer and Respondent will mutually agree on the violation and sanctions. A final decision reflecting the mutual agreement of both parties will be final with no subsequent proceedings.

1. Informal resolution will not be used in cases likely to result in the revocation of university privileges, probation, suspension, or expulsion.
2. Any student may refuse to engage in the informal resolution process at any time, in which case the Dean of Students or the Dean's designee will determine whether the case should be referred for a Conduct Meeting or a hearing by the Committee on Student Discipline. Refusal to engage in the informal resolution process must be stated in writing. Failure to respond to an informal resolution letter will be taken as acceptance of the proposed sanctions.

Conduct Meeting

If the Conduct Officer determines that the violation was of a more severe nature than cases typically resolved through informal resolution, the Conduct Officer will provide an opportunity to hold a conduct meeting with a respondent to review the Respondent's alleged misconduct. During this meeting, the Respondent will have an opportunity to respond directly to the alleged violation. The Conduct Officer will consult the Respondent's class schedule and find a time for the meeting when the Respondent is not in class. The Respondent is required to appear at the Conduct Meeting at the time designated by the Conduct Officer. Work times, athletic practices, club or organization meetings, study/review sessions, etc. are not excuses for missing a Conduct Meeting. It is the responsibility of the Respondent to inform work supervisors, coaches, or others that he/she will be absent for the purposes of attending the Conduct Meeting.

The Respondent may present relevant information regarding the alleged misconduct including witness information, documents, or any other information that would assist the hearing officer in reaching a decision. If there is a victim, the Conduct Officer may choose to interview the victim, but the victim is not ordinarily invited to the Conduct Meeting.

1. If the Conduct Officer determines that the case may result in suspension or expulsion, the hearing officer will refer the case to the Committee on Student Discipline.
2. If the Conduct Officer determines that the greater weight of the evidence indicates that the student has more likely than not engaged in misconduct in violation of the Code, the Conduct Officer will deliver a Notice of Conduct Findings to the Respondent which will identify the violation and will also include notice of the assigned sanctions.
3. If the Conduct Officer determines that no violation of the Code has occurred, the Respondent will be notified of the finding and no further action will be taken.

The Committee on Student Discipline

PURPOSE AND PURVIEW

The Committee on Student Discipline hears cases of student misconduct that could result in either suspension or expulsion. That, however, does not mean that these are the only sanctions that it may apply after a finding of responsibility. Its task is to treat these serious cases with care, observing a higher level of attention to process and its proceedings. It involves both student and faculty members in adjudicating the more serious accusations. The following lays out those proceedings created for this purpose.

MEMBERSHIP

1. There are up to ten trained members in the pool of those prepared to serve on the Committee on Student Discipline. There should be ample numbers of both faculty and students in this pool to handle, if necessary, multiple hearings of the Committee. The President of the Student Government may nominate student members to serve on the Committee, and the Dean of Students nominates faculty members. These members are then appointed by the Provost.

1. The Dean of Students serves as Chair unless he recuses himself or the Provost decides he must be recused. In case of recusal, the Provost appoints an alternate Chair of the Committee.
2. The Dean of Students (or alternate Chair, if one is necessary) selects the members of a given Committee from the pool of trained members.
3. For a given case, the initial committee members selected by the Dean of Students (or the alternate Chair) to judge a case must include at least two faculty members and two peer-level students from the Committee pool. "Peer-level" means that undergraduate students have other undergraduates on the committee, and graduate students have graduate students. It does not mean that students must be of the same year-level as the Respondent.
4. Faculty Representation on the Committee on Student Discipline will not be reduced or otherwise altered without the approval of the Faculty Senate.
5. The accused student (hereinafter referred to as "the Respondent") will be informed of the names of the members of the Committee at least five (5) days prior to the hearing.
6. The Respondent may object to the presence of a committee member prior to the start of the hearing based on a concern for the committee member's capacity to make a fair and objective decision. This request must be made at least 72 hours in advance to allow the Chair to find an alternate Committee member. Requests to remove a committee member will be decided by the Chair.
 1. If objection is raised to the Chair or the Alternate Chair, the decision regarding removal will be made by the Provost. If the Chair is removed, the Provost will appoint a new Chair.

SCHEDULE

1. The Committee Chair's role in the time before the hearing is to gather all of the information related to the case, set the day and date for the hearing, and distribute the information to Complainant, Respondent, and Committee members.
2. The Committee Chair will schedule a date for a requested Committee hearing which will typically be no fewer than ten (10) or no more than twenty (20) days after the request was submitted. The committee chair, in the interest of fairness, may adjust the time frames. Notice will be provided to the Respondent and the Complainant if any changes are made. If a party objects to the scheduled date or time, he or she must respond within one business day.
3. No fewer than seven (7) calendar days before the scheduled hearing, the Respondent and the Student Affairs official (hereinafter referred to as "the Complainant") must submit several documents to the Committee Chair. The Complainant must also provide these documents. The following information must be provided to the Committee Chair:
 1. A written summary of his or her position.
 2. A list of individuals who will speak to the alleged misconduct on behalf of each side as witnesses.
 3. A list of documents to be presented to the committee.
4. The Committee Chair will provide copies of all information submitted in advance of the committee review to the Complainant, Respondent, and Committee no fewer than three (3) days prior to the review.

GUIDELINES FOR PROCEEDINGS

1. The Respondent must attend in person. If the respondent fails to attend the hearing, the hearing may be dismissed and the decision of the Dean of Students will be final or the committee will issue a final decision in the absence of the respondent. If the Committee Chair determines that emergency circumstances prevented the Respondent from appearing, the Chair may choose to reschedule the meeting. In the case of documented disabilities for which accommodations in the process are necessary, the University will make reasonable accommodations for the parties when requested in advance. If based on a qualifying disability in order to fully and meaningfully participate in the process, the student should contact Student Disability Services at ada@udallas.edu in advance of the hearing.
 1. In cases where classes are not in session, or other extraneous circumstances, the Committee Chair may choose to allow a virtual hearing, but in-person hearings are always preferred.
2. The Committee Chair may request the OSA staff investigator, if this is different from the Complainant, to be present during the hearing so members of the committee may ask questions.
3. Students presenting before the Committee may be accompanied by a member of the university community but the student must represent him or herself at the conference. Parents may be present during the hearing, but cannot speak to or ask questions of the Committee or those presenting before the committee.
4. Students presenting before the Committee may have an attorney present. Attorneys are not permitted to present evidence or argument before the committee; they may speak to their client only, not on behalf of their client. If the Respondent desires to have an attorney present, the Respondent must notify the Committee Chair seven days before the hearing so the University may have an attorney present.
5. The Committee Chair presides over the committee review, makes sure proper procedures are followed, and makes all decisions regarding review procedures. The Committee Chair may provide information to the committee, the respondent, investigator, or other attendees. The Chair does not vote in the deliberations to determine responsibility. The decisions of the Chair as to procedure during the hearing are final.
6. The following guidelines will guide the committee's review:
 1. Reviews will be conducted privately, informally, and will not apply traditional rules of courtroom evidence. Hearings are confidential; they are not open to anyone other than the Complainant and Respondent, the Chair and Committee, and the witnesses, investigators, parents and attorneys invited by the Complainant and/or Respondent. After the hearing, Committee members' materials and notes are collected, shredded, and discarded, and the Committee members are reminded that the case remains confidential. The Committee's records are stored in the student's disciplinary file.
 2. Reviews before the Committee will be audio recorded. The recording is the property of the University of Dallas and will remain in a student's conduct file.
 3. The Respondent and the Complainant, that is, the Student Affairs official, will have equal time to present to the committee. Each will have 25 minutes to present his or her case, which includes the presentation of all evidence, including statements from witnesses, documents, and their arguments. If either does not use his or her entire time, the Chair will ask if the presentation is complete, and if so, then move to the next stage. If either party does not use the full, allotted 25 minutes, this will not be grounds for a procedural flaw. Neither party is allowed to interrupt the other's presentation during the allotted time.

4. The Complainant will present, when applicable, case precedent(s) for consideration by the Committee.
5. Committee members may ask questions of any individual making a presentation during the hearing, whether the Respondent or the Complainant has been presenting. It is best to leave the questions until after the formal presentations to allow maximum time for these presentations.
6. Committee members may ask questions of the Chair on any matter relating to the hearing.
7. The Respondent and the Complainant, the Student Affairs official, will have five minutes each for the opportunity to give a final summation. Again, if the entire allotted time is not used, the Chair will ask if the presentation is complete, and if so, then move on to the next stage. If either party does not use the allotted five minutes, this will not be grounds for a procedural flaw.
8. The Complainant must show that, by the greater weight of the evidence (i.e. more likely than not), the student engaged in conduct in violation of the Code.
9. After the Respondent and Complainant have finished their presentations and all questions and comments have ended, both the Respondent and the Complainant are dismissed while the Committee deliberates and comes to its judgment. The Chair's role in these deliberations is to answer questions, make clarifications about precedent, and otherwise inform the Committee. The deliberations of the Committee are not recorded.
10. Committee hearings are not open unless approved by the chairperson.

Within a reasonable period of time after the review concludes, the Committee Chair will provide the Respondent and the Complainant a written summary of the committee's findings and conclusions, any applicable sanctions, and any applicable appeal process ("Notice of Conduct Findings"). If and only if the Respondent has violated the institution's rules or policies in regard to a crime of violence or a non-forcible sex offense, the Dean of Students may inform the victim of the Committee's findings and conclusions. However, the University may not disclose the name of any other student, including a victim or witness, without the prior written consent of that student.

Appeals

Appeals of any of the above decisions made by a Conduct Officer, the Dean of Students acting as a Conduct Officer, or the Committee on Student Discipline, must be received within seven calendar days after the Notice of Conduct Findings is issued. The Dean of Students or Provost may extend the timeframe in the interest of fairness.

1. If the hearing officer was a Student Affairs staff member, the Director of Residence Life will hear the appeal. If the Director of Residence Life was the Conduct Officer, the Dean of Students will hear the appeal.
2. If the Conduct Officer was the Dean of Students, or the Committee on Student Discipline heard the case, the Provost will hear the appeal.
3. The appellate officer may request additional information but in general will review the matter based on the information presented and considered by the hearing officer or the Committee on Student Discipline.

4. Students desiring to appeal must do so on one or more of the following grounds:
 1. Substantial new evidence exists, which, if heard, would likely change the outcome of the case.
 2. The procedure followed in the administrative review was flawed and therefore the result was either unfair or arbitrary.
 3. The sanction is inconsistent with previous sanctions and therefore is arbitrary or unfair.

If an appeal meets one or more of these three criteria, as determined by the appellate officer, the appellate officer will review the appeal and uphold, modify, remand the decision back to the Conduct Officer or Committee on Student Discipline, or overturn the original decision. A student may appeal the appellate decision of the Director of Residence Life to the Dean of Students, but that second appeal will be final. In all other cases, the appellate decision will be final. Appellate decisions are communicated to the Respondent in writing within a reasonable time.

Effective Date of Sanctions

Any sanction imposed by the hearing officer will not take effect until the conduct process is complete, including any appeals.

Time Frames

1. Time frames set forth in the Code are goals and the University's inability to meet a timeframe will not render the procedures invalid.
2. Time frames may be extended by mutual agreement of all parties or by approval of the Provost.
 - A. An extension of the stated time frame for investigation will be communicated to all parties.

Sanctions for Misconduct and other administrative actions

The University will address behavior from the standards of the University as well as those of the Catholic Church and the moral and ethical guidelines and principles that follow from them. The University will assess sanctions as needed to help form and develop students toward a life of wisdom, truth, and virtue. Sanctioning is at the discretion of the hearing officer, and will consider the severity of the violation, the disciplinary history of the individual involved, the effect of the violation on the individuals affected and the University community, and the offender's opportunity to learn from his/her mistakes. Repeated or egregious violations may result in more serious sanctions.

The following serve as general guidelines for sanctions:

1. Any violation of federal, state, or local laws are among the most severe conduct violations, and may result in referral to the appropriate legal authorities, eviction from University housing, suspension, and/or expulsion.
2. Other severe violations include: a) acts of deliberate malice toward others, b) acts of significant theft, vandalism, or destruction; b) multiple violations of the same or similar policy; c) multiple alcohol violations; d) sale or distribution of illegal drugs, e) possession

and/or use of narcotics, including cocaine, methamphetamines, and others; f) possession of drug paraphernalia; g) possession of weapons or explosives; e) hazing, intimidation, and retaliation; g) tampering with and/or misuse of university equipment such as fire extinguishers, safety equipment, and the like; h) disruption of the judicial process; i) an accumulation of moderate violations, even if they are not of the same type. These can result in Probation I or II, eviction from student housing, suspension, and/or expulsion.

3. Moderate violations include: a) actions that are harmful solely to the individual involved (e.g. intoxication or other alcohol violation); b) moral indiscretions (including sexual activity); c) theft; d) possession and use of prohibited items; e) verbal abuse of others; f) failure to comply; g) giving false information or identification; g) showing disrespect for persons and property; and g) minor violations committed more than once or in an egregious or flagrant manner. Such violations can result in revocation of University privileges, including club or athletics privileges, attendance at University events, reparations to the person offended, Probation I or (if repeated) Probation II, which have serious repercussions for other university privileges.
4. Minor violations include: a) simple or minor violation of Open House and other dormitory policies; b) possession of prohibited items (excluding dangerous items, drugs, and drug paraphernalia; c) smoking in prohibited areas; d) littering. Minor violations may be sanctioned by a warning, a fine, community service, or the like.
5. If there is more than one violation in a single occasion or incident, the more serious violation will chiefly determine the assessment and consequences, although the other violations may also be taken into account. Any act that is egregious, malicious, or a repeat offense will ordinarily be moved to the next highest category of violation.

Students found in violation of the Code may be subject to one or more of the following sanctions. Other sanctions may also be identified as deemed appropriate by the hearing officer.

Warning

Warnings are filed and remain on a student's conduct record.

Seminar

The student may be required to attend a seminar. This seminar will create a space for students to reflect on their experiences and decisions at the University and to share ways they can make better decisions in the future.

