



GLOBAL LEARNING STUDENT HANDBOOK



Italy



MISSION STATEMENTS

WALSH UNIVERSITY MISSION

Walsh University is an independent, coeducational, Catholic liberal arts institution. Founded by the Brothers of Christian Instruction, Walsh University is dedicated to educating its students to become leaders in service to others through a values-based education with an international perspective in the Judeo-Christian tradition.

Walsh University believes in the desirability of a small university that promotes academic excellence, a diverse community, and close student-teacher interaction.

The University provides its students a higher education that fosters critical thinking, effective communication, spiritual growth, and personal, professional, and cultural development. Walsh University encourages individuals to act in accordance with reason guided by the example and teachings of Jesus Christ.

STUDENT AFFAIRS MISSION

Student Affairs affirms the philosophy and tenets of the Walsh University Mission Statement. As the primary source for life skills education, the Student Affairs team creates opportunities for students to develop in a supportive community. We provide comprehensive student services that are responsive to individual and community needs, empowering students through mentoring, teaching and modeling.

The Student Affairs team is a diverse collection of educators with a common goal. We are committed to the holistic development of students, including an understanding and appreciation of six core values: respect for self, others, and the world in which we live; integrity in thought, word and deed; excellence in the teaching and learning process; an appreciation of diversity; hospitality; and selfless service. It is our firm belief that all students have the potential to develop and become valuable assets in our world community.

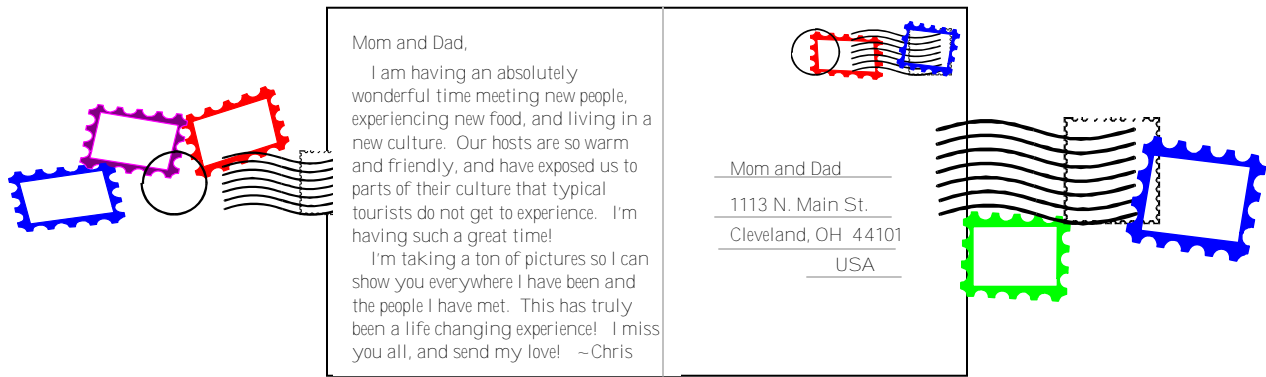
Student Affairs policies flow logically from the University Mission Statement in support of the academic Mission Statement. Members of the Student Affairs team embody the Christian values espoused in the University Mission Statement, enlivened by our care and concern for students, for relationships, and the community.

DUTIES/RESPONSIBILITIES

Unless otherwise specified, the policies and procedures outlined in the Walsh University Student Handbook available online at www.walsh.edu, and in this Global Learning Student Handbook pertain to all participating students. By applying for acceptance to any Walsh University sponsored Global Learning program, and signing the *Statement of Expectations, Assumption of Risk and Release of Liability for Walsh University International Learning Participants*, persons bind themselves to comply with the policies explained in this handbook, and presented to the students by University personnel during their Global Learning commitment. It is the responsibility of the students to know the requirements and the policies of the University, especially those stated in the Catalog, the Student Handbook and the Global Learning Student Handbook.

NEW POLICIES

The Director of International Programs and Services, On-site Global Learning Program Coordinator, supervising Global Learning Faculty, Vice President of Student Affairs, Provost, the President, and/or the Board of Directors reserve the right to develop policies which are not stated in this handbook. A proposed policy becomes effective immediately after verbal and/or written communication to the Global Learning Participants. The new policy will be documented in writing, (including rationale for the policy and method of communication) for submission to the Dean of Students (amalaska@walsh.edu) as soon as a method of transferring written communication is available.



STATEMENT OF EXPECTATIONS, ASSUMPTION OF RISK AND RELEASE OF LIABILITY FOR WALSH UNIVERSITY INTERNATIONAL LEARNING PARTICIPANTS

Participating students applying to any Walsh University Global Learning program must read, agree to and sign the *Statement of Expectations, Assumption of Risk and Release of Liability for Walsh University International Learning Participants* as part of the application process. The content of this document is listed below as a reminder of student responsibilities and expectations as agreed to by the student. Copies of the form signed by each participating student will be made available upon request to the student or the supervising University personnel.

STATEMENT OF EXPECTATIONS

Expectations for any event can make an experience positive or negative. Read the following expectations below carefully, and discuss any questions or concerns with the Director of International Programs and Services.

COURSES

I understand that I must register for Global Learning credits through the Office of the Registrar prior to departure if I intend to earn credit for this program. I am aware that I will receive letter grades for credit-bearing courses taken during the Program and will complete all courses, examinations, and assigned work.

SUMMER GLOBAL LEARNING TUITION POLICY

I have read the policy below carefully and understand its implications on my course registration, tuition, and fees. I have discussed any concerns with the Student Service Center.

Students registering for Summer Global Learning programs will be able to include the Global Learning credit hours from Summer in their flat tuition for the following Fall semester. Accordingly, the registered hours for the Summer Global Learning program in conjunction with the registered hours for the following Fall semester cannot exceed a total of 18 credit hours. If the total credit hours do exceed 18, the student will be charged the applicable per credit hour rate for each hour in excess of 18 for the Fall semester.

For those students taking advantage of this opportunity, the account will be processed in the following manner. Students will register for their Summer Global Learning credit hours and be charged tuition and fees accordingly. The University will then process a discount for the tuition portion of the registered credit hours, which will offset the tuition charges. Students will be responsible for the fees. For the following Fall semester, the student will be required to register for a minimum of 12 credit hours, and, assuming their combined Summer Global Learning credit hours and Fall credit hours do not exceed 18 credits, the student will be charged the flat tuition rate for the Fall semester.