Community Service

The student may be required to perform various forms of community service. The number of hours of said service will be determined by the Conduct Officer of the case, and will be assessed according to the severity of the offense, whether the offense is a repeated offense, and as to the good it will render the offending student.

Loss of University Privileges

Student access to University privileges may be limited or removed temporarily or permanently, including participating in NCAA Athletics or club sports, current or potential leadership positions, guest privileges in residence halls, living in the residence hall, participation in club or organization activities, ability to enter certain University buildings, rooms, or offices, or attending school-sponsored events. Clubs or organizations may be

sanctioned with any of the above sanctions, with loss of the privilege to use particular University facilities, removal of officers/leadership teams, probation and/or suspension for variable periods, loss of the eligibility for funding, up to and including de-certification as a recognized University club or organization.

Restitution or Fines

The student may be required to pay a monetary fine or offer restitution to the injured party, whether that is another individual or the University community as a whole. In addition, other types of sanctions that are not completed by the deadline will be converted into fines.

Disciplinary Probation

Probation is a specified period of observation and evaluation of a student's conduct. A student placed on probation receives a written notice of the seriousness of the misconduct, which includes the probability of a more severe sanction, including dismissal, if a student violates the Code again during the probationary period. The University of Dallas recognizes two levels of disciplinary probation:

1. Level I Student Affairs Probation – automatically expires after a specific period of time prior to graduation.
2. Level II Student Affairs Probation – remains in effect during the remainder of the student's academic career (including future enrollments).

During the probationary period and subject to appeal, the student is not eligible to participate in an international study abroad program, hold an officer position in a student organization, or be hired by the Office of Student Affairs, including as a Resident Assistant. Students on Probation I will be denied the privilege of attending the next Groundhog celebration. Students on Probation II will be denied the privilege of attending the next Winter Cotillion, Groundhog, and Spring Formal. Students may incur other sanctions, as described above, in addition to the sanction of Probation, if so determined by the Conduct Officer or Committee on Student Discipline. It is also possible for the terms of probation to be coupled with secondary sanctions or include other requirements or restrictions including, but not limited to, community service, educational classes, and/or prohibition from participation in co-curricular activities.

Suspension

The student will be formally separated from the University for a specific period of time after which the student is eligible to return. While suspended, the student cannot earn academic credit at the University of Dallas. If suspension occurs during the semester, no credit will be awarded for the semester and the student will not be eligible for incomplete grades or a refund from the Business Office. During the period of suspension students may not enter University premises or attend University sponsored events without prior written approval from the Dean of Students. The University may establish conditions to be satisfied during the period of suspension or requirements for re-entry.

Immediate Suspension

The Dean of Students may immediately suspend a student from all or part of the University premises as an interim measure when alleged misconduct reasonably indicates that:

1. The presence of the student on the University premises poses substantial or immediate danger to the health, safety or welfare of any member of the University community or University property, or;
2. The presence the student on the University premises poses a definite threat of disruption or interference with normal operations of the University.

Immediately suspended students will be immediately precluded from engaging in any activities, programs or events on the University premises or sponsored by the University.

An immediate suspension will remain in effect until the formal disciplinary process is complete.

An immediate suspension may be appealed, in writing, to the Provost, who will review the case file within three days; the Provost may uphold or modify the immediate suspension. During the appeal timeframe, the immediate suspension will remain in place.

Interim Measures

The Dean of Students has the authority to institute interim measures at any time. Interim measures may include, but are not limited to, additional academic support, housing reassignment, no contact orders, changes to academic or extracurricular schedules, or changes to transportation, dining, or working situations, or immediate suspension, as appropriate. Interim measures remain in place until they are removed by the Dean of Students or any decision on the investigation becomes final. Interim measures, other than immediate suspension, may not be appealed.

University Withdrawal

Students may be administratively withdrawn from any or all courses. A withdrawn student may also be prohibited from entering University premises and barred from re-enrollment until specific conditions are met. Reasons for University withdrawal include, but are not limited to:

1. To prevent disruption of the education process.
2. The student failed to respond to an official summons from a University official.
3. The student has been suspended or expelled from the University.

No Contact Order

A student may be assessed a No Contact Order, which is an order requiring a student to refrain from contact with another student. Specific instructions will accompany the No Contact Order outlining expected behavior including face-to-face contact, correspondence, email, social media or telephone. Friends, relatives and other acquaintances are also prohibited from contact on behalf of either party.

Expulsion

The student will be permanently separated from the campus community. The student is prohibited from entering University premises or attending University sponsored events. If expulsion occurs during the semester, no credit will be awarded for the semester and the student will not be eligible for incomplete grades. No refund will be provided by the Business Office. In accordance with Texas law, a notation will be placed on a student's transcript if she/he has been expelled.

Further Policies on Student Conduct and Student Life

Academic Integrity

Matters of academic integrity are reviewed and enforced under the authority of the Provost and faculty according to the Academic Honesty Policy found in the University Bulletin. Students engaged in acts which may constitute both academic dishonesty and misconduct as defined in the Code may be subject to sanctions under both authorities.

Alcohol and Illegal Drugs

The University of Dallas prohibits illegal use of drugs and alcohol. Violations of the Student Code of Conduct concerning illicit drugs and alcohol are addressed through the Student Code of Conduct, education and, in some instances, counseling.

In accordance with the Family Educational Rights and Privacy Act (FERPA), the University may contact the parents of students under the age of 21 who violate University policies or civil laws pertaining to alcohol or drugs.

Use of illegal drugs and misuse of prescription drugs can have social, academic, psychological, physical, financial and legal consequences. Information provided on the following website references specific drugs or drug categories, but is not intended as a comprehensive listing of drugs and their associated health risks.

The University is committed to helping students who suffer from alcohol or drug use, and is dedicated to fostering a caring relationship among its students, staff, faculty, and administrators. UD's conduct procedures are intended to be educational and redemptive. Complete confidentiality will be strictly observed to the limit of the law for students who seek help for substance-abuse problems from the counseling and health clinic staff. Insofar as federal and state statutes and professional ethical standards permit, no professional on the UD counseling or health center staff will in any way notify the administration of the name of a specific student who comes for assistance for substance abuse or any other type problem, and no records will be forwarded to the administration regarding the services or the problem.

A student who voluntarily seeks help for drug or alcohol abuse will be assisted by the University to obtain appropriate treatment.

Alcohol

The University of Dallas strives to establish a healthy climate on campus regarding alcohol, one in which students feel free not to drink and understand the importance of drinking moderately and temperately. Underage and immoderate drinking is a serious violation of the Code. Student Affairs or an event security officer will decide whether or not a student has been consuming alcohol immoderately. See above under the list of Conduct Offenses for specific alcohol offenses.

The general provisions governing alcoholic beverages are in compliance with the laws of the state of Texas.

SPECIFIC PROVISIONS RELATED TO THE USE OF ALCOHOL ON CAMPUS

Students of legal drinking age are permitted to drink in moderation and to store alcoholic beverages in their own residence hall rooms or in their student apartment if all other residents and guests of that room or apartment are of legal drinking age. Students of legal drinking age must store alcohol in an inconspicuous manner (i.e. in the refrigerator or closet). If one roommate is of legal drinking age and the other roommate is not of legal drinking age, no alcohol can be possessed, consumed or stored in the room or apartment. All students assigned to a room must be of legal drinking age for alcohol to be permitted. Students of legal drinking age are not permitted to consume alcohol in the rooms of underage students. Underage students may not be present in a residence where students who are of age are consuming alcohol.

A student who is of age may not bring his/her own container of alcohol outside of his/her room except to convey it to his/her room after purchase. The University is not an “open-container” campus. Students who bring their own containers of alcohol to areas of campus, and especially open containers, will have them confiscated and they will be charged under the Code, whether they are of legal age or not.

Alcohol at Sanctioned Events. Only those alcoholic beverages designated and purchased for the event will be served or allowed to be consumed. No “outside” alcohol may be brought to campus or consumed at the event. Students who clearly have been drinking before the event (i.e., “pre-gaming”) may be denied entry, and all students who show signs of intoxication will be denied entry. Last call will be one hour before the end of the event. The University is not responsible for the actions of persons violating the policies and restrictions set forth by this policy.

Authority for the interpretation of this alcohol policy rests with the Dean of Students.

SOCIAL HOST RESPONSIBILITY POLICY

Student(s) hosting a party (either on- or off-campus) are responsible under the Student Code of Conduct for the actions of, or injuries to, their guests due to the distribution or consumption of alcohol or illegal substances at the event.

1. As stated above, at no time may a student provide alcohol to a student who is under age, either on- or off-campus.
2. Residence hall and student apartment residents who are of legal drinking age who host a social event in their room or apartment are responsible for seeing that persons under legal drinking age are not present and that there is no immoderate drinking at

the event. The residents assigned to the room/apartment are also responsible for the behavior of their guests, damages, and cleanup. (See [Social Host Responsibility Policy](#) below)

HOSTING GUIDELINES

Student organizations should work directly with the Office of Student Affairs, at least 14 days in advance, if alcohol is desired at an event. The Office of Student Affairs reserves the right to prohibit alcohol at student organization events on or off campus.

If the University learns that organizations or individuals are planning to have sponsored activities that violate state law or policies of the University, regardless of where held, the University may respond through disciplinary action as outlined in the Student Code of Conduct both to the individuals and to the organization. See Loss of University Privileges above.

Drugs

The University strictly prohibits the use, possession, sale, or offering for sale of illegal drugs. Being in the presence of drugs openly or obviously being consumed or possessed implies use or possession, respectively, and may result in disciplinary action. The University will cooperate with local law enforcement to protect the campus from illegal drug use and/or sale and will handle alleged violations of the Code of Conduct related to drugs through its conduct process. Possession and/or use of illegal drugs, selling, providing, or distributing illegal drugs may result in suspension and/or expulsion from the University.

Any drug paraphernalia or items associated with the use of illegal drugs are prohibited and will be confiscated upon discovery. This includes but is not limited to bongs, hookahs, water pipes, roach clips, blow tubes, small scales, unidentifiable pills and razorblades. In cases where drug paraphernalia is found with illegal substances, a minimum fine of \$300 per item may be assessed in addition to other appropriate sanctions.

Persons convicted of drug possession under State or Federal Law may not be eligible for federal student grants and loans for up to one year after the first conviction and two years after the second. The penalty for sale of a controlled substance is ineligibility for federal student aid for a period of two years following the first offense and indefinitely following the second offense.

Amnesty Policy

All students, faculty, and staff should understand that the safety of a person is paramount in alcohol or other drug-related emergencies. Amnesty, where appropriate, represents the University's commitment to increasing the likelihood that community members will call for medical assistance when faced with an alcohol or other drug-related emergency.

1. A student who in good faith calls for emergency medical assistance on behalf of themselves or another person experiencing an alcohol or other drug-related emergency will not be subject to disciplinary action for related possession or use of alcohol or other drugs.
2. An individual receiving emergency medical assistance due to use of alcohol or other drugs will also not be subject to disciplinary action. However, in either case the

university may refer the student to the Behavioral Intervention Team, require an educational/health intervention, or request a meeting to provide the student with additional resources.

3. The university reserves the right to revoke amnesty in particularly grievous cases, such as those in which a student's actions caused harm to another person requiring emergency medical response.

Classroom Code of Conduct

Faculty members establish and enforce expectations for student conduct in their classrooms in addition to the standards established by the Student Code of Conduct. Expectations for classroom conduct should be provided on the course syllabus at the start of the semester. Faculty members may take action to enforce their expectations for student classroom conduct including removing a student from class for a limited time. Faculty may also refer students to the Dean of Students to consider whether classroom conduct may have violated the Student Code of Conduct. Students are expected not to engage in conduct that endangers others or is considered disorderly, lewd or indecent. Students are also expected to speak in a way that is courteous and respectful to both the professor and other students.

FERPA, Records, and their privacy and confidentiality

Documents that are created and maintained as part of the conduct process are subject to the protections of the Family Education Rights and Privacy Act (FERPA). To see the University's general policies with regards to records and FERPA, click [here](#). Below are policies about records with regard to Student Affairs conduct issues and practices.

1. FERPA provides specific exceptions for disclosure of disciplinary records in certain circumstances, including disclosure of the final results of any disciplinary action involving an alleged crime of violence or non-forcible sex offenses to the victims of the alleged misconduct, regardless of whether the hearing officer concluded a violation was committed and disclosure without student consent to parents of students under 21 years of age who are found responsible for violations of the Code related to drugs or alcohol.
2. In some cases, and at the discretion of the hearing officer, hearings may be recorded. The recording is the sole property of the University of Dallas. Any student who has a right of appeal in the case has the right to listen to this recording but will not be provided a copy nor may she/he make a copy or remove the tape from the Office of Student Affairs. No court reporters or additional recording devices are permitted.
3. Conduct records are maintained by the Office of Student Affairs for seven years.

Fundraising and Promotional Activities

University-recognized clubs and organizations are required to register their fundraising activities with the Office of Student Affairs, whether they are to be conducted on or off campus. All fundraisers must be in accord with the University's mission and values.

1. Fundraisers must abide by University policies regarding advertising and posting of signs and flyers.
2. No door-to-door solicitation or selling is allowed in the residence halls.
3. A student club may be given limited permission to conduct a sale, promotion, or fundraiser in a lobby or lounge, on the Mall, or other approved space. Permission should be secured from Student Affairs staff who oversee clubs.
4. Items created for sale, e.g. T-shirts, must have their design approved by the Office of Student Affairs and must be acceptably in accordance with the University's mission and values.
5. Promotional activities or fundraisers by unapproved clubs or organizations must obtain explicit written permission from the Dean of Students before such activities.

Hazing

Hazing is a serious offense and a crime in all fifty states, and therefore will not be tolerated at the University of Dallas.

1. University student groups (e.g. registered student organizations, intramural, club and varsity athletic teams, and other recognized student groups) and individual students are prohibited from hazing.
2. Hazing is prohibited in any form both on campus and off campus.
3. Hazing is also a criminal offense under Texas law that can subject a person to fines, community service, and imprisonment of up to two (2) years.

For the University's definition of Hazing, see the Appendix below.

For Texas law relating to hazing, see

<https://statutes.capitol.texas.gov/Docs/ED/htm/ED.37.htm#F>

Reporting, Investigating, and Adjudicating Hazing

1. Allegations of Hazing.

Any person having knowledge of any activity or conduct which may constitute hazing should contact the Dean of Students' Office or the University Police Department and must submit the information **in writing**.

Self-Reporting of Incidents.

- A. Student organization/team members and officers/captains should **immediately** report any hazing incidents that occur within their organization to the Dean of Students, providing a detailed description of the events that have transpired, the names of any individuals involved, and a description of any actions taken by the organization.
- B. Upon receiving the report, the Office of Student Affairs will investigate as described in this regulation and the organization president and advisor/coach will be notified. The investigation and adjudication will proceed related to the regulation violations by the individual(s) implicated in the report, unless evidence discovered in the investigation proves the incident to have been sanctioned by the organization.
- C. If the incident appears to have been sanctioned by the organization, a follow-up investigation into the organization's role may be undertaken. If the student organization is affiliated with a national organization, the national headquarters may be contacted depending on the severity of the incident, the organization's involvement in the incident, and the organization's cooperation in the investigation.

2. Investigation of Allegations and Charges

- A. Upon receiving a report of alleged hazing, the Dean of Students will assign the case to an Investigator. As part of the investigation, the Investigator will:
 - 1. Make contact (if possible) with the individual(s) bringing forward the allegations of hazing;
 - 2. Make contact with the individual(s) alleged to have perpetrated the hazing. If the conduct is organizational in nature, the investigator will contact the advisor and president of the organization under investigation;
 - 3. Conduct interviews with all parties, including victims, the accused student(s) and any witnesses. The investigator may, at his/her discretion, recommend interim action (as described in the Student Code of Conduct) to the Dean of Students at any point during the investigation;
- B. The Investigator may, at his or her discretion, require students, or a select group of students (i.e. all new members of an organization) to participate in an investigatory meeting at a pre-determined time and location and may exercise discretion regarding the communication of students during the investigation process.
 - 1. The Investigator may, at his or her discretion, require students to undergo a physical examination by a campus health center staff member, particularly when allegations of physical abuse are part of a hazing investigation. The results of these physical examinations will be protected by applicable health privacy laws, but a summary of any physical signs of hazing (i.e. bruises, burns, etc.) will be provided to the investigator by the medical professional conducting the examinations.
- C. The Investigator will provide a written investigative report to the Dean of Students. Upon receipt of this report, the Dean of Students (or designee) will determine if charges are warranted. If charges are warranted, the Dean of Students or his/her designee will charge the individual student(s), the involved student group(s), and/or the President or other responsible officers of the involved student group(s) or any other complicit bystanders in accordance with the Student Code of Conduct.

3. Adjudication.

- A. Adjudication shall be conducted pursuant to the Student Code of Conduct.
- B. It is not a defense to a charge of hazing that:
 - 1. Any or all participants consented to the behavior;
 - 2. The conduct was not part of an official organizational event or otherwise sanctioned or approved by the student group; or
 - 3. The conduct or activity was not done as a condition of membership to or affiliation with a student group.
- C. The University will, on a case-by-case basis, determine whether any violations of policy are individual or organizational in nature. In determining whether or not a violation is organizational in nature, the University will consider the following:
 - 1. How many members were present when the alleged violation occurred or had specific knowledge of the alleged violation;
 - 2. What knowledge the appropriate chapter officers and/or advisors had of the alleged violation;
 - 3. What action the appropriate chapter officers and/or advisors took in addressing/preventing the alleged violation;
 - 4. Whether chapter members were acting in concert, or whether the individual's membership in the chapter serve as an impetus for the alleged violation;
 - 5. If the violation arose out of a chapter sponsored, financed or endorsed event; and/or
 - 6. Whether there is a pattern of individual violations that have occurred without proper action by the chapter.

Amnesty

- 1. Any person who voluntarily reports a specific hazing incident involving another student to the Dean of Students or other appropriate official (e.g. a Residence Coordinator, the Director of Residence Life, or the Director of Student Activities) of the institution is immune from student conduct liability that might otherwise be incurred or imposed as a result of the reported hazing incident if the person:
 - a. Reports the incident before being contact by the University concerning the incident or otherwise being including in the institution's investigation of the incident; and
 - b. As determined by the Dean of Students, cooperates in good faith throughout any institutional process regarding the incident.
- 2. Amnesty under this section extends to participating in any judicial proceeding resulting from the report. A person is not immune under this section if the person:
 - a. Reports the person's own act of hazing; or
 - b. Reports an incident of hazing in bad faith or with malice.

Sanctions for Hazing

- 1. Sanctions for violations of this regulation shall be administered by the Dean of Students.
- 2. Student groups subject to University jurisdiction and individual students found responsible for violations of this regulation shall be sanctioned in accordance with the Student Code of Conduct. Individuals found in violation of the Hazing policy are likely

- to be suspended or expelled. For student groups, sanctions include, but are not limited to, revocation of registration or denial of application for registration, loss of University privileges such as the ability to formally meet on campus, to use campus facilities, and/or to represent the University-
3. Sanctions imposed by the University for violations of this regulation may be in addition to any penalty imposed for violation of the criminal laws of the State of Texas and for violation of any other University rules or policies.
 4. For groups that are formally associated with the University (i.e. varsity athletic teams, University clubs, or any other groups supported by the University, including those that are not required to register as student organizations), sanctioning for violations of this policy shall be determined by the Vice President of the administrative unit that sponsors/supports the group in consultation with the Dean of Students/Designee.

Retaliation

It is a serious violation of this policy to retaliate or take adverse action towards any person for reporting an alleged violation of this policy or for cooperating with a University investigation related to this policy. See the definition below in the Appendix for retaliation.

Reporting

1. The University, in compliance with state law, will prepare and post in a prominent location on the institution's website a detailed report on hazing committed on or off campus by an organization registered with or recognized by the institution. The report will include information regarding each disciplinary action taken by the institution against an organization for hazing, and each conviction of hazing under Section 37.153 by an organization, during the three years preceding the date on which the report is issued or updated.
2. The University's reports are updated within thirty (30) days of a disciplinary decision or conviction, and are maintained for the prior three calendar years. The University's reports are available online at <https://udallas.edu/consumer-info/hazing.php>.

Identification Cards

Student Identification cards are made in the University of Dallas Police Department in the Haggard University Center. Student Identification Cards are required of all University students and are usually obtained during New Student Orientation. Replacements may be obtained from the University of Dallas Police Department for a fee of \$10.00. No fee will be charged if a student is obtaining a new ID due to turning 21 years of age. Students are expected to carry their University IDs with them at all times and produce it upon request of any University official.

Rome, Foreign Study Programs, and Student Conduct

It is a privilege, not a right, to study abroad during a student's time at the University. Student Conduct records are reviewed for every student applying to the Rome program and other foreign study programs. Those with significant student conduct issues are likely to be initially rejected and then may appeal to be put on the waitlist. Only after a successful appeal

to the Rome Committee may they be allowed to attend these programs. Ordinarily, students on Probation I are automatically rejected and must appeal to the Rome Committee, though other conduct problems short of Probation I can result in a student being put on the waitlist as well. Students on Probation II will be automatically rejected and must appeal to the Rome Committee to be included.

While participating in the Rome program, students must still abide by the Code, and furthermore must also abide by the policies and procedures outlined in the Rome Program's Student Handbook. Students may be subject to Probation, Suspension, or Expulsion while on study abroad programs.

Sex

See the Appendix, below, for the University's definition of sex. This understanding of what "male" and "female" means has implications for student conduct and in other areas at the university. For instance:

- Professors, staff, and students are not required to address students by preferred pronouns, and many will not do so.
- Most of the University's bathrooms are single-sex-designated, and all users of those bathrooms are required to use the bathroom that accords with their biological sex. The same goes for locker and changing rooms on campus.
- Single-sex athletics teams, single-sex student clubs, and single-sex university events are limited to members of the designated sex.
- Student records, schedules, class lists, and identification cards shall reflect the legal names and biological sex of each student where a sex designation is typically used: Violations of this policy may result in sanctions under the Code of Student Conduct.

Sign posting

To ensure campus order, cleanliness, and esthetic appeal, the University has instituted a sign-posting policy. There are good reasons for the restrictions. Campus should be an attractive space, not cluttered with excessive, unattractive, old and out of date, and inappropriate signage. Signs may only be posted on approved surfaces, because when removed, signs on painted surfaces peel off the paint—often taking large patches—which leaves the wall, column, etc. esthetically unappealing.

1. Please make sure the following statement is listed on all signs:
To request a disability-related accommodation or wheelchair access information, please contact Dr. Inelda Acosta at phone: (972) 721-5056 or email: iacosta@udallas.edu, preferably at least a week in advance of the event. You can also find more information at udallas.edu/accessibility.
2. Signs must respect copyright laws and the [University of Dallas Copyright Policy](#).
3. Signs must be respectful of the University of Dallas' Catholic mission and culture.
4. Only approved UD organizations can post signage around campus. Individuals and groups outside of the institution are not allowed to hang signage around campus.

5. The signs posted in Haggar must be approved and stamped by a Student Affairs staff member or Student Activities Leadership Center student worker. Unauthorized signs in the residence halls will be removed by staff.
6. Signs advertising the same event must be spaced reasonably. If the signs are deemed too many by a representative of the University, they will be removed and discarded.
7. No more than 6 of the same flyer may be posted in Haggar University Center.
8. Signs can only be hung in designated areas and in limited numbers--for instance, only 1 sign is allowed on the wall in Haggar foyer (near the bookstore) and 1 sign by Printing and Postal.
9. Signs may be posted on bulletin boards with tacks or on specific surfaces with masking tape or "blue" tape only. These "specific surfaces" DO NOT INCLUDE surfaces painted, glass or in a stairwells. Also, flyers are not permitted on doors (i.e., exterior doors, bathroom doors).
10. Bathroom stalls are reserved for the Stall Street Journal, or other publications of Student Activities.
11. Any poster, sign or table tent without OSA approval will be taken down and discarded.
12. Signs advertising an event without an ending date (i.e. personal sales, lost dogs, etc.) will be approved for 2 weeks from the day brought in to Student Activities. The Office of Student Affairs must approve and date stamp signs or banners posted in the residence halls.
13. Signs to be posted on public bulletin boards in Blakley, Braniff, Catherine, Gorman, Haggerty Art Village, and Haggerty Science must follow the rules designated by the Provost's Office; see below.
14. Signs may be put on BULLETIN BOARDS ONLY (not on walls, columns, glass/windows, exterior doors or any other surface) using masking/blue tape, thumbtacks or staples (depending upon surface). Scotch nor duct tape is not allowed.
15. Bulletin boards owned by a specific department (noted by a plaque in the upper left corner) are not public space. To post a sign on one of these, the approval of that department is necessary. It may be requested at the main office of the pertinent department.
16. Signs for posting in Cardinal Farrell Hall must be 8.5x11 or 11x17 only. Please drop off signs at the Provost's Office on the 2nd floor of Cardinal Farrell Hall. No one is allowed to post fliers on one's own within Cardinal Farrell Hall.
17. Any posters placed on painted, wooden or brick walls, doors, or windows will be taken down.
18. Signs for SB Hall must be 8.5x11 or 11x17 only, and must be preapproved and posted by the Gupta Dean's Office. Any posters placed on painted, wooden or brick walls, doors, or windows will be removed. Maximum number of posters in 11x17 frames is nine.
19. Signs to be posted in The Church of the Incarnation must be approved by the campus Chaplain.

Any violations of these guidelines will result in having signs removed and discarded. Repeated, flagrant, or egregious violations of this policy may result in Student Conduct sanctions and club sanctions as well.

Smoking

Smoking is inherently hazardous to one's health, and second-hand smoke not only annoys others but can be hazardous to their health as well. Therefore, smoking is not allowed inside any University building. Those smoking outside must be positioned at least 25 feet from any University building. Violators of this policy will face Student Conduct sanctions. Willful and/or repeated violations will suffer increased and/or significant sanctions. See the Appendix below for the definition of Smoking.

Speakers Policy

All outside speakers invited by students must be invited and sponsored by a University-approved club or organization; no individual students or unaffiliated groups of students may invite outside speakers to campus.

1. The inviting group must propose the invitation to the Director of Student Activities at least one month before making the actual invitation, providing at that time the date, time, expected attendance, and honorarium proposed for the speaker. The Dean of Students will determine whether the invitation may proceed.
2. If the Dean of Students denies the invitation, the inviting club or organization may appeal to the Provost, whose decision will be final.
3. In the interests of a liberal education, speakers may present on a wide variety of viewpoints, but should be presented with a copy of the University's Mission and be expected to be respectful of the University's Catholic mission and culture.
4. Any recording, photographing, broadcasting, or posting to the internet of any outside speaker invited by a student organization must be approved in advance by the Dean of Students.
5. Students in attendance at presentations by speakers are expected to behave in a respectful and appropriate manner. Disrupting an invited speaker's ability to speak, shouting down the speaker, or otherwise preventing a speaker's presentation is a violation of the Code of Conduct, as described above under Disorderly Conduct.

Violations of the Law

Students may be accountable to criminal or civil authorities for conduct that may also violate the Code. The conduct process will normally proceed even if related criminal or civil proceedings are pending and sanctions will not be reconsidered even if related criminal charges are dismissed or otherwise resolved.

Revisions and Modifications to the Code of Student Conduct

The Dean of Students proposes revisions and modifications to the Code of Student Conduct. The Provost, after consulting with the President's cabinet, approves the amendments or modifications to the Code.