Students in the Global Learning program are subject to all other financial policies in the Walsh University undergraduate catalog, including but not limited to terms of payment, the withdrawal policy and unpaid balances.

PROGRAM PARTICIPATION

I understand that students participating in International Learning programs are required to attend all scheduled classes, lectures, and required activities and excursions. This also includes mandatory attendance at the pre-departure orientation session at Walsh University.

FLEXIBILITY

I understand that I will not always have the same conveniences and routine of living that I have at home. I will expect and be ready to make adjustments as necessary and will be flexible when things do not go as planned.

LUGGAGE LIMIT

The Program will include travel to various sites which will involve boarding public transportation frequently. Accordingly, I understand it is essential to limit my luggage. I must be in good physical condition and able to carry my own luggage, as well as any items I buy.

BEHAVIOR

I will be experiencing a culture different from my own. I will respect the culture and behave in a fashion that will not bring embarrassment to myself, the group, or Walsh University. When in doubt, I will follow the lead of host country nationals in giving proper respect, especially in formal settings, religious settings, and when visiting national monuments. I agree to be gracious when served food I am not accustomed to eating. I understand that my response reflects upon the entire group. Furthermore, I am willing to take advice from a host country national when confronted about a given issue that may be sensitive with our hosts.

SMOKING

I will not smoke in any residence facilities during the Program.

RELATIONSHIPS

I will do my best to get along with each member of the group and understand I must put their needs and wants above my own. I agree to assist others in the group as necessary.

I will not develop a romantic/sexual relationship with any of the host country contacts during the duration of the Program.

STATEMENT OF EXPECTATIONS AGREEMENT

I agree with the importance of the above-mentioned issues and agree to try my best in every situation to abide by these expectations.

< Signature of Participating Students on file >

Assumption of Risk and Release of Liability**RISKS OF GLOBAL LEARNING**

I understand that participation in the Program involves risks including: traveling to and within, and returning from, one or more foreign countries; foreign political, legal, social, and economic conditions; different standards of design, safety, and maintenance of buildings, public places, and conveyances; and participating in sports and recreational activities. I am willing to accept these risks.

INDEPENDENT ACTIVITY

Although Walsh University ("University") is sponsoring this Program, I understand that neither the University nor the faculty directors or travel arrangers will be supervising me at all times. I will have the opportunity to independently leave the group periodically, subject to the faculty director's requirement for participation in and attendance at classes and other activities that are a required part of the Program. I agree to inform the faculty director or on-site director of the Program of my travel plans. I will be responsible for

my own safety and cannot hold the University liable for any injuries to my person or property or any other losses as a result of my participation in the Program.

I further agree that I am solely responsible for my own personal property during the course of the Program.

I also agree that I will not drive or operate a motor vehicle during the Program and I understand the University is not in any way responsible for the safety of such transportation or any damages or injuries suffered as a result of traveling in such a vehicle.

PROGRAM CHANGES

Walsh University may, in its sole discretion, determine the circumstance within a foreign country may require the cancellation of a program within that country. The University will provide students with as much advance notice as possible of its intention to cancel the program in which I will participate. I also understand that the University, on-site coordinators, or foreign government may prematurely terminate the program. I understand the University's fees and Program charges are based on current airfares, lodging rates, and travel costs, which are subject to change. If I leave or am expelled from the program for any reason, there will be no refund of fees already paid. I accept all responsibility for loss or additional expenses due to delays or other changes in the means of transportation, other services, or sickness, weather, strikes, computer problems, or other unforeseen causes. The University bears no liability for any losses or claims incurred by me in connection with my own early termination from the Program or the University's termination of its participation in the Program. If I decide to remain in the foreign country after receiving notice of the University's intent to terminate the Program, I bear complete responsibility and liability for my own care and safety.

STANDARDS OF CONDUCT

I understand that each foreign country has its own laws and standards of acceptable conduct, including dress, manners, morals, politics, drug use, and behavior. I recognize that behavior violating those laws or standards could harm the University's relations with those countries and the institutions therein, as well as my own health and safety. I will become informed of, and will abide by, all such laws and standards for each country to or through which I will travel during the program.

I will comply with all rules and regulations issued by the University, faculty director, and on-site coordinators. It is within the on-site coordinator's discretion, in consultation with the faculty director when appropriate, to determine that my violation of such rules and regulations warrants my termination from the program. In that event, I may be sent home at my own expense with no refund of fees. I further recognize that due to the circumstances of foreign study programs, procedures for notice, hearing and appeal applicable to student disciplinary proceedings at the University will be amended to accommodate the special needs of a Global Learning program. The on-site coordinator will serve as the administrative hearing officer and will ensure the student is afforded due process.

I agree that I will not buy, sell, or use drugs at any time, I will not engage in abusive use of alcohol, I will participate in all classes and scheduled activities unless ill, and I will abide by dress and cultural codes suitable in the countries visited.

I will attend to any legal problems I encounter with any foreign nationals or government at my own expense. I understand that the University is not responsible for providing me with legal representation.

HEALTH AND SAFETY

I have consulted with a medical doctor with regard to my personal medical needs. There are no health-related reasons or problems that preclude or restrict my participation in this Program. If I require medical treatment or hospital care in a foreign country or in the United States during the Program, Walsh University is not responsible for the cost or quality of such treatment or care.

I am insured for any medical expenses which I may incur while I participate in the Program. *Specific insurance policy information for each student is on file with the Global Learning Program Coordinator as provided with the submission of this form during the application process. Students changing insurance carriers or policies after the submission of the original form are expected to provide the updated information to the Director of International Programs and Services with 24 hours of the change.*

I understand that I may be required to pay up front for my medical expenses that I incur while participating in this Program. Further, I understand that I am responsible to submit any medical receipts to my insurance carrier upon my return. I recognize that the University is not obligated to attend to any of my medical or medication needs, and I assume all risk and responsibility therefore. The University may (but is not obligated to) take any actions it considers to be warranted under the circumstances regarding my health and safety. Such actions do not create a special relationship between the University and me. I release the University, its officers, officials, employees, students, and agents from all liability for any bodily injury or damage I sustain as a result of any medical care that I receive from my participation in the Program, as well as any medical treatment decision or recommendation made by an employee or agent of the University. I agree to pay all expenses relating thereto and release the University from any liability for any actions.