IX. Residence Life, Housing, & Residence Hall Policies

Undergraduate Residence Life at the University of Dallas

As far back as the Middle Ages, which spawned the first universities in the world, a university education often involved leaving one's family home and living in a new, academic, intellectual community. In its desire to, as the Mission Statement says, "provide an academic and collegial community which will help students acquire a mature understanding of their faith, [and] develop their spiritual lives," the university encourages and even requires most students to reside on campus for the majority of their undergraduate careers. Living on campus contributes to the intellectual,

social, emotional and spiritual growth of the individual student and of the other residential students. In *Ex corde ecclesiae*, John Paul II's Apostolic Constitution on Catholic Universities, the saint and former professor speaks eloquently about the university as a place of "authentic human community animated by the spirit of Christ." It is "the dignity of the human person and the message of Christ which gives the Institution its distinctive character," and thus "the community is animated by a spirit of freedom and charity: it is characterized by mutual respect, sincere dialogue, and protection of the rights of individuals." Here at the University of Dallas, the residence halls and the Residence Life programs are especially these places where the university "assists each of its members to achieve wholeness as human persons" and where we are engaged in "strengthening and maintaining the distinctive Catholic character of the Institution."

The Residence Life program at the University thus strives to provide housing, programming, and interactions where students can strive for the virtues necessary to a flourishing life. Personnel are specially chosen to develop community and foster students in healthy mental, physical, emotional, spiritual, and social lives. Above all the University is a Catholic academic, intellectual community, and the Residence Life program exists to help students achieve academic excellence. The residence halls are led by student Resident Assistants (RAs), who are themselves led by Residence Coordinators (RCs), and ultimately the Director of Residence Life and the Dean of Students.

Rules policies are, of course, necessary for a healthy, happy, and flourishing community, and to ensure that those in the community treat each other justly and with consideration for their time, privacy, and personal needs. There are rules about who must live in the dorms and when; how one must conduct oneself in the residence halls; when one may have guests and what kind of guests are allowed; what belongings may be kept in the dorms, and more. These will be enforced firmly and with justice so all can flourish. Staff are legally authorized to enter students' rooms when they suspect there is evidence of a violation of university rules or policies—or for maintenance or emergency situations. Just law exists not to oppress freedom, but to enable it. On the other hand, mere license is not just, or healthy, or productive of happiness, and those who engage in it will be directed back to a proper use of freedom, or encouraged to find a different community. Those who persist in acting with malice towards others will find themselves instructed to search elsewhere for their university education.

Director of Housing Operations: Mary Reid. mereid@udallas.edu

Director of Residence Life: Sarah Baker smbaker@udallas.edu

Residence Coordinators: Tim Schlich (West quad), Tschlich@udallas.edu; Bethany Weinand (Clark), bweinand@udallas.edu, and Sarah Baker (East quad)

On-campus Residences

There are two types of on-campus residences: dormitories and student apartments.

The **East Quad** consists of four traditional women's dormitories (Madonna Hall, Catherine Hall, Theresa Hall, and O'Connell Hall).

The **West Quad** consists of two traditional men's dormitories (Gregory Hall and Jerome Hall), and one hall, Augustine Hall, which usually holds women, but at times has had a split-floor arrangement with men and women on separate floors, separated by locking doors.

The East and West Quad buildings are traditional-style dorms; the ordinarily double-occupancy rooms have a sink but the bathrooms and showers are shared by all. There are a few rooms that are triples, and a few rooms in each hall with a private bath. Traditional halls are the locales of all freshmen and some sophomores and upperclassmen.

Clark Hall, on the west side of campus, has a mixture of largely sophomores and juniors but with some seniors. The sexes are separated by floor and key-card access allows only residents on each floor. The rooms are in a suite arrangement, with several residents sharing common space and a bathroom. Triples have individual bedrooms that share a common space, while doubles are more traditional arrangement with one room and a bathroom. Triples tend to be popular and thus are chosen first and can be difficult to acquire.

The **Student Apartments**, on Soledad Drive on the southwest side of campus, are populated by upperclassmen and -women. They come in two models: a two-bedroom, four-person apartment, and a one-bedroom, two-person apartment. Students in the apartments pay their own electricity bills and are responsible for their accounts. The University uses Simple Billing for the accounts, which charges a \$5/month service fee.

A. What document governs a student's residency on campus?

As part of the housing application process, residents must agree with the terms and conditions of the **Housing Contract** during the housing application submission process. This is an agreement between the individual student and the University. This is a binding legal document that sets forth the conditions and term of occupancy and may not be assigned to another person in any way. Each resident is fully responsible for meeting the conditions and terms of occupancy which are set forth in the document. Before submitting a Housing Contract, students are advised to read it carefully. Living on campus without a Housing Contract on file implies acceptance of all conditions set forth in the contract.

B. Who Must, and Who May, Live on Campus?

The On-Campus Residency Requirement

Living on campus contributes to the intellectual, social, emotional and spiritual growth of the individual student and of the other residential students. Therefore, the University requires currently enrolled full-time undergraduate students with fewer than ninety earned credit hours to live in either the University residence halls or the student apartments. Living on campus implies acceptance of a residential contract and all related policies whether or not a contract submission is on file in the Office of Student Affairs. On-campus housing is **not** guaranteed to students who do not fall under the residency requirement.

Please note: Students who fall under the residency requirement must actually live on campus. Students under the residency requirement living off campus without valid commuter status will be billed for a standard room charge and could be cited under the Student Code of Conduct for dishonesty in dealings with the University.

Students are not subject to the On-Campus Residency Requirement if they:

- Have earned more than ninety credit hours by the first day of class
- Are twenty-one years of age prior to the first day of class in the Fall semester
- Are married (copy of marriage certificate required)
- Are veterans (copy of honorable discharge papers required), or
- Are commuters living with their parent/legal guardian claimed on their income tax in the Dallas-Fort Worth Metroplex within a 50-mile radius of the University.

The basis for any of the above must exist prior to the semester the student wishes to live off campus and for which a valid commuter application has been submitted via eRezLife. Residents who qualify for commuter status mid-semester are subject to a Contract Breakage Fee, as well as the housing refund schedule, as listed in the Bulletin. Exceptions will not be made for those whose birthdays occur after the semester begins, or who achieve the 90-hour requirement after the first day of class. It is the student's responsibility to inform parents, guardians, and other interested parties of these rules.

Again, on-campus housing is not guaranteed to students who do not fall under the residency requirement.

Note: Beginning with the freshman class of 2024-25, students will be required to live on campus for six semesters. Fall or Spring Rome will count as one of those six semesters. The age 21 and Senior standing requirement will at that point remain for those classes who entered under the current requirement, but will gradually disappear as new classes are added.

On what basis can one obtain an exemption from the on-campus residency requirement?

If a student does not qualify for living off-campus for any of the above reasons, he or she may only be granted an exemption from on-campus housing if:

- The student is granted a disability-related exemption authorized by Student Disability Services that allows off-campus housing, or the student is granted an exemption due to financial hardship.

In the first instance, the student must make application for disability-related exemption through Student Disability Services. Please contact Dr. Inelda Acosta or [click here](#) for that application. The application will be reviewed by the University's Student Disability Services committee, and if authorized, Student Disability Services will contact the Housing Office. In the second instance, the application will be reviewed by a separate committee that includes the Financial Aid office, the Housing Operations Office, and the Dean of Students' office.

Again, these are the **only** two reasons for a valid exemption for students who do not ordinarily qualify to live off-campus.

What if a student wishes to transition to Commuter status?

Students who no longer fall under the on-campus residency requirement who wish to cancel their previously confirmed housing reservation must notify the Office of Student Affairs, via a **commuter application**, their intention to cancel the reservation.

As listed in the '[terms and conditions](#)' of the housing contract and up until August 1, there is a \$100 contract breakage fee. After August 1, the fee is \$300 prior to move-in. After the student has moved in and at any point during the Fall semester, the Contract Breakage Fee is \$500. For the Spring semester, the Contract Breakage Fee is \$500. This fee also applies to Fall residents who qualify for and officially claim commuter status for the Spring semester.

C. How does a student register for housing? Is it possible to choose one's roommate(s)?

Housing Registration

Undergraduate students subject to the Residency Requirement must submit the appropriate housing application with contract to the Office of Student Affairs by the date designated by the Office of Student Affairs. This must be done within the eRezLife program. This program also allows students to form and mutually confirm a roommate group. The Office of Student Affairs will make every effort to make residential assignments based upon mutual group requests, classification and credit hours, but can make no guarantees that every wish will be satisfied. After housing registration, undergraduate students will receive confirmation of housing and roommate assignment via email. Assignments are subject to change at the discretion of the Office of Student Affairs. The University

may separate students from on-campus housing if they have not properly cleared for enrollment with the Business Office or Financial Aid.

Single students in double-occupancy rooms are not available during Housing Registration. Requests for single occupancy in a double room will be granted only if space is available and the student agrees to the additional charge.

Students requesting a single dormitory room on the basis of disability must make the request through Student Disability Services. Once an official ADA accommodation is authorized to a student, the Office of Student Affairs will be notified. Students receiving an accommodation for a single room will be charged the double room rate. The University may choose not to assign a student to a residence hall room if the student has an unsatisfactory disciplinary record. The University may also decide to change a room assignment based on needs of the community and disciplinary factors.

Housing registration procedures are subject to change. Students will be notified about changes via email to their UD email address.

Board

As part of the Housing Contract, students living in residence halls are required to participate in a residential meal plan. Those living in the student apartments are not obligated to purchase a meal plan. No refunds are given for only partial usage.

Occupancy Conditions

Residence hall rooms are assigned based on the occupants' sex (see the Appendix for the University's definition of sex). Clark Hall is separated by sex by floor or wing. The Student Apartments are designed as independent living units by sex that accommodate up to two students in the one-bedroom apartments and up to four students in the two-bedroom apartments.

Occupancy Term

The period of occupancy shall be for the Fall and Spring semester of the academic year. Occupancy during Interterm, Mayterm, and the summer semesters is independent from the above and charged separately. The specific dates of occupancy are announced and publicized to residents and also listed below in the Breaks and Vacations section. The conditions governing them are stated in the [Terms and Conditions](#) area of the housing contract, as well as on the [website](#). Any student occupying a residence hall room or student apartment after the contract period will be liable for a late check-out fee on an hourly basis until the premises are vacated.

Termination of Housing Privileges

The University may terminate housing privileges for students who have not properly cleared for enrollment with the Business Office, Financial Aid or are under suspension of residence life privileges due to disciplinary issues.

D. What happens once a student has registered for housing and has been assigned a residence?

Obtaining Property Insurance

The student assumes the risk of theft, loss, damage or destruction of personal property that occurs in a residence hall or the Student Apartments. It is highly recommended that a student's personal property be covered on the family's homeowner's insurance policy or with a separate policy specifically designed for students.

Arrival and Check-In

Each campus resident is required to complete and submit a Room Condition Report (RCR) upon initial move-in for the year and any time during a semester that a room change is approved by the Office of Student Affairs. The initial RCR must be verified by the time of mandatory meetings on the first Wednesday of classes. If you move in the middle of the year, the resident must verify the new room RCR within three days of moving in. Residents may make any desired amendment regarding any room/furniture damages before submitting upon move-in. Upon move-out and visual verification by staff (RAs or RCs), notes regarding any damages or missing furniture are compared to those made during the check-in process. Any discrepancies between the two, other than normal wear-and-tear are then billed to student accounts. Damages or missing furniture noted at check-in protect the resident against unwarranted charges. Failure to complete and turn in the RCR by the announced deadline date after move-in will result in an improper check-in fine of \$75.

Check-in fines are only appealable to the Office of Student Affairs in the month they were assigned.

Early Arrivals

The only residents allowed to arrive early at the start of any term are those that are requested to do so by the University of Dallas. Other students requesting early arrival not at the request of the University of Dallas and approved to do so will be billed an additional \$50/night housing fee. Approvals are at the sole discretion of the Office of Student Affairs.

Keys

Residential keys to the 'traditional' halls are issued by the Office of Student Affairs. Students are responsible for those keys until keys are returned at the time of room check out. All issued keys remain the property of the University and may not be duplicated, modified in any way, or loaned to other persons. Possession of keys to University property by anyone other than the individual to whom the keys were issued by the Office of Student Affairs will be considered unauthorized possession. Unauthorized possession and/or use of keys to University property will result in immediate confiscation and may result in disciplinary action.

In the event of a lost or stolen room key, residents must consult with the Office of Student Affairs to requisition a lock core and key change for the room. The cost of \$75 for the core change and key replacement will be billed directly to the resident who lost the key. Broken

keys must be reported to and turned in at the Office of Student Affairs. Residents will not be charged to replace a broken key. Hall residents who lose mailbox keys should inform the Printing & Postal staff immediately for key replacement.

After room check-out, all keys must be returned in person to the Resident Assistant on the floor or directly to the Office of Student Affairs. Failure to return the keys at the time of departure will result in a lock core change and charge. Duplicate keys will not be accepted when you check out. Students will be billed for lock changes if this occurs.

Residents should keep their room doors locked and keep their keys with them at all times. If the key is locked in the room, the resident should first seek assistance from a roommate. The University of Dallas Police Department may be contacted as a last resort.

Roommates

Having a roommate can be one of the most rewarding or one of the most frustrating experiences a student has during college, and it all depends on the student and the roommate. Rarely are roommates 100% perfect matches. Just like any relationship a student has in life, a good roommate relationship takes hard work, good communication, a willingness to compromise, and a desire to learn how to work well with someone else. There is no doubt that students will one day work with, and perhaps live with, someone with whom they struggle to build a meaningful relationship. We in the OSA want students to have a great roommate experience at UD. However, if both parties see that a roommate pair is not a great match, the OSA sees this as an opportunity for both students to learn how to communicate and compromise.

Roommate Agreement

After move-in, each set of roommates will meet with their RA to go over their roommate agreement. The University recommends that roommates be thorough and honest with each other in these agreements. The roommate agreement helps set a foundation for a potential roommate relationships by setting expectations for their time as roommates. Roommate agreements can also reduce the likelihood of a conflict later in the year.

Roommate Conflict

In the case of a roommate conflict, the roommates should discuss the conflict with each other first. If a conflict continues, they should take the conflict to their RA or their Residence Coordinator. The roommate agreement will be utilized in the case of a conflict. The University believes it is an important experience for students to learn how to handle confrontation in a healthy and successful manner. The University also believes that the roommate experience can help someone learn and grow by allowing him or her to experience life with someone different than him or her. If roommates have met with their RA and still want to move rooms, an RA may submit a Room Change Request form on their behalf. Submitting a Room Change Request form does not guarantee that a resident may be able to move. Residents may not move to another room that has full occupancy, but may request to move into a room that has an opening or choose to move to a random room. The resident who wants to switch roommates must be the one to move and cannot pressure or force their roommate to be the one to move. When those situations occur, the Office of Student Affairs will communicate with students about the process to change rooms.

No changes can be made until the Office of Student Affairs gives final approval. Unauthorized moving and switching keys is not permitted. If this occurs, a \$150 improper room change fee may be assessed.

Tips for Roommates

- Find what you have in common! Maybe you both like sports, love pizza, read murder mysteries, are both *Star Wars* fans, or your favorite color is blue. Whatever the commonality, that is a great starting place.
- Be active and politely assertive. One of the biggest reasons roommate conflicts exist is because one person doesn't want to confront the other. They think, "Oh, it wasn't a big deal the first time, but she kept doing it and I just can't take it anymore." By not confronting the other person, you are not giving the other person a chance to correct their behavior. Speaking the truth in love can be one of the hardest, but the most important, things a roommate can do.
- Establish rules early. Your roommate agreement should take care of this one. If you find that you need to adjust your rules later, don't be afraid to do that! Just be sure to talk about it first.
- Be honest. Do you plan to go out a lot on the weekends? Do you smoke? Worried your roommate won't like either of those choices? Talk to your roommate. The last thing anyone wants is for you to misrepresent yourself.
- Care about your roommate. If and when you sense a conflict coming on, put yourself in your roommate's shoes. Often understanding another person's perspective will go a long way toward solving a conflict.

Consolidation

Occasionally, assigned roommates may choose not to attend the University or withdraw shortly after the semester begins. As a result, some residents may find themselves in an incomplete room or apartment without a roommate. After the third week of the Fall semester, students residing alone in a room may be required to cooperate with the University to consolidate room assignments. Consolidation for the Spring semester will begin soon after the third week of classes. Students living alone will either be required to relocate or to accept a new roommate. This will usually occur over a two-week period. Failure to respond to official communications regarding consolidation will not be accepted as a reason for failure to consolidate.

The Residence Coordinator (RC) or the Director of Residence Life will assist with issues that impede this process. Failure to consolidate by either accepting a new roommate or moving in with another resident will result in the University declaring the room as Single-in-a-Double and automatically charging the student the higher published rate. Requests for Single-in-a-Double status during this process will be considered on a case-by-case basis and are subject to review and approval by the RC or the Director of Residence Life. When there is no one left to consolidate and one resident remains without a roommate, no extra charge is automatically assessed to the student. However, this is with the understanding

that the second bed in the room is available for another student should the need arise at any time.

Students are consolidated regardless of classification or age. However, the Office of Student Affairs avoids housing freshmen with upperclassmen due to maturity level differences.

E. How may a student furnish and decorate a residence?

Furnishings

Room and apartment furniture and other furnishings must be left in a student's room or apartment at all times. Residents will be responsible for damage caused to the furniture left outside or on the balconies. Under no circumstances is lounge furniture to be moved from the lounge area in the residence halls. Violation of this regulation may be considered theft of University property and lead to disciplinary action and/or a fine. Personal furnishings which may cause damage or present a safety hazard are prohibited. Personal furnishings must be removed by the resident upon departure.

Approved Items	
Curling/ flat iron (with auto shut off)	Surge protectors
Small stereos/radios	Microwave (under 700 watts)
Refrigerators (4.6 cu. Ft. or under)	Hair Dryers
Iron (with auto shut off)	George Foreman Grills

Decoration of Rooms

Residents may personalize their room or apartment in a manner approved by the Office of Student Affairs. Nudity or offensive decorations are not allowed. Please refer to the chart below to determine wall damage from decorations for which residents will be held financially accountable. Permanent fixtures, construction, paint or wallpaper may not be added to any hall, room or apartment. Residents may not use large nails, screws, two-sided tape, plastic-tack products, glues or permanent adhesives on any wall, furniture or floor surfaces. Students are not permitted to make holes in the walls, woodwork or floors of the room or apartment, nor will the student make any alterations, additions or improvements to any portion of the room or apartment. If this occurs, residents will be charged restitution for damages and/or return to the original condition of the room/apartment.

Item	Augustine, Gregory, Madonna, O'Connell & Theresa Hall	Clark Hall, Jerome Hall & Campus Apartments
Large Nails	Not Permitted	Not Permitted

Small nails with metal hook	Not Permitted	Permitted
Thumbtacks, pushpins	Not Permitted	Permitted
Staples	Not Permitted	Not Permitted
3M hooks	Permitted	Only permitted if left on wall for proper removal by staff
Masking Tape	Not Permitted	Not Permitted
Double-sided tape, pads, Sticky Tack	Not Permitted	Not Permitted
Cellophane tape	Not Permitted	Not Permitted
Blue or green painter's tape	Permitted	Permitted

All residence hall and apartment decorations, especially seasonal (Christmas, etc.) may be subject to safety evaluation by a Student Affairs staff member and/or a member of the University of Dallas Police Department. Any flammable decorations must be removed immediately at the request of the University. No live greenery is permitted (trees, wreaths, garlands, etc.). All wires must be taped down. Wires cannot be pinched under closed doors.

- No decorations are allowed to be outwardly displayed from a window or patio. Students should consult an RC or RA if they have questions about the appropriateness or safety of their decorations.
- Posters or decorations with flammable materials (paper, photos, etc.) on the room doors may be prohibited if deemed a fire safety hazard. Items which have been laminated or otherwise made fireproof may be used as decoration.

F. What items are prohibited in the residences?

Antennas

External antennae in any form (including satellite dishes) may not be attached to the roofs or ledges, or extend outside room or apartment windows because of possible damage to the building and danger from electrical storms. Cable TV is available in the on-campus student apartments at an additional cost.

Chemicals

The storage of dangerous chemicals or chemicals that may be combined into a volatile compound is strictly prohibited in any campus residence.

Dart Boards

Dart boards are prohibited in personal and communal spaces.

Firearms and Weapons

Firearms, explosives, and weapons are prohibited in any building on campus, including the residences. See the appendix for definitions. Possession and/or use will result in immediate confiscation of the item and may result in disciplinary action.

Lofting

Lofts may not be used in the residence halls or student apartments due to the potential safety hazard from possible collapse. Risers are allowed but may not exceed seven inches.

Pets

With the exception of small fish in a tank no larger than 3 gallons, and emotional support or service animals and only if approved by the Title IX Office as a specific student 504 accommodation, no pets or other animals of any kind are permitted in the residence halls or the Student Apartments. The policy is necessary for reasons of health and sanitation. Violators of the pet policy are subject to disciplinary action and violators will be charged the cost of extermination and/or deodorizing.

Pull Up Bars

Pull up bars are not allowed in any residential area on campus. These bars are dangerous and, in many cases, cause significant damage to door frames. If discovered, a pull up bar is subject to confiscation. Residents will also be subject to disciplinary action and possible fines.

Not Approved Items for Fire Safety Reasons	
Candles and candle warmers	Explosives/gunpowder
Burning incense inside building	Hot pots/plates
All flammable/combustible liquids	Toasters/toaster ovens
Smoking, including E-Cigarettes, inside buildings	Extension cords without surge protector
Halogen and Lava lamps	Space Heaters
Chemicals (other than cleaning supplies)	Fireworks

G. Conduct: What may a student do and not do in the residences?

Please see above, in the Code of Student Conduct, for general rules that cover all students, whether residential students or not. This section covers conduct specific to the on-campus residences. A violation of these rules, however, is a violation of the Code of Student Conduct. Definitions of key terms may be found in the Appendix.

Absence from Campus

Residents should notify the University if they expect to be absent from campus for more than three days (with the exception of school-sanctioned breaks and holidays). Notice should be given to the appropriate Resident Coordinator or to the Office of Student Affairs.

Babysitting

Students may not babysit in an on-campus residence, with the exception of babysitting a residence life professional's child in the staff member's apartment. If students violate this policy and bring a child into the residence halls or apartments, they do so while accepting responsibility for that child and his or her well-being.

Bathrooms

In the traditional residence halls, everyone on a given floor shares bathroom and shower facilities. Thus it is imperative that students treat one another with dignity, charity, and, as much as possible, privacy in these spaces. Students should clean up after themselves when there are spillages, remove personal belongings after use, and generally take care of the space. Inappropriate behavior in these private spaces is a significant offense. Vandalism to any bathroom space will be treated as a significant offense in the Student Code of Conduct. If there is vandalism in the bathrooms, and those responsible do not take responsibility for their actions, there may be community sanctions or fines to cover the cost of the damages.

Visitors of the opposite sex to the traditional residence halls must use the designated restroom in the public space, usually located just off of the lounge. Use of the residents' single-sex restroom by a member of the opposite sex is a serious violation of the Code.

In Clark Hall and the Student Apartments, it is highly recommended that roommates establish agreed-upon rules for bathroom conduct and regular cleaning. See the section on Roommates for the process for resolving disputes with one's roommates.

At no point should any product other than toilet paper be flushed down any toilet on campus. This can lead to significant problems in the student's own space and in other spaces connected to its

plumbing. Deliberately and maliciously putting inappropriate materials in the toilets will be considered vandalism.

Bicycles, Skateboards, Hoverboards

Bicycle racks are provided outside residence halls for bike storage. Bicycles found anywhere inside residence halls may be confiscated. Bicycles must be removed at the end of the Spring semester. Bicycles left over the summer will be considered abandoned property and disposed of accordingly. Hoverboards are not allowed inside residences. While skateboards may be stored in the residences, skateboarding and hoverboarding are prohibited inside any residence.

Cleanliness and Maintenance of Rooms, Residences, Halls and Lounges, and Grounds

While allowances are made for different personal habits, residents are responsible for keeping their rooms in a clean condition, as excessive uncleanliness can lead to conditions of smell, bugs, and mold that affect those in other rooms and the residence as a whole. Excessively unclean rooms may lead to students being required to clean their rooms and even fines and other sanctions; if it cannot be determined that one resident is responsible, all residents of a particular room will face these consequences. Though custodial staff will clean public areas (corridors, stairs, lobbies, lounges and central bathrooms) every resident of the residence is responsible for the cleanliness of the common hallways, lounges, kitchenettes, bathrooms, and laundry rooms. Rooms or apartments may be checked throughout the year to determine if unsanitary or unsafe conditions exist. If such conditions are found, residents will be asked to correct the condition immediately. Failure to comply may result in a cancellation of the Housing Contract or a substantial fine for cleaning services. Those found guilty of deliberately creating unclean conditions may face disciplinary sanctions. If no one person or persons can be found responsible, an entire floor or residence may be assessed fines and penalties.

Cohabitation

Cohabitation is a violation of the housing contract and is not permitted in any University housing. See the Appendix for the definition of Cohabitation.

Cooking

Fire and health hazards prevent the preparation of food that requires the use of an open heating element in the residence hall rooms. The University therefore provides kitchen spaces in all of the traditional halls with limited dishes and utensils. Those preparing food in the kitchenettes are responsible for cleanup. Use of personal portable grills or hibachis on patios, balconies, ledges, on or under any portion of a structure is prohibited. Residents will be charged restitution for any damages

and are subject to any fines imposed by the Irving Fire Department and the Office of Student Affairs.

Damages in Public Areas

It is the collective responsibility of those living in the residence halls or student apartments to report individuals who cause damage to community areas or property. Damage beyond normal wear and tear that is not accountable to individuals may be billed in equal amounts to the group having responsibilities for those public areas. Other actions may be taken to protect common areas.

Damages in Student Rooms/Apartments

Occupants of each room or apartment are responsible for keeping their room and its contents in good order and free from damage beyond normal wear and tear. At move-in, room/apartment condition reports must be completed by each resident by the given deadline. After a resident checks out, the room/apartment is checked by staff for damage that may have occurred during the occupant's residency. Fines are not assessed by student staff and therefore fines are assessed after a resident has departed from campus. Students will be made aware of charges with a notice from the Business Office after the charge has been added to their account. During the weeks leading up to check-outs, via email, signage, and during mandatory meetings, students are told what warrants a charge. If a student is unsure of why he or she was charged, however, he or she may email Student Affairs staff. Damages to the room that are clearly beyond normal wear and tear will be billed to the responsible individual. If individual responsibility cannot be established, all occupants of the room/apartment will be billed equally. Extraordinary cleaning required because of abuse of facilities and excess dirtiness or trash left in the room or in the hall will be at the expense of the residents.

Charges for repair of damages are determined by the Facilities Department on the basis of labor and material costs. Bills for damages will be charged to the account(s) of those responsible. Failure to pay damage charges may result in a Business Office hold being placed on the student's records, termination of the Housing Contract or denial of the opportunity to live in University residential facilities.

Students are not to attempt their own repairs to any damages, or seek out their own contractors or repair persons. All repairs must be handled by Facilities staff, or the contractors they hire, so that repairs use proper materials and are executed to University standards.

Deliberate, malicious damage to the room, hall, or apartment may fall under Vandalism.

Dead Bolting

In terms of Open House rules (see "Open House Hours" below), "dead bolting" refers to the requirement to use the extended dead bolt to hold open slightly a room's door when a member of the opposite sex is in the room. Neglecting to dead bolt the door is a violation.

Door Propping

Propping open the external doors to a dormitory (by placing some object in the doorway, or any other means) is not allowed. Doing so negatively affects the heating and air conditioning of the dormitory, and more importantly, renders the building unsafe, as it thereby becomes vulnerable to entry by non-residents. As a result, external door propping is a serious offense and will be punished accordingly. If a student deliberately props an external door to allow others to enter, and conduct by those who enter results in damages and/or violations of the Code of Conduct, the student who propped the door will be charged as if he or she took part in the violations or the vandalism.