PROGRAM CHARGES

I am responsible for any and all required payments and charges applicable to the Program. I understand the Program’s cancellation policies and fees and agree to abide by them.

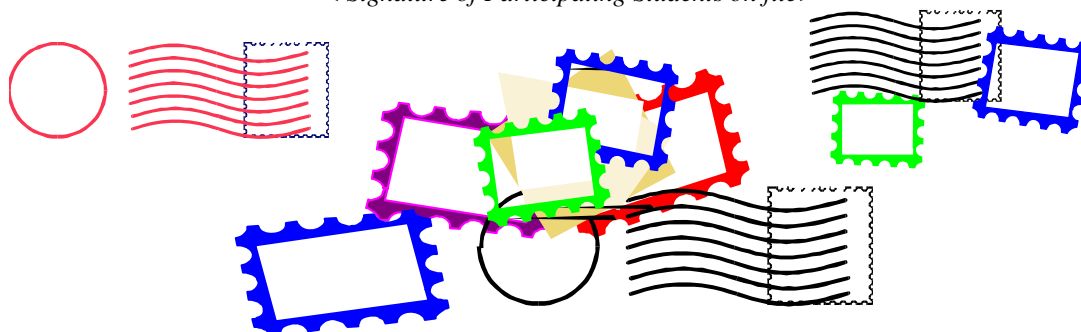
ASSUMPTION OF RISK AND RELEASE OF LIABILITY

I understand that I may be injured and lose or damage personal property as a result of participation in this Program. Therefore, I assume all risks related to the Program activities. Knowing the risks described above, and in consideration of being permitted to participate in the Program, I agree to release, indemnify, and defend the University and its officers, officials, employees, agents, and students from and against any claim which I, the participant, my parents or other person may have for any losses, damages, or injuries arising out of or in connection with my participation in this Program.

ASSUMPTION OF RISK AND RELEASE OF LIABILITY AGREEMENT

I indicate by my signature below that I have read the terms and conditions of participation and agree to abide by them. I have carefully read this Agreement and acknowledge that I understand it. No representation, statements, or inducements, oral or written, apart from the foregoing written statement, have been made. This Agreement shall be effective upon date of signature and shall be governed by the laws of the State of Ohio which shall be the forum for any lawsuits filed under or incident to this Agreement or to the Program.

< Signature of Participating Students on file >



ACADEMIC POLICIES

GLOBAL LEARNING NOTE

Students are advised that due to the circumstances involving Global Learning, if immediate action is deemed appropriate by the Faculty Coordinators of the program while the student is out of the country, the standard University policy below may be adapted to allow for these special circumstances. These adjustments may include, but are not limited to adjusting the appeals timeline to allow for mailing of appropriate documentation for review and use of alternate technology to accommodate the hearing process when students are unable to present their appeal in person to either the Division Chair or the Provost. Any adjustments in the academic process stated below are at the discretion of the Provost and the President, and will be communicated in writing to the student and the Faculty Coordinators of the Global Learning program.

POLICY STATEMENT

Academic integrity lies at the heart of student–teacher relationships involving learning, free inquiry, and the search for knowledge and truth. Inspired by the spirit of the Judeo-Christian tradition expressed in the University’s mission statement, Walsh University requires all faculty and students to act honestly, morally, and ethically in the maintenance of professional standards for learning, research, writing, and assessment. To maintain the academic integrity of the University, students are responsible for their own academic work. Academic dishonesty is not acceptable.

PENALTIES AND SANCTIONS

Violations of academic integrity and appropriate penalties vary in severity, and range from failure of a specific test or assignment, reduced course grade, failure of the course, probation, suspension, to expulsion from the University. The faculty member has primary jurisdiction in determining the student’s grade. However, the Office of Academic Affairs handles the process of probation, suspension or expulsion from the University, on the recommendation of the faculty member through the division chair. It is the responsibility of the faculty member to provide all documentation and supporting materials related to violation of academic integrity.

PROCEDURES FOR HANDLING ALLEGED VIOLATIONS

If a faculty member discovers, and/or has reason to believe that the student has committed an academic integrity violation, the faculty member checks the Academic Integrity Repository for prior offences and communicates to the student the nature of the charge, the information collected, and the penalty warranted. The faculty member determines the violation, the student’s grade, and the penalty imposed.

If the student concurs with the decision, the faculty member notifies the division chair in writing of the decision and the penalty and includes any supporting materials and documentation related to the decision. The chair will send a copy of the report to the Office of Academic Affairs for inclusion in the Academic Integrity Repository file.

If the student maintains that the allegation is in error, or that the decision was unfair, he or she may submit a written appeal of the findings and/or the penalty to the division chair within ten (10) working days.

APPEAL PROCESS

Within five (5) workdays of receiving the written appeal, the division chair arranges a hearing with the faculty member and the student/s involved. At the hearing, the faculty member presents the documentation and supporting information related to the charge against the student. The student has the opportunity to challenge the charges and present any evidence refuting the charge.

After the hearing, the division chair either dismisses the charge or confirms the faculty member’s decision.

If the issue is not resolved at this step, either the student or the faculty member may petition, within ten working days of the division chairs’ decision, that the Vice President for Academic Affairs review the case. After receiving such notification, the division chair will forward his or her decision to the Office of Academic Affairs, along with all documentation and supporting information, as well as the minutes of the student’s hearing.

Upon receiving and reviewing all forwarded materials, the Vice President for Academic Affairs (with consideration of any prior violations) may interview the involved parties and then either dismiss the charge, support the decision, or seek a recommendation from the Enrollment Management Committee. Within five working days after the Academic Vice President requests the Enrollment Management Committee members to hear the case, the chair of the committee sets a hearing date and informs the principals involved. Each side has the right to testify before the committee and to have witnesses. The Committee chair will arrange to have all documentation available to the committee members in advance of the hearing. After the committee members interview principals and witnesses, they will put their recommendation in writing to the Academic Vice President.

After receiving the committee's recommendation, the Vice President for Academic Affairs will sustain or deny the appeal. The Vice President for Academic Affairs also has the authority to impose a new sanction, and the Vice President for Academic Affairs' decision is final. Within five working days of receiving the recommendation from the committee, the Vice President for Academic Affairs provides a written notice of his/her decision to the student and places a copy of the decision, along with all documentation and supporting information, into the Academic Integrity Repository.