Electrical Guidelines

The electrical circuitry of residence hall rooms is not designed to handle electrical appliances that draw strong current. The use of electrical equipment in the residence halls is prohibited unless the following criteria are met: appliance is rated less than 6 amps (700 watts); appliance meets OSHA-approved laboratory standards; and appliance does not contain an exposed heating element. Approved electrical appliances must be used with extreme caution and in accordance with manufacturer's instructions. Residents are responsible for using electrical equipment in a safe manner. Illegal appliances will be confiscated and held until the resident leaves University housing. Christmas lights must be appropriately rated for indoor use. Outdoor lights are not permitted. Lights may be checked by Facilities for safety.

Equipment Tampering

A student who tampers with fire safety equipment or uses any firefighting equipment (such as fire extinguishers, fire alarms, smoke detectors, exit signs, door propping signs, or open house hours signs) improperly may face a minimum fine of \$100. If there is damage to the fire safety equipment or other circumstances that make the violation more severe, additional sanctions may be assigned. If any of these items are found in student rooms, they will be found responsible for tampering.

Fire Alarms..

The setting of false fire alarms is a particularly grievous act which seriously compromises the safety of other residents and may result in disciplinary sanctions. Students who fail to evacuate during a fire drill or alarm or to promptly obey the direction of a University or civil official during an emergency will be subject to disciplinary action.

Fire Pits and Grills

There are various fire pits and grills around campus for residents' use. Of the fire pits, one is in the Clark garden, three are at Groundhog park, and one is near the West Quad pergola. There is a grill behind Clark and one between Madonna and Theresa; soon there may be additional grills. They are available on a first-come, first served reservation basis by filling out a form in the Resident

Coordinator Office and having it signed by a UDPD official as well as an RC, the Director of Residence Life, or the Dean of Students. The OSA may not be able to accommodate requests made less than 48 hours in advance. The user of a fire pit must obtain a fire extinguisher from OSA staff and have it on hand at all times. (Note: Misuse of a fire extinguisher is a significant violation of the Code of Student Conduct.) The user must pay a \$20 deposit to use a fire pit or grill which will be returned if the fire pit or grill and all of its areas are in good, clean condition by the designated time after use. This includes cleaning cooking surfaces and tables, as well as sweeping the areas. Those using these spaces are responsible for proper and appropriate use (including ensuring the fire is completely out and checked by UDPD before leaving), closure, and cleanup. Failure to properly use, clean, or congregate at a fire pit or grill may result in loss of deposit, fines, and loss of fire pit or grill privileges. Organizers are responsible for the noise and behavior of those present at any gatherings.

Firearms and Weapons

Any and all firearms, weapons, and explosives are prohibited in any building on campus. See the Student Conduct Code below for more details, and the Appendix for definitions.

Guests

The right to sleep and study in one's own room or apartment takes precedence over the right of a roommate(s) to entertain a guest in the room or apartment. Guests may stay no more than three nights in the residence halls. Residential students may stay no more than three nights in rooms that are not their own. While guests are on campus, the student host is fully responsible for the guest's actions. Hosts are expected to accompany their guests wherever they go while in the residence hall. Guests are expected to abide by all University rules. Failure to do so may result in the guest being asked to leave campus immediately.

Squatting is strictly forbidden. Any person living in University housing without permission from the Office of Student Affairs and without a valid contract is trespassing. Hosts may be subject to a minimum charge of \$50 per day during the entire period of improper occupancy, and may be subject to criminal charges of trespassing or loitering.

Any guests may be asked to leave campus by the Office of Student Affairs or the University of Dallas Police Department at any time.

Hall Sports

Activities such as soccer, running, frisbee, football, baseball, golf, skating, etc., or shaving cream and water fights, are not permitted inside University housing areas. Hall sports may injure residents or guests. Engaging in these activities may also cause damage in housing areas, especially to fire safety equipment.

Open House Hours

The primary purpose of the University of Dallas' residential visitation hours (Open House Hours) is to assist in the development of positive interpersonal relationships in a setting which provides for some privacy and the need to place strong emphasis on mature, responsible social behavior within the Catholic mission of the institution. Open House Hours are those times when members of the opposite sex may be on the floor of a residence hall (i.e. in the hallway or individual rooms). Open House Hours only apply to residence halls; they do not apply to student apartments.

Particularly because of the need for privacy in moving to and from the showers in the traditional residence halls, these Open House Hours are more limited. The Open House Hours for Catherine, Gregory, Jerome, Madonna, and Theresa Halls are as follows:

6:00 p.m. — 10:00 p.m. Monday through Thursday

1:00 p.m. — Midnight Friday and Saturday

1:00 p.m. — 10:00 p.m. Sunday

The Open House Hours for Clark Hall, Augustine Hall, and O'Connell Hall are as follows:

1:00 p.m. — 10:00 p.m. Monday through Wednesday

1:00 p.m. — 12 a.m. Thursday

12:00 p.m. — 1:00 a.m. Friday and Saturday

12:00 p.m. — 10:00 p.m. Sunday

During Open House Hours, room doors in traditional halls are to remain bolted open while a visitor of the opposite sex is in the room (the door is opened and the dead bolt is placed in the locked position). The door may then be allowed to shut as far as it will.

Open house hours are enforced throughout the entire year including all breaks, holidays, Fall Reading Day, Dead Day, any snow days, and the summer months. Resident Assistants and other Student Affairs staff monitor the Open House/Bolt Policy.

Noise

If noise can easily be heard in another room, the sound level must be lowered to a level where it is no longer a disturbance.

Usually, the level of acceptable noise is best handled between residents themselves. Hall staff may be of help in working out an acceptable compromise. Blatant or repeated incidents involving unacceptable levels of noise will be treated as a disciplinary matter.

Quiet Hours

Quiet hours are in effect from 10:00 p.m. to 10:00 a.m. daily. Twenty-four-hour quiet hours are in effect during final exam periods each semester. If the noise level is excessive or problematic, the

offender should be asked courteously to reduce the noise level. If abuse of quiet hours continues, a member of the hall staff should be notified.

Residence Hall Lounges

Residence hall lounges are provided primarily for use by the residents of that particular hall. The Residence Coordinator must approve parties or formal, advertised events in advance. All University policies and rules apply to the use of the lounge and adjoining kitchen. Sponsors of approved events are expected to clean up afterwards.

Roof Areas

Students and their guests are not permitted on the roof or ledges of University buildings. Violations of this policy may result in disciplinary action.

Rumors/Gossip

Behavior that serves no purpose other than to hurt another or defame another's character will not be permitted, whether in spoken, written, or electronic form. This behavior may be submitted to the conduct process.

Sales and Solicitation in Residence Halls

Individuals or those representing off-campus organizations may not sell or solicit within residence halls or student apartments. Such activity should be reported immediately to the University of Dallas Police Department or the Office of Student Affairs. On-campus organizations must have prior approval from the Office of Student Affairs.

Screens

Residence hall rooms are equipped with locking security screens. Screens may only be opened for emergency escape. Students may be charged for replacement of screens removed from windows or repair of screens damaged by improper use and abuse. Under no circumstances except for a fire or other emergency are the windows to be used as an exit. Disciplinary action may be imposed.

Security

Exterior doors must remain locked at all times. Under no circumstances may doors be propped open and individuals should not be permitted to enter unless properly authorized. (See "Door Propping" above.) Students living in any residential area on campus are provided a swipe card to the outside doors. UDPD officers patrol the parking lots continually and the residence hall living areas during late evening hours. It is essential that residents are alert to strangers in the residence halls and the Student Apartments and immediately report any unusual occurrence to the University of Dallas Police Department at (972) 721-5911. It is important that locked doors are not compromised in any way. Propping open exterior doors in the residence halls will result in sanctions. If doors are damaged or otherwise unable to be closed and locked, a resident should inform the RA and/or RC immediately.

Sexual Relationships on Campus

Consistent with the University's mission, the following are prohibited on campus, including within all residential buildings: (1) sexual activity outside the confines of marriage, and (2) overnight visits with a sexual partner. The University may address violations of this policy pastorally and/or through the Code of Conduct.

Setting Fires

Burning any substance in the dormitory, including candles and incense, or setting fires in the halls, to include setting fire to fliers or other posted materials, is a very serious breach of fire safety regulations and is not permitted under any circumstances. Violations of the fire safety policy will result in severe disciplinary sanction and may lead to a report submitted to the local Fire Marshal, who has the authority under Texas state law to file criminal charges against the violator.

Smoking

Smoking anything, including but not limited to, cigarettes, cigars, electronic cigarettes, vape cigarettes, pipes, cigarillos, and similar products, is strictly prohibited inside any Residence Hall and the Student Apartments. Smoking is also prohibited outdoors within 25 feet of all exterior doors of the Residence Halls. Smoking is prohibited on the patios and balconies of the Residence Halls and Student Apartments, with the exception of Clark Hall's second floor balcony.

Trash

Students are required to place all trash in the University-provided trash receptacles within and around the residence halls. Small amounts of trash can be disposed of in the trash receptacles located in each residence hall. Trash should not be left outside a residence hall door, beside a residence hall trashcan or in a stairwell. University staff will remove trash according to the building cleaning schedule. Large amounts of trash waste or unwanted items must be disposed of in nearby dumpsters. Clark Hall residents should dispose of their larger trash items in the dumpster located next to the southwest stairwell (next to the Student Apartments). Excessive trash left in or around residence halls may result in community sanctions.

Vandalism

Fr. Mike Schmitz once said, "A vandal is worse than a thief, for the thief sees the good in something and wants it for himself, but the vandal destroys the good so no one can enjoy it." Vandalism not only destroys the object; it also attacks the community of trust and goodness around it. Acting on this wisdom, the University will treat very seriously any deliberate acts of vandalism on campus. See the two sections on "Damages in Public Areas" and "Damages in Student Rooms/Apartments" above, as well as the Code of Student Conduct. Students who commit acts of vandalism can expect to have very strong sanctions applied as a result of their conduct hearings.

H. What happens when it is time to leave the residence?

Check-Out

Residents must follow announced check-out procedures when they change rooms any time during a semester or depart school at the end of a semester or academic year. Residents who fail to check-out properly may be fined and held accountable for the condition of their room. The room should be left in broom-clean condition and all fixtures (i.e. the sink) should also be clean. No personal property may be left in the room or in the hall. Failure to clean the room properly or to remove all personal items will result in fines. Any missing furniture or room damage not listed on the RCR at the time of move-in will be charged to the residents (or to an individual if it is possible to ascertain who is individually responsible). Any issued room keys must be left with the RA to avoid additional fines. Complete instructions for both the residence hall and student apartment inventory check-out procedures may be found [here](#). Detailed instructions are also communicated to all residents closer to the move-out date via email and in hall meetings.

At the close of the Fall semester, hall residents who will be returning to the same room in the Spring may leave behind personal items but are also required to complete and submit a 'Fall Semester Closing Checklist' form. Emails will be sent to residents and RAs will provide information before the end of the semester on this process. Failure to follow instructions will result in a fine. After completion, Student Affairs staff will conduct a brief inspection to make sure that the windows are secure and check for fire hazards. The doors will then be dead-bolted until halls are re-opened in the Spring.

Students should note that fines are assigned for a variety of things during the check-out process, including room damage, missing furniture, lost keys, etc. Fines may also be assigned for failure to follow instructions sent via email to all residential students. All fines assigned during the checkout process may be appealed to the Dean of Students. However, all fines are final three weeks after the residence hall closing date of the semester in which the fines were assessed.

Late Departures

The only residents allowed late departure at the end of any term are those that are officially requested to do so by the University of Dallas (i.e., graduating seniors, athletes who are in their seasons, Student Affairs staff). Other students requesting late departure not at the request of the University of Dallas nor for academically related reasons yet approved to do so will be billed an additional \$50/night housing fee. Approvals are at the sole discretion of the Office of Student Affairs.

I. Other Housing Policies

Air Conditioning/Heating

The maintenance staff will switch the hall air conditioning/heating systems in the traditional halls in consultation with the Office of Student Affairs. This is normally done just once per semester, as it is a laborious and time-consuming process. Given the unpredictability of North Texas weather, there may be some days when temperatures heat up in the Autumn or cool off in the Spring, making things uncomfortable temporarily. The University will strive to avoid these as much as possible, and may have to re-adjust the system if necessary. Please inform the Facilities Office and the Office of Student Affairs if your residence is excessively hot or cold or if this goes on for a prolonged period.

Abandoned Property

Residents who have not properly cleared for enrollment or that have officially approved mid-semester room changes have two calendar days to remove all personal possessions from their originally assigned room. After this time, remaining items will be considered abandoned property and disposed of accordingly. The University is not responsible for storage of abandoned property. This policy also applies to items left in community areas (such as laundry rooms, bathrooms, lounges, etc.) and items left behind during check-out at the end of the year or due to mid-year withdrawal.

Breaks and Vacations

University residence halls are closed over breaks and vacations. Absolutely no entrance is allowed in the halls during breaks. See the Student Affairs [Critical Dates Calendar](#) for these dates and times.

Apartment residents with a valid contract may stay in their designated apartments during the breaks and vacations, but must move out at the end of the year by the same date and time as hall residents. Apartment residents are cautioned to leave the heat and hot water heaters on during vacations. A temperature setting of 75° F is suggested in hot weather, and 68 degrees in colder weather. Freezing temperatures can cause water pipes to burst and flood an apartment. Charges for damage resulting from frozen pipes bursting will be assessed to apartment residents.

COVID-19 and other Health and Safety Restrictions

At the time of this writing, no special measures are in place for those who contract Covid-19. However, the University reserves the right to re-impose restrictions if it deems them to be

necessary for health and safety. Violations of COVID-19 or other health and safety restrictions may be handled through the conduct process.

Electric Service in Student Apartments

A \$25 administrative fee will be billed to students' accounts when the Office of Student Affairs must pay an electric bill due to the students' failure to establish and/or maintain an electrical account. This is in addition to any monthly usage bills sent to the Office of Student Affairs for payment.