DEFINITIONS

Academic Dishonesty. The definition of Academic dishonesty is the fabrication or misrepresentation of work, either intentional or unintentional, which includes, but is not limited to, plagiarism, cheating, forgery, sabotage, bribery, and the multi-submission of work.

Plagiarism. Plagiarism is the representation of the works, ideas, data, or arguments of others as one's own. Whether quoting, paraphrasing, or reiterating others' ideas, students are responsible for documenting any materials taken from other sources. This means that students identify the source through footnotes, quotation marks and/or other forms of documentation. Sources include books, magazines, newspapers, electronic media, private letters, interviews, or other individuals' work. Additionally, a classroom paper must not be merely a series of phrases, sentences, or paragraphs copied from a source or sources.

Cheating. Cheating is using, or attempting to use, unacknowledged or unauthorized materials, information, data, or ideas. In addition to plagiarism, looking at another student's materials and/or using unauthorized external aids of any sort during an exam or completion of assignments is also cheating.

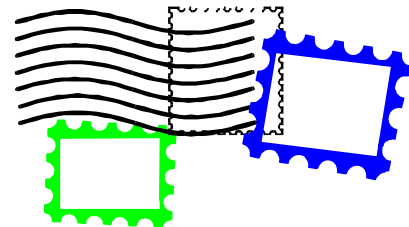
Forgery. Forgery is the fabricating, altering or counterfeiting of images, documents, or signatures on any information, data, or documents.

Sabotage. Sabotage means deliberately impairing, destroying, damaging, or stealing another's work or working materials such as lab experiments, library resources, computer programs, term papers, exams, or projects.

Bribery. Bribery means offering any service or article with the purpose or effect of receiving a grade or other academic benefit not earned on the merits of the academic work.

Multi-submission of work. A classroom paper of any type must be the work of the student submitting it. Student should normally submit credit work for only one course, unless the instructor(s) grant prior written consent for submission to meet requirements for any other course.

Academic Integrity Repository. A confidential file of student academic Integrity violations kept in the office of Academic Affairs. Faculty may request confirmation of prior student offences.



STUDENT RIGHTS AND RESPONSIBILITIES

GLOBAL LEARNING NOTE

The U.S. State Department states, "The provisions of the Privacy Act are designed to protect the privacy and rights of Americans but occasionally complicate efforts to assist U.S. citizens abroad. As a general rule, consular officers may not reveal information regarding an individual American's location, welfare, intentions, or problems to anyone, including family members and Congressional representatives, without the expressed consent of that individual. In all potential cases, consular officials explain the Privacy Act restrictions and requirements so that all individuals involved in a case understand the legal constraints."

Global Learning Participants are hereby advised that due to the nature of a crisis situation abroad, Walsh University reserves the right to contact the family when the safety of the student is in jeopardy, or the behavior of the student is having a significant negative impact on other participating students, faculty or within the host community. The University may deem it prudent to involve families and either consider sending a student home or bringing family members abroad to assist the student.

NOTIFICATION OF RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Walsh University is covered by, and subscribes to, the Family Educational Rights and Privacy Act (FERPA) — informally known as the Buckley Amendment. Passed by the U.S. Congress, Public Law 93-380, as amended became effective November 19, 1974.

This law permits students the right of confidentiality and the right to inspect and review their educational record as maintained by the appropriate offices and agencies of the University. Also, it affords students the right to request that amendments be made to ensure that their records are accurate.

A copy of the Act and the Federal Regulations is available for examination in the University Library, the Office of the Registrar, or by accessing the Department of Education's FERPA website at www.ed.gov/offices/OM/fpco.html. FERPA information is published yearly in the university catalog and student handbook.

DEFINITIONS

“Student” is any person who attends or has attended Walsh University.

“Educational Record” is any record in handwriting, print, tape, microfilm, electronic file or other medium maintained by Walsh University which directly relates to a student. The following exemptions are not part of the educational record or subject to this Act:

1. Personal records maintained by University staff / faculty if kept in the sole possession of that individual, and the information is not accessible or revealed to any other person. For example a faculty grade book.
2. Employment records not contingent on student's enrollment.
3. Law enforcement records that are created by a law enforcement agency for that purpose.
4. Medical and psychological records used solely for treatment.
5. Alumni records disclosing information about a student who is not considered “enrolled.”

RIGHT TO INSPECT AND REVIEW EDUCATIONAL RECORDS

Students have the right to inspect and review their educational records within 45 days of the day the University receives a request for access.

Procedure. A student should submit to the appropriate University official a written request that identifies the records to be inspected. Arrangements for access will be made by the University official, and notification will be given to the student of the day, time, and location where records will be inspected.

EXCEPTIONS: Students are granted the right to inspect and review all their educational records except for the following:

1. Information regarding other students;
2. Financial records of parents;
3. Confidential letters of recommendation, confidential letters or statements of recommendation for admission, employment, or honorary recognition put in education files before 1/1/75.

DISCLOSURE OF EDUCATIONAL RECORDS

Walsh University accords all rights under the Act to each student. Outside individuals or agencies will not have access to, nor will the University disclose any information from a student's educational record without the written consent of the student. The University may, however, furnish information within the University's community serving in the educational interest of the student (i.e., faculty,

administration, support staff, advisors, campus security, campus student service departments such as financial aid and housing).

Exceptions made to the disclosure policy are:

1. to University officials listed in the above paragraph;
2. to federal/state educational officials in connection with legislative requirements;
3. in connection with financial aid for which the student has applied;
4. to organizations conducting studies on behalf of the University;
5. to accrediting organizations; to the parents of dependent students (e.g., parent information listed on the FAFSA [Free Application for Federal Student Aid]);
6. to comply with a lawful judicial order or subpoena;
7. to appropriate individuals in health/safety emergencies;
8. limited directory information.

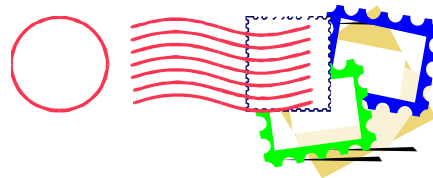
DIRECTORY INFORMATION

Walsh University, in accordance with the Act, has designated the following information as “directory information.” The University may release directory information to anyone without the student’s consent unless the student requests otherwise in writing to the Office of the Registrar PRIOR to the first day of the academic semester or term in which the request is to become effective. This will remain effective until removed by the student.

Information the University may release (unless the student requests all information to be withheld as described above) includes:

1. Name;
2. Address (local and home);
3. Telephone (local and home);
4. Major field of study;
5. Participation in officially recognized University activities and sports;
6. Weight and height of member of athletic teams;
7. Dates of attendance;
8. Enrollment status
9. Degrees and awards received;
10. Most recent previous educational agency or institution attended.

The student has the right to consent to disclosures of personally identifiable information contained in the educational records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to University officials with legitimate educational interests. Personally identifiable information is information that, if disclosed, would make a student’s identity easily traceable, e.g., Social Security number.



AMENDMENT OF EDUCATIONAL RECORDS

Under the Act, students have the right to request an amendment to educational records they believe are inaccurate, misleading, or in violation of their privacy rights under this Act. Procedures are as follows:

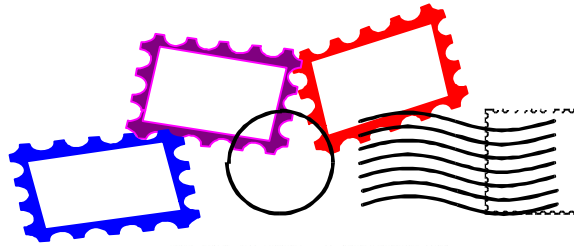
Students must submit a written request to the appropriate University official to amend a record. In doing so, the student should clearly identify the part of the record to be amended, and clearly state why it is inaccurate or misleading.

If the University determines that the information is inaccurate, misleading, or in violation of the student’s right of privacy, it will amend the record and notify the student, in writing, that the record has been amended.

If the University determines that it is not appropriate to change the record, the appropriate University official will notify the student of the decision. The student will be advised of his or her right to a hearing regarding the request for amendment. At that time, information regarding the hearing procedures will be provided to the student.

COMPLIANCE OFFICE

Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by Walsh University to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605



GENERAL POLICIES

ACCEPTABLE USE OF WALSH-MANAGED INFORMATION TECHNOLOGY

Walsh University makes various computing resources available to employees, students, and certain contractors (hereafter referred to as users). These elements of information technology (hereafter referred to as Walsh IT) are at the user's disposal and are meant to be beneficial tools in pursuit of University-related administrative and academic activities. They include all University owned, operated, leased or contracted computing, networking, telephony and information resources, whether they are individually controlled, shared, standalone or networked. Examples include:

- Personal Computers (e.g., desktop or laptop units)
- Server Computers (e.g., e-mail, Banner, Walsh web sites...)
- Printers (locally attached or networked)
- Operating System Software (e.g., Windows XP, Windows 2000, Linux...)
- Application Software (e.g., Outlook e-mail, Word, Excel...)
- University-wide Data Network (providing electronic connectivity within the Walsh community)
- Access to the Public Internet (providing electronic connectivity with non-Walsh entities)

These computing resources are owned and/or managed by Walsh University. Their use, along with all information maintained in any form within the University's computer resources, is subject to various laws, regulations, contracts, licenses, policies and procedures, some of which are detailed in this statement. Infractions of this Acceptable Use Policy Statement may result in loss of access to Walsh IT resources, as well as other penalties, disciplinary measures and/or prosecution. Walsh University does not accept any liability for illegal activities on the part of users that circumstantially involve Walsh IT.

USER RIGHTS & PRIVILEGES

INTELLECTUAL FREEDOM: The University is a forum for learning, understanding, questioning, and expressing new ideas. Recognizing that Walsh is a private, Catholic institution, and taking into account its mission, values and critical success factors, Walsh constituents are encouraged to use Walsh information technology as a conduit for this forum.

INTELLECTUAL PROPERTY RIGHTS: Certain Walsh-sanctioned activities on the part of faculty or students may result in the creation of electronic material that is explicitly or implicitly recognized as the personal property of the respective faculty or student. Although created via and perhaps stored on Walsh-managed computing resources, this does not imply Walsh co-ownership or liability for such material.

FREEDOM FROM DISRUPTION: Walsh University will strive to provide for all its constituents a computing infrastructure that is stable, accessible, and responsive during normal working hours. Potentially disruptive maintenance to the infrastructure will be planned in advance, and implemented during off-hours whenever possible. Disruptive activities on the part of other users will be addressed immediately by Walsh IT staff.

PRIVACY & SECURITY: It should be recognized that nothing is perfectly secure in the electronic world, but Walsh University will provide industry-standard mechanisms to protect the privacy and confidentiality of software, data and correspondence created by Walsh users. The user must assess the risk/rewards of electronically creating and storing such material using Walsh IT resources.

USER RESPONSIBILITY & ACCOUNTABILITY

The user of Walsh IT is responsible for knowing and abiding by all applicable laws, regulations, contracts, licenses, policies and procedures. Walsh University will utilize appropriate means to communicate to users on a timely basis any changes to this Acceptable Use Policy Statement. All users will be required to acknowledge that they have read, understand, and agree to abide by same.

Any recognition of infractions by others of this Acceptable Use Policy Statement should be brought to the immediate attention of Walsh Security.

The user is the steward of all information technology resources at his/her disposal. Common sense in the use/handling of all computing hardware and network components is expected. Any recognized damage or potential damage should be brought to the attention of Walsh IT staff .

The implementation of any unauthorized hardware, software or network components within the Walsh IT infrastructure is prohibited. Requests for authorization should be forwarded to Walsh IT administration.

User-ID and password are the principal components of privacy and security within the Walsh IT infrastructure. Users may not share their personal id with any other individual. Password secrecy is of paramount importance, and users are required to change their passwords on a regular basis. Software rules are in place to limit the use of passwords that might easily be guessed. Users should not leave their workstation unattended while still logged into the network or onto an application. It should be standard practice for students to log out, and for faculty & staff to log out or lock their workstation to assure that the user's account will not be tampered with.

The user is expected to take reasonable precautions against importing and spreading computer viruses. Walsh University provides up-to-date software for virus detection and recovery, but the user must remain vigilant for potentially damaging e-mail or data files that may not be caught by software .

Users share a very complex computing infrastructure at Walsh University; therefore accessibility and performance problems are inevitable. Users should report such events to the on-site Program Coordinator immediately.