Involuntary Withdrawal/Removal from Residential Housing

Policy statement

The University is committed to maintaining an environment where all students can excel and reach their full potential. When a student is in distress or crisis and/or exhibiting concerning behaviors, the University remains dedicated to supporting that student while also preserving the safety, security and orderly operations of the University.

Scope

This policy applies to all students and does not replace any academic policies or the Student Code of Conduct.

Procedure

When the University is contemplating a situation involving possible involuntary withdrawal or removal from Residential Housing (except for those cases resulting from Suspension or Expulsion due to Student Conduct Code offenses), the Dean of Students will call into being the Behavioral Intervention Team. See the section of this Handbook describing the Behavioral Intervention Team for these policies, processes, and procedures.

Maintenance Requests

Maintenance staff works closely with the Office of Student Affairs in making routine repairs within the Residence Halls and Student Apartments from 7:00 a.m. to 4:00 p.m., Monday through Friday. Service request forms are available online from the [Facilities webpage](#). When the student submits a work request, the student has authorized a maintenance person to enter the room and complete the repair. This will occur even if the student is not present. The student may be informed when some repairs require special attention or equipment.

Emergency repairs, especially in the evening hours or on weekends, must be reported immediately to the University of Dallas Police Department, which will contact the appropriate

service personnel. Emergency maintenance problems will take first priority. Repairs that occur as a result of damage or neglect will be billed to the residents of that room.

Safety Inspections

Safety inspections are conducted at least once per semester by University staff. The primary purpose of inspections is to ensure safety and to enforce policies including fire safety regulations. Additionally, University maintenance personnel will enter the students' rooms during breaks to ensure that things are in working order. Should items be found missing, inoperative or dismantled in any way, they will be repaired immediately and charges will be assessed to the residents of the respective room.





X. Special University Groups for Care of Students

Behavioral Intervention Team

There are occasions when a student's situation involves such disruption, distress, crisis, or otherwise grave concern that the University must consider significant measures in order to determine the appropriate measures to consider the student's proper care and even continuance at the University. At times, the University may have to determine if it is in the student's best interest to depart from the University, even if only temporarily, until the situation is resolved. In these cases, The Dean of Students will convene a Behavioral Intervention Team (hereinafter referred to as the BIT), as needed, to review situations involving individual students perceived to be in distress, or in crisis, or who are exhibiting behaviors of concern. The BIT acts both in cases where immediate action may be necessary as well as in other administrative situations to ensure student safety and wellbeing and proper functioning of the University community.

1. Any member of the University community who has concern for the well-being or safety of a student or the University community, or who has reason to believe that a student may pose a direct threat to himself/herself or to the University community should communicate those concerns to the Office of Student Affairs. In some cases, the Dean of Students may refer the student to the BIT, or for other action in accordance with this policy.
2. The BIT will provide early support and intervention for students who are exhibiting unusually disruptive behavior in order to enhance their opportunity for success while also protecting the University community. The BIT may also meet and provide this support in situations where the student is a potential risk to him- or herself.

3. Membership of the BIT. The Dean of Students will determine the members of the BIT on a case-by-case basis including only University officials or faculty with specific knowledge about individual student issues. Team members generally include the Director of the University Counseling Center (as a non-voting member) or health professionals designated by him or her, the Director of Residence Life, the University Disability/Civil Rights/Title IX Coordinator, and the University General Counsel. It may at times include members such as UDPD personnel, Campus Ministry chaplain and/or staff, other Student Affairs staff, and other individuals involved in delivery of the student's education program. Students may be interviewed by the BIT, but will not be permitted to attend Team meetings.
4. The Office of Civil Rights and Title IX may refer a student to the Behavioral Intervention Team for an individualized safety and risk analysis as part of the Civil Rights Policy emergency removal procedures.

Reasons for the BIT's involvement

If a student demonstrates any of the following behavior, the BIT may request or require a student to take a leave of absence or may impose conditions or restrictions designed to address the health or safety threat or disruption subject to the procedures required by this policy:

- a. The student engages in, or threatens to engage in, behavior which poses a significant risk of causing physical harm to self or others;
- b. The student demonstrates an inability to satisfy personal needs, including nourishment, personal safety, and/or well-being, such that there is a high probability that serious physical harm or death might occur within a short period of time;
- c. The 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 orderly operations of the University. Such behaviors include those that are disruptive to the surrounding community and/or community members and/or significantly affect the University's human resources in continued management of incidents.

Immediate Administrative Measures

The BIT may implement immediate administrative measures, such as a temporary involuntary leave of absence or restrictions on a student's access to campus, if a student presents an imminent significant risk of harm to himself/herself or to the University community. If the BIT takes immediate action, the BIT will follow all steps (below) required in this policy as quickly as possible following its imposition of Immediate Administrative Measures.

Review by the Dean of Students

The Dean of Students may take action to maintain the health and welfare of an individual student, or of the University community, on a recommendation of the BIT, or based on the Dean of Student's, or his or her designee's, own determination.

The BIT's Process

1. Meetings of the BIT will be confidential and all meeting records will be maintained in the Office of Student Affairs and/or online in a secure space shared only with BIT members.
2. Prior to taking any action, the Dean of Students, the Behavioral Intervention Team, or its designee will perform an individualized assessment, considering the following:
 - a. Available incident reports and documentation of student behavior.
 - b. An interview, if prudent and advisable, with the student, to allow the BIT to understand the situation and conditions and to provide the student with an opportunity to articulate his or her own understanding of the situation and its contexts.
 - c. Relevant medical or mental health documentation as available.
 - d. Consultation with other University faculty and staff, as may be appropriate and feasible, including representatives from the Student Affairs Office, University Counseling Center, Student Health Center, Residence Life, the Rome Office, academic deans, and other individual departments.
 - e. Consultation with parents or guardians, if appropriate and feasible.
3. Based on the individualized assessment, the Dean of Students, in consultation with the BIT, will determine what actions, including an involuntary leave of absence and/or other administrative restrictions, are necessary to address the health and safety concerns or to ensure the proper functioning of University programs and services.

The BIT will evaluate:

- a. The specific behaviors that are believed to pose a direct threat to the student or to the University community;
 - b. The nature, duration and severity of the risk perceived to the student and/or the University community.
 - c. The probability that the perceived threat will occur or recur;
 - d. Whether any modifications can be made to the student's educational program to mitigate the risks.
4. Possible actions taken by the Dean of Students, in consultation with the BIT:
 - a. The BIT may require the student to meet with a doctor or designated mental health professional(s) within a specific period of time.
 - b. The BIT may require hospitalization in an in-patient program, or participation in a Partial Hospitalization Program, an Intensive Outpatient Program, or other such program, until such time as the medical professionals in the program determine.
 - c. The BIT may require the student to follow all of the recommendations of designated health professional(s).
 - d. The BIT may choose lesser measures, such as meeting regularly with a UDCC therapist or OSA staff member, for a check-in.
 - e. The BIT may make any of the above a condition to returning to the University or to continuing at the University.

5. After its determination, the Dean of Students and/or the BIT will meet with the student, if feasible, to review the assessment and conclusions and to provide the opportunity for the student to respond and provide medical, counseling and/or any other relevant information. The Dean of Students will provide the student with a written summation of the BIT's decision.
 - a. If a student is incapable of responding on his/her own behalf, or elects not to respond to inquiries or directives of the University, the University may place the student on an involuntary leave of absence and/or may impose administrative restrictions as a condition of remaining at the University.
6. After meeting with the student, if the BIT determines that a leave of absence from the University is necessary, the BIT will offer the student the opportunity to take a voluntary leave, or if deemed appropriate, to accept other administrative restrictions or conditions in order to remain at the University.
7. The BIT may wish to meet at a subsequent time to assess the student's continued progress. It may wish to renew any part of the process described in 2.a-e above and come to a new determination.
8. If a leave is necessary, the Dean (or designate) of the student's college will work with the student to preserve his/her academic progress at the University and mitigate, as far as possible, adverse academic and financial effects on the student.
9. Under the Civil Rights Policy, the University may remove a student from the University's education program or activity on an emergency basis provided that the University undertakes an individualized safety and risk analysis, determines that an immediate threat to the physical health or safety of an student or other individual arising from the allegations justifies the removal, and provides the student with notice and an opportunity to challenge the decision immediately following the removal. The Office of Civil Rights and Title IX may rely on the BIT team to conduct the individualized safety and risk assessment and seek recommendations from the BIT team regarding emergency removal. However, the Director of the Office of Civil Rights and Title IX Coordinator or designee has the sole discretion to determine whether the emergency removal is appropriate.
10. Determination: Not a Threat. If the Behavioral Intervention Team determines that a student does not present a direct threat to himself/herself or to the University community, the student may nevertheless be:
 - a. referred to the Office of Student Affairs to consider possible disciplinary action based on the Student Code of Conduct.
 - b. referred to the University Counseling Center or Student Health Center to seek appropriate treatment.

- c. referred to the appropriate University official to consider whether changes to the student's education program, and/or housing re-assignment, may reasonably accommodate the student's condition.
- d. required to take any other actions the Dean of Students deems appropriate.

Academic Leave of Absence Procedure

Students who voluntarily agree to take a leave of absence or who are placed on an involuntary leave of absence as a result of the BIT's assessment may be granted grades of "W" (Withdrawn) in enrolled classes, even if the normal deadline for "W" has passed, or may be granted an "I" (Incomplete) should the student's academic dean and faculty believe it appropriate.

1. An involuntary leave of absence will be noted on a student's transcript in the same manner as a voluntary medical leave of absence.
2. The student is subject to the same rules regarding financial aid and financial obligations that apply in the case of a voluntary medical leave of absence.
3. The student may not participate in programs or activities organized by the University until officially approved to re-enroll.

Return from Leave of Absence

When a student who has taken a leave of absence due to the BIT's assessment is ready to enroll, the BIT will meet again and assess the current situation.

1. It may wish to perform another assessment as outlined in 2.a-e above.
2. The BIT will provide students who voluntarily agree to take a leave of absence or who are placed on an involuntary leave of absence with written conditions for re-enrollment. Conditions for re-enrollment will be individualized and designed to ensure that health and safety or other concerns are resolved and the student is qualified to return.
3. Conditions may include compliance with treatment plans, examination by independent or University health or counseling professionals, release of relevant medical records, interviews, a personal statement, or a demonstrated ability to meet the University's academic and conduct standards.

Appeals

A student who has been placed on an involuntary leave of absence or been subject to other restrictions or conditions may appeal the decision by requesting an appeal and including the grounds for the appeal within five (5) calendar days of the notice of the involuntary leave of absence or other measure to the BIT. The BIT will forward the appeal to the Provost who will review all relevant documentation and consult with University officials and the student prior to issuing a decision on the appeal. The Provost will forward a decision on the appeal within five (5) calendar days unless circumstances require more time in which case the student will be notified.

1. During the appeal process, the student will remain on leave or subject to the imposed conditions.
2. The decision of the Provost is final.

Care Team

The University of Dallas cares about the emotional and physical well-being of all students as well as their academic success. The Care Team is a group of faculty and staff committed to a caring, confidential program of identification, intervention, and response in order to provide students with the greatest chance of success and our community with the greatest level of protection. The Care Team considers and acts upon situations that require attention, but not the significant actions, described above, of the Behavioral Intervention Team.

Mission

The mission of the Care Team is to identify students of concern and develop a plan that gives students the tools and resources needed to overcome adversities in order to succeed at the University of Dallas.

How the Care Team works

Any University community member—faculty, staff, or student—who is concerned about a student may share those concerns with the Care Team. Once a student has been identified as needing support, the Care Team creates a response plan to best respond with an inclusive and suitable response to that particular student. Once the response plan is developed, the members connect with the student to provide the necessary resources in order for that student to succeed at UD.

Connection methods include: emails, phone calls, check-ins from a Residence Coordinator or Resident Assistant, communication with academic staff, and meetings with medical, mental or spiritual advisors. The appropriateness of each connection method is addressed by the Care Team and is determined on a case-by-case basis.

How does the Care Team benefit the student?

The Care Team proactively identifies students of concern and addresses threats to student retention. The team works to recognize and bridge the gap between poor academic performance, financial needs, social dysfunction, and emotional, behavioral, or medical issues. Based on the student's situation, the Care Team provides the student with the appropriate resources for his or her specific needs.

How does the Care Team identify students?

Often, students are identified by the Academic Success staff, the student's professors, the student's advisor, or an RA. However, anyone in the UD community can identify a student in need of the Care Team. Students, parents, loved ones, faculty and staff can all file Care Team reports via the online submission form found [HERE](#), or send an email to care@udallas.edu. Members of the UD community should file Care reports on students who display "red flags" such as: reports of homesickness; changes in family dynamic (sick family member, new baby, death in family, parent job loss, divorce); loss of scholarship or financial issues; exhibits of emotional, psychological or physical issues; significant change in academic performance or grades.

Care Team Case Management

All submitted Care Reports and emailed reports are recorded in the student's CARE team confidential file and maintained by the Case Manager. The Care Team meets at least twice a month during the school year. All on-going assessments and progress reports are maintained in the student's file.



XI. Student Complaints

The University of Dallas is committed to treating all students fairly and respectfully. The University's policies that apply to students are published annually in the UD Bulletin and in the UD Student Handbook. These publications are available online on the UD website. In an instance of perceived violation of a University policy, a student may file a complaint.

Civil Rights Complaints

If a student needs to report discrimination, harassment, or some other form of Prohibited Conduct as defined under the Civil Rights Policy, the student is strongly encouraged to report it to the Office of Civil Rights and Title IX. For additional means of reporting Prohibited Conduct under the Civil Rights Policy and the relevant policies and procedures, please see Section III above.

Complaints about a Staff Member

In a complaint about a staff member, the student complaint policy provides two avenues for pursuing a complaint: an Informal Resolution Procedure and a Formal Resolution Procedure.

Students may utilize either or both procedures.

INFORMAL RESOLUTION PROCEDURE

The student arranges a meeting with the person involved with the complaint and/or with the direct supervisor of the person involved. For example, a student who believes he or she has been treated unfairly by an RA or RC might speak directly to that person and might ask the Director of Residence Life to be present.

If the informal process does not resolve the complaint, the student may utilize the formal complaint procedure.