The primary purpose of the Walsh IT infrastructure is to enable academic pursuits and administrative processes. Use of Walsh IT for personal, frivolous or entertainment purposes that impacts accessibility or creates performance problems should be immediately curtailed .

All users are expected to practice common courtesy in their use of Walsh IT so as to be minimally disruptive to others (e.g., audio levels) .

GENERAL POLICIES AND GUIDELINES

Excepting the intellectual property rights of faculty and students, all software, data and correspondence stored within the Walsh IT infrastructure is owned or managed by Walsh University. Regardless of ownership, all software, data and correspondence is subject to this policy along with all laws, regulations, GLOBAL LEARNING/STUDENT HANDBOOK

contracts and licenses that bind Walsh University. Walsh University reserves the right to randomly audit the contents of its computing resources for infractions and to take appropriate action. Walsh University will cooperate with all legitimate law enforcement agencies in regards to their investigations and relevant search and seizure laws .

Any use of Walsh computing resources for illegal activities is prohibited.

The user must not take any deliberate actions to cause interference to the Walsh computing infrastructure or to the work of others. Deliberate attempts to circumvent privacy and security safeguards or procedures are prohibited. Such activities will be viewed as criminal in nature under applicable state and federal laws and will be reported to the appropriate authorities.

Unauthorized possession, copying, use, disabling or destruction of Walsh - owned computer hardware, network components, software, user accounts or data is prohibited.

The user may not utilize Walsh IT resources for personal gain that has not been pre-authorized by the University. Any authorization may be further restricted by the regulations of Walsh maintaining a “.edu” internet domain. The user may not utilize Walsh IT resources for commercial gain, nor for solicitation, advertisement, or promotion of commercial services or products.

Except for University-authorized research, the user may not initiate or perpetuate any form of electronic communications or data storage with pornographic or otherwise offensive or harassing content as defined in the University’s policy on “Sexual, Racial and Religious Harassment”. Sending or responding to “chain letters” is prohibited.

The user may not attempt to hide or misrepresent his or her identity as part of using any Walsh IT resources. This will constitute violation of applicable federal and/or state fraud or forgery laws and regulations.

The user may not duplicate copyrighted electronic material without the expressed prior permission of the owner, except as permitted by “fair use” guidelines.

Users are required to uphold the terms of all contract and licensing agreements entered into by Walsh University for computer hardware and software.

GLOBAL LEARNING NOTE

CASTEL GANDOLFO – COMPUTER LOG IN AND LOG OUT

To abide by Italian law, Global Learning Participants must formally log in and log out when using any computer terminals in Casa Mennesiana, the residence at Walsh’s Castel Gandolfo campus.

ALCOHOL

All students are expected to abide by the laws of the county and community of the host country regarding legal drinking age and appropriate behaviors related to alcohol possession and consumption. It is the responsibility of the student to know the laws of the governing community regarding alcohol and the cultural expectations of appropriate behaviors if choosing to consume alcohol.

While students abroad may be legally eligible to consume alcohol in the host country which are not currently of age in the United States, Walsh University expects students to avoid overindulging which often results in uncontrolled behavior, becoming an embarrassment to themselves and to their Global Learning Program. Students are expected to always act in accordance of the mission of Walsh University and with the utmost respect for our residential hosts and community.

Student behaviors having a negative impact on the living/learning environment or associated property will be subject to disciplinary action. Repeat offenders of the alcohol policy and those involved in a serious alcohol abuse incident will possibly be required to seek enter a substance abuse program and/or will have alcohol privileges restricted. Walsh University also reserves the right to notify parents of serious abuse. This right is granted to universities under the FERPA law.

Kegs, beerballs or any bulk containers will not be allowed in the living environments or community areas. Alcohol paraphernalia, including bongs, etc., is strictly prohibited and will be considered a judicial violation.

BUILDING ACCESS

CASTEL GANDOLFO – CASA MENNESIANA

Walsh University and our Global Learning program will under most circumstances only occupy the third floor of Casa Mennesiana for student housing. In addition, two handicapped accessible rooms are also available on the first floor. Students and Faculty in residence are advised that the Brothers of Christian Instruction may rent out additional rooms as well as the meeting rooms on the first and second floors of the building to outside organizations at various times while Walsh students are in residence. Walsh University students are not to enter the second floor of the building without prior permission from University personnel. Individuals found in restricted areas of the building may be referred for disciplinary and/or criminal action. Non-Walsh guests will be banned from entering the Walsh residential floor.

The first floor of the building includes two classrooms, a computer lab, a faculty/staff office and a lounge which will have wireless computer access. The basement of the building contains the formal dining room which will be open only during scheduled meal times. In addition, an informal dining room is located on the basement level, and is equipped with a large refrigerator, microwave, cabinet space for storage, and a sink available for student use.

Propping open the doors to any building or floor, or not properly securing the main entrance gate to the property causes a significant security risk to those inside. Such action will be viewed as a serious violation of policy.

CAMPUS ATTIRE

Cleanliness and appropriateness are the guiding norms for dress at all University-related functions. Students studying abroad are expected to become familiar with the expectations of appropriate dress for the host country, which may vary depending on the travel destination or a particular scheduled event.

Students should also remember that they are residing on the property of the Brothers of Christian Instruction while in Castel Gandolfo, and will daily interact with the Brothers and another religious order providing daily meals. Cultural sensitivity and respect for our hosts is paramount, in accordance with the mission of Walsh University.

DRUGS

SUBSTANCE ABUSE POLICY

Walsh University is a community of people who are deeply concerned with the use and abuse of drugs and alcohol.

Students must comply with host country laws concerning the manufacture, presence, possession, use, sale, or distribution of narcotics and dangerous drugs. Violations of these laws will result in serious judicial action which could lead to immediate dismissal from the Global Learning program, and additional consequences upon their return to the Walsh University main campus. This policy is applicable to nonprescription drugs such as steroids. The sale and distribution of nonprescription drugs will result in an immediate Phase III and could lead to expulsion from school. If allowed to remain in school, violators will participate in a Substance Abuse Program.

The Walsh University community does not encourage any individual to use alcoholic beverages or drugs at any time. Its use is legal only when no federal or local laws, or University regulations are broken.

The Walsh University community commits itself to assist individuals to accept responsibility for their behavior.

The community acknowledges that an individual has a drug or alcohol problem when the use of either substance causes physical or emotional harm, impairs judgment, infringes upon the rights of others, interferes with one's work, one's relationships, or one's daily life. The Walsh University community encourages all who have a drug or alcohol problem to obtain assistance.

ACTION

Chemical dependency often affects all areas of an individual's life. Assistance should be sought to determine the nature and the extent of the problem.

An individual may refuse to participate in an evaluation process or may reject a qualified medical opinion or recommendation. The appropriate University authorities may then elect not to allow that person to continue as a student in the Walsh University community if there is evidence of alcoholism or chemical dependency.

If an individual is clearly identified by professionals as a chemical user or abuser of substance, University authorities will provide an opportunity for appropriate treatment. If such treatment requires absence from the University, that absence will be recognized as an absence for medical reason and appropriate arrangements will be made to notify teachers.

Under normal circumstances, the following procedures will be followed with students who have been identified as users or abusers of alcohol and chemical substances:

1. The student will agree to be tested for drug use at Walsh University expense.
 - a) If the test proves negative, no further action will be taken.
 - b) If the test proves positive, the student will be informed that he/she will be tested again in six (6) weeks. Furthermore, the student will pay for this follow up exam.
2. If the student's test is negative at this six-week period, he/she will be informed that random testing may be required. If the student's test is positive, the following actions may be taken:
 - a) Contacting parents to inform them of the problem;
 - b) Exclusion from the residence halls (if appropriate);
 - c) Suspension from school for a limited period of time;
 - d) Expulsion from Walsh University;
 - e) Continued counseling;
 - f) Regular or random drug testing at the student's expense;
 - g) Exclusion from participation in certain activities, curricular as well as extracurricular.
 - h) For students studying abroad, immediately removal from the program and return to the home country.

The student who is suspended from school may appeal to the President and produce evidence that a change in behavior has occurred. Such evidence may include medical records, counseling documents, and participation in community projects.

Any student found guilty of illegally selling or distributing drugs will be expelled from Walsh University. This policy will be enforced for the entire student body. Nothing in this statement precludes the student using the University's Due Process for appeal.

EMERGENCIES

Serious emergencies, such as fire, power failure, or similar dangers, require the cooperation of the entire Walsh University community. Failure to cooperate in such emergencies (e.g. refusal to vacate a residence hall/classroom during a fire alarm) may result in serious judicial action. In case of emergency,

students are expected to follow the direction of University personnel and local emergency response agencies.

FIRE ALARMS/EQUIPMENT

Everyone is required to vacate a building when the fire alarm has been sounded. Failure to leave could result in judicial action or civil fines. Any individual responsible for pulling a false fire alarm or tampering with fire equipment (detectors, fire extinguisher, pull boxes, etc.) may be subject to serious judicial action and criminal charges.

FIREWORKS AND EXPLOSIVES

Students are not permitted to possess, sell or use of fireworks or explosives during the tenure of their Global Learning experience. Violations of this policy will result in judicial action and possible civil action in the host country.

IDENTIFICATION CARDS

All participating Global Learning students have the obligation of securing a Walsh University student identification card which they should carry at all times and present upon request to any University Official, Global Learning host, or local law enforcement officer. Additional identification, include a valid passport/visa, consular registration card, etc. may also be required depending on the host country.

Students who fail to produce an ID upon request will be subject to judicial action. Additionally, students who allow others, either students or non-students, to use their cards would be in violation of policy and would be subject to judicial action.

Global Learning students who have lost their ID card must report this loss immediately to the Global Learning program coordinator who will work with the ID coordinator on the main campus in producing and mailing an additional card if time permits.

PETS

Because of sanitation and health concerns, pets are not allowed in Casa Mennesiana or on the grounds. Violators will be subject to disciplinary action plus necessary repair, cleaning and/or fumigating charges where applicable.

SELLING AND SOLICITING

Selling and soliciting during any Global Learning program are prohibited without prior consent from the Director of International Programs and Services or his/her designee. This includes any fundraising efforts during the Global Learning experience.

SMOKING

Students, faculty and staff may not smoke in any residential room, classrooms, hallways, bathrooms, offices, lounges or meeting rooms of any building.

THEFTS

Students should report thefts, no matter how small, to Global Learning Program Coordinator. The act of theft may lead to dismissal from the Global Learning program and/or from the Walsh University campus.

It is the student's responsibility to keep all valuables in a secure location at all times. The University is not responsible for damaged or stolen items. A safe is available at Castel Gandolfo, and may be made available for student use at the discretion of the Director of International Programs and Services, the Program Coordinator or his/her designee.

VANDALISM

Students found doing the following will be subject to judicial action:

1. Inciting to action or participating in unauthorized activities resulting in destruction of property;
2. Tampering with telephone, vending machines or laundry facilities, or causing destruction of any form on the host site property;
3. Damaging or destroying property in rooms, residence halls, dining room, or other facilities; and
4. Removing, damaging or destroying posters, advertisements or signs at the host site. Members of a specific room or the residential floor may be assessed cleaning fees or damage charges if those who are responsible do not come forward.

VIOLENT OFFENSES

THREATS OF VIOLENCE PROTOCOL

Any person's threat to inflict harm to self or others while on the University premises or at University sponsored events must be taken seriously and responded to immediately. University officials will take the following steps:

1. A person hearing such a threat will report it immediately to one of the following University officials:
 - Director of International Programs and Services, if traveling with the Global Learning program;
 - On Site Global Learning program Coordinator; or
 - University Faculty on site with the Global Learning program;

The responding University official will contact the Vice President for Student Affairs/Dean of Students (or his/her designee) who will assist the on-site University personnel in coordinating the response to the situation.

COURTSHIP VIOLENCE

According to Walsh University, courtship violence occurs when one person in a dating relationship uses physical force so as to injure or abuse another person in that relationship. Examples of courtship violence are slapping, grabbing, pushing, kicking and hitting. Both women and men can be victims of this type of violence.

Walsh University does not condone the use of violence by any individual — even those involved in courting relationships. This type of behavior could result in dismissal from the Global Learning program and the Walsh University campus. Due to the dynamics involved in courtship violence, judicial procedures may be adapted in order to better meet the needs of the both parties. Counseling for both parties is always recommended and is often required.

FIGHTS AND HARASSMENT

Walsh strives to maintain an environment where people of different beliefs and values can learn to live harmoniously. Therefore, any type of verbal or nonverbal harassment, intimidation, retaliation or threatening behavior on the part of students will not be tolerated. Depending on the circumstances, this type of behavior could result in dismissal from the Global Learning program and the Walsh University campus.

SEXUAL ASSAULTS

Sexual assaults are by far the most prevalent, serious crimes committed on university campuses. Women can be particularly vulnerable to this type of criminal violence, but sexual assaults are not just limited to women. Assaults can be committed by strangers, but the majority are perpetrated by someone the victim knows.

Rape is defined as forced sexual intercourse perpetrated against the will of the victim. The same definition applies to both stranger and acquaintance rape. The word “force” may refer to physical violence, coercion, or the threat of harm to the victim.

Sexual harassment is unwelcome sexual advances or requests for sexual favors by someone who uses, threatens to use, or implies that submission to or rejection of such conduct will have an impact upon employment or academic decisions affecting the victim.

Other types of sexual assaults include sodomy, oral copulation, rape by foreign objects and sexual battery (the unwanted touching of an intimate part of a person for the purpose of sexual arousal).

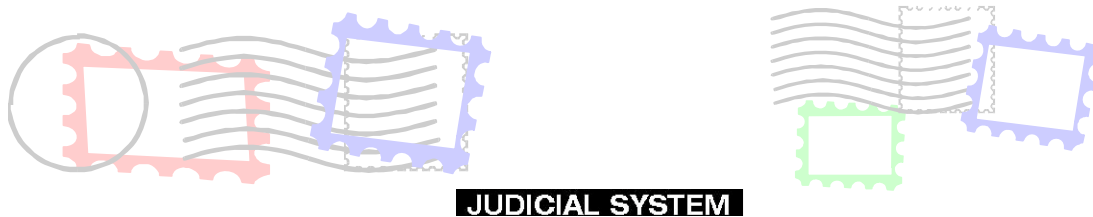
Sexual assaults and attempted sexual assaults severely damage the health and safety of all students, but they especially damage the well-being of victims. A sexual assault committed by a member of the campus community against another member of the campus or local community could result in immediate dismissal from the Global Learning program and/or the Walsh University campus. Sexual assaults are in violation of most federal laws of host countries, so criminal or civil charges may also be pressed.

If you or a friend of yours is sexually assaulted, it is important to seek immediate medical treatment. Contact the Global Learning Program Coordinator or the local hospital for assistance in coping with the trauma of a sexual assault.

The University encourages all victims to report sexual assaults. Reporting the crime ensures that victims receive the needed services, gives victims a feeling of control, enhances their recovery and also deters assaults from happening to others.

WEAPONS

Possession of fire arms, knives, swords, arrows, or any other weapons are strictly forbidden on any Global Learning program. The possession or use of weapons in violation of this policy will result in immediate confiscation of the weapons and serious judicial action.



GLOBAL LEARNING NOTE

Students are advised that due to the circumstances involving Global Learning, if immediate action is deemed appropriate by the Global Learning Program Coordinator while the student is out of the country, the standard University policy below may be adapted to allow for these special circumstances. These adjustments may include, but are not limited to adjusting the appeals timeline to allow for mailing of appropriate documentation for review and use of alternate technology to accommodate the hearing process.

Any adjustments in the judicial process stated below are at the discretion of the Vice President of Student Affairs and/or the Dean of Students, and will be communicated in writing to the student, the Director of International Programs and Services, and the Global Learning Program Coordinator. The Student Affairs Program Coordinator will serve as the designated judicial hearing officer for all Global Learning disciplinary issues.

SOCIAL CONDUCT

A student enrolling in the University assumes an obligation to conduct him/herself in a manner compatible with the University's function as an educational institution. Students who attend functions, on or off campus, as official representatives are expected to adhere to the provisions of this code. Normally misconduct of the following nature is subject to judicial action and/or civil and criminal penalties:

1. Dishonesty, such as cheating, plagiarism, or knowingly furnishing false or misleading information to University officials.
2. Forgery, alteration, or use of University documents, records or instruments of identification with intent to defraud. Identification cards used illegally will be confiscated, and violators — owners and possessors— will be subject to judicial action.
3. Action which disrupts or tends to disrupt teaching, research administration, judicial proceedings, or other University activities on or off University premises or which endangers or tends to endanger the safety, health or life of a person including, but not limited to, the following:
 - a. Physical or verbal abuse of any person;
 - b. Sexual assault of any person;
 - c. Hazing in any and all forms;
 - d. Disorderly conduct or loud, indecent or obscene conduct;
 - e. Turning in false fire alarms or tampering with fire equipment.
4. Action which damages or tends to damage public property or private property not one's own.
5. Appropriating for one's own use public or private property without the consent of the owner or the person legally responsible for that property.
6. Actions inconsistent with published rules relating to the use of campus buildings and other facilities.
7. Actions inconsistent with the mission statement of the University.
8. Failure to comply with directions of University officials acting in the performance of their duties. This includes failure to attend a fact-finding meeting or judicial hearing.
9. Possession of firearms (including B-B and pellet guns), swords, arrows, explosives, or any other weapons which are strictly forbidden in the residence halls, in vehicles on campus, or on any other University owned or operated property.
10. Violations of civil laws and University regulations concerning the possession and/or use of illegal drugs and alcoholic beverages.
11. Violations of Federal, State, and municipal laws or any other conduct not included above which adversely affects the function of the University and the pursuit of its educational purposes and objectives.

Violation of any of the standing rules of the residence halls, University regulations, or any conduct deemed to be such as to require the removal of the student from the residence hall for more than thirty (30) days shall be grounds for expulsion from school and termination of the room and board contract without refund. In case of such termination, the room deposit will be forfeited.

Violations of University policy and residence hall regulations are reviewed by the Dean of Students. Each student, along with the staff, has the right to make judicial referrals to the Dean of Students.

If the violations and/or violators are of such a nature that the Dean of Students determines the person who has violated policies is of danger to other students or disruptive enough to the University environment, s/he may immediately remove the person from campus until such a time as a judicial hearing may be scheduled. These incidents, along with those involving sexual harassment and sexual assault, may result in an Administrative Judicial Hearing with the Dean of Students or his/her designee, who will serve as the sole Hearing Officer.

JUDICIAL SYSTEM DESCRIPTION

The mission of the Walsh University Judicial System is to foster a sense of responsibility for personal and community standards through education and personal accountability. This