FORMAL RESOLUTION PROCEDURE

A formal complaint is in writing and sets forth a statement of the issue, the University policy or procedures violated, and the specific remedy sought. The complaint is normally submitted using an [online form found on the UD website](#). Once received, an appropriate university official will evaluate the complaint, investigate if necessary, and respond to the student in a timely manner.

Complaints about a Faculty Member

A student who needs to report something in confidence about a faculty member, or believes a faculty member has violated the law, can do so at udallas.edu/complaint. A student who believes a final grade has been miscalculated should follow the [Grade Changes policy](#). An allegation that a faculty member has violated the Civil Rights Policy (e.g., Discrimination, Harassment and Retaliation, including victims of Non-Title IX Sexual Harassment, Title IX Sexual Harassment, Sexual Assault, Dating Violence and Stalking) should report this through the University's complaint reporting system, or directly to the University's [Office of Civil Rights and Title IX](#).

A student who has a class-related concern about an individual faculty member should follow the process set forth in the [University of Dallas Student-Faculty Class Related Concerns Policy](#) to address the situation.



Appendix 1: Definitions

Appeal

An opportunity for a student to challenge a finding of misconduct and/or imposed conduct sanctions.

Bullying

Repeated and/or targeted unwanted behavior intending to cause fear, intimidation, or harm. Bullying is repeated behavior and may involve an imbalance of power. The behavior may be motivated by an actual or perceived distinguishing characteristic such as, but not limited to, age, national origin, race, ethnicity, religion, sex, physical attributes, physical or mental ability or disability, and social, economic, or family status. Bullying behaviors may include, but are not limited to: Physical (e.g. assault, hitting or punching, kicking, theft, threatening behavior); Verbal (e.g. threatening or intimidating language, teasing or name calling, racist remarks); and Indirect (e.g. spreading cruel rumors, intimidation through gestures, social exclusion and sending insulting messages or pictures by mobile phone or using the internet—also known as cyber bullying).

Civil Rights Director and Title IX Coordinator

The person designated by the University to coordinate compliance with non-discrimination laws and regulations, including Title IX.

Cohabitation

Unauthorized living in a residence hall or apartment space and/or prolonged or patterned visits, which extend beyond the normal understanding of visitation.

Coercion

Unreasonable pressure for unwanted activity, especially 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 that he or she does not want sexual activity, 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.

Complaint

The allegations of misconduct that have been reported . May refer to the report itself.

Complainant

An individual who files a complaint alleging a violation of the Student Code of Conduct. In cases when an incident report is filed without a complainant, the University is the complainant.

Conduct Officer

The person hearing a case of alleged misconduct and determining sanctions.

Crime of Violence or Non-Forcible Sex Offense

The offenses that constitute a crime of violence or a non-forcible sex offense include arson, assault offenses, burglary, criminal homicide (manslaughter by negligence), criminal homicide (murder and nonnegligent manslaughter), destruction/damage/vandalism of property, kidnapping/abduction, robbery, forcible sex offenses, statutory rape, and incest.

Day

Refers to calendar days.

Dean of Students

Refers to the Dean of Students or his/her designee.

Direct threat

A significant risk of causing substantial harm to the health or safety of a student or other members of the University community that cannot be eliminated or reduced to an acceptable level through the implementation of reasonable accommodations.

Domestic Violence

Refers to the following types of violence:

1. By a current or former spouse or intimate partner of the victim;
2. By a person with whom the victim shares a child in common;

3. By a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;
4. By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
5. By any other person against an adult or youth victim who is protected from the person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Explosives

Any combustible capable of causing serious injury including but not limited to firecrackers, black powder, dynamite, plastic explosives or blasting caps.

Firearm

Any device that shoots a bullet, pellet, flare, tranquilizer, spear, dart or other projectile, whether loaded or unloaded, including those powered by CO₂. This includes, but is not limited to, guns, air guns, dart guns, pistols, revolvers, rifles, shot guns, cannons and any ammunition for such devices.

Greater Weight of the Evidence

Standard of review in the student conduct process which evaluates whether the alleged misconduct was more likely than not to have happened.

Hazing

In accordance with Texas state law, hazing is defined by the University as any intentional, knowing, or reckless act, occurring on or off campus, by one person alone or acting with others, directed against a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in an organization, dormitory, or other student group, regardless of whether the student victim may have consented to the activity, if the act:

2. is any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of harmful substance on the body, or similar activity; or
3. involves sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other similar activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student; or
4. involves consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance, other than as described in section five, that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student; or
5. is any activity that induces, causes, or requires the student to perform a duty or task that involves a violation of the Student Code of Conduct; other University policies; or local, state, or federal laws; or
6. involves coercing as defined by Section 1.07, Penal Code, the student to consume:
 - a. a drug
 - b. an alcoholic beverage or liquor in an amount that would lead a reasonable person to believe that the student is intoxicated, as defined by Section 49.01, Penal Code.

For the purposes of this regulation, hazing includes observation of hazing activities by individuals in a position to intervene but who fail to intervene, including organization officers/leaders who are aware of planned hazing activities and condone or fail to prevent that hazing from occurring, regardless of their participation.

Immoderate Drinking

The use of alcohol, on- or off-campus, in a manner that results in intoxication or in behavior judged to be abusive, offensive, disorderly, unlawful or dangerous to others and/or oneself. Student Affairs staff or an event security officer are given the authority to determine whether or not a student has been consuming alcohol immoderately.

Incapacitated

A state of being in which a person cannot provide consent because the person is unable to understand what is happening or is disoriented, helpless, asleep, or unconscious for any reason, including due to ingesting alcohol or other drugs (e.g., unable to understand the “who, what, when, where, why, or how” of the sexual interaction).

1. A person’s incapacity may be inferred based on surrounding factors, including, but not limited to, hallucinations, black outs, seizures, vomiting, slurred speech, disorientation, or lack of physical or mental coordination.
2. Prohibited Conduct is not excused because the Respondent was intoxicated and, therefore, did not realize the incapacity of the Complainant. The standard that shall be applied is whether or not a reasonable person would have known based on the facts and circumstances presented that the other party was Incapacitated and therefore, not capable of consenting.
3. A person may also be incapacitated due to mental disability or involuntary physical restraint.

Investigator

A person designated to investigate an alleged violation of the Code of Conduct.

No Contact Order

Order prohibiting contact between individuals. A no contact order may be imposed as a sanction or as an interim measure during the investigation of an allegation of student misconduct.

Outside Speaker

A person giving a speech, lecture, or other form of presentation who is not a student, faculty or staff member at the University. The presentation may be remunerated or offered for free.

Provost

Refers to the Provost or his/her designee. For purposes of administering this policy on the Rome Campus, the Provost refers to the Vice President, Dean and Director of the Rome Campus.

Residence Coordinator or “RC”

Refers to the Residence Coordinator.

Respondent

A student who is found or alleged to have engaged in an act or acts in violation of the Code.

Retaliation

Harmful actions taken against a person who makes a claim alleging to have experienced a violation of the Conduct Code or such actions taken against another student or employee who, in good faith, makes such a report, serves as a witness, or otherwise participates in a University investigation or proceeding, or that of any state or federal agency.

Retaliation includes, but is not limited to, verbal or implied threats, physical or psychological abuse, intimidation, harassment (verbal or written), rumor-spreading, ostracism, isolation, assault, destruction of property, unjustified punishments, unwarranted grade reductions, or any other action intended to create a hostile environment for the intended target of the retaliation. Retaliation may also include refusal to hire, demotion, denial of promotion, unjustified negative evaluations, or unjustified negative references. Unlawful retaliation does not include petty slights or annoyances.

Sanction

The action or actions taken by the university to provide the respondent an opportunity to learn from his or her actions and/or to take steps to ensure further violations will not occur.

Sex

The University defines male and female as understood in Catholic teaching, Western humanistic tradition, and the truth of the biological sciences, namely, a male is a person conceived in the womb as a biological male and a female is a person conceived in the womb as a biological female.

Sexual Activity

Sexual activity refers to any physical activity that involves touching someone else's private parts, such as the breasts, vagina, penis, or anus. This can include sexual intercourse or other sexual acts that do not necessarily lead to intercourse. Both people involved in the activity are participating in sexual activity unless one is acting without consent.

Sexual Intercourse

Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person.

Significant Risk

The probability of substantial harm that is not just a slightly increased, speculative, or remote risk.

Smoking

The inhaling, exhaling, burning, or carrying of a lighted cigarette, cigar, pipe, or other lighted tobacco product, or electronic cigarette, in any manner or in any form.

Student

An individual taking courses at the University, either full-time or part-time, in person, online or studying abroad, including on the Rome campus, and pursuing either undergraduate or graduate studies, including individuals who withdraw from the University during the conduct process; those who are not currently enrolled in courses but who have a continuing relationship with the University and those who have applied for readmission to the University.

Student Code of Conduct

Standards of conduct and procedures established to provide a full and fair opportunity for review of alleged student misconduct. Referred to as the “Code” in this Student Handbook.

University Community

Refers to all members of the University Community including University faculty, staff, administrators, employees and contractors, University students, volunteers and participants in any University program or activity, and guests and visitors to campus or to any University sponsored activity offered off-campus.

University Premises

All buildings, facilities, land and other property that is owned, used or controlled by the University, including property owned and controlled in Italy.

University Property

All University property, whether owned, leased or controlled by the University, including but not limited to buildings, grounds, and University owned vehicles and including all buildings and grounds on the Due Santi campus in Rome.

For purposes of the firearms/weapons policy only, University property does not include privately-owned vehicles located on or in University-owned parking lots, streets or driveways to the extent that the privately-owned vehicle is being used to store or transport a weapon and the individual is in lawful possession of the weapon.

University Privileges

Special benefits that are granted by the University and enjoyed by students, including but not limited to, participating in NCAA athletics, residing in University residence halls, participating in social events or University sponsored activities, election to student leadership positions, permission to operate or park a personal motor vehicle on campus, access to all University premises open to students, and engaging in campus employment.

University Sponsored Event

Any event that is sponsored or co-sponsored by the University whether or not the event takes places on University property, except that "university sponsored events" shall not include events hosted at a personal residence not owned by the University of Dallas.

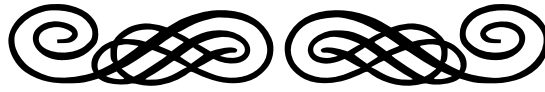
Visitor

One who has no affiliation, association or relationship with UD as a student or employee. Matriculated students are not considered visitors during Christmas break, Spring Break, summer break, or study days.

Weapon

Any device that is designed to, or traditionally used to, inflict harm. This includes but is not limited to: (1) firearms, slingshots, switchblades, daggers, bows and arrows, brass knuckles, hand grenades, hunting knives, martial arts weapons, and explosives; (2) any object that could be reasonably construed as a weapon or that is intended to be used to inflict bodily injury; or, (3) any object legally controlled as a weapon or treated as a weapon by law. All knives with blades longer than 4" are

considered weapons. The definition of “weapon” does not include small chemical dispensers sold commercially for personal protection.



Appendix 2. University of Dallas Directory

This is a partial list of important offices at the University. Click [here](#) to access the online University directory.

Items are in alphabetical order by topic, followed by the department head and contact information.

Office/Department	Contact	Location	Phone
Academic Success Office	Dr. Matthew Spring	Braniff Graduate Building	Ext. 5385
ADA Accommodations	Dr. Inelda Acosta	Cardinal Farrel Hall 106	Ext. 5056
Advancement	Clare Venegas	Cardinal Farrell Hall	Ext. 5149
Athletics	Jarred Samples	Maher Athletic Center	Ext. 5028
Bookstore	Megan Crist	J. M. Haggar University Center	Ext. 5320
Campus Ministry	Fr. James Martin Nobles, O.P.	SB Hall	Ext. 5375
Civil Rights, Office of	Dr. Inelda Acosta	Cardinal Farrell Hall 106	Ext 5056
Clubs/Organizations	Marissa Brown	J. M. Haggar University Center	Ext. 5113
Counseling Center	Johnathan Sumpter	J. M. Haggar University Center	Ext. 4045
Dean, Constantin Undergraduate College	Dr. Philip Harold	Braniff Hall first floor	
Dining Services	Casey Teng	J. M. Haggar University Center	Ext. 4078
Financial Aid	James Hubener	Cardinal Farrell Hall	Ext. 5114
Health Clinic	Dr. Lora Rodriguez	J.M. Haggar University Center	Ext. 5322
Housing Operations	Mary Reid	J. M. Haggar University Center	Ext. 5394
International Student Services	Breonna Collins	SB Hall	Ext. 5304
Maintenance and Facilities	Andrea Hyde	Facilities Building	Ext. 5297
Newspaper-<i>The Cor Chronicle</i>	Mark Zeske	Braniff Hall	Ext. 5089
Personal Career Development	Gaby O'Neill	Cardinal Farrell Hall	Ext. 4065
Printing and Postal	Robert Hanson	J. M. Haggar University Center	Ext. 4015

Provost	Dr. Matthias Vorwerk	Cardinal Farrell Hall	Ext. 5226
Registrar Office	Marisa Darby	Cardinal Farrell Hall	Ext. 5221
Residence Life	Sarah Baker	Upstairs Haggar	Ext. 5113
Rome Office	Rebecca Davies	Braniff Graduate Building	Ext. 5206
Room Reservation	Kelly O'Neal	Braniff Graduate Building	Ext. 5123
Student Account Services	Bursar	Cardinal Farrell Hall	Ext. 5244
Student Activities	Marissa Brown	J. M. Haggar University Center	Ext. 5323
Student Employment	LaCoya Williams	Cardinal Farrell Hall	Ext. 4063
Student Affairs	Dr. Gregory Roper	J. M. Haggar University Center	Ext. 5747
Title IX	Dr. Inelda Acosta	Cardinal Farrell Hall 106	Ext. 5056
Undergraduate Business Programs	Dr. Michael Stodnick	SB Hall 205	Ext. 5828
Yearbook	Marissa Brown	J. M. Haggar University Center	Ext. 5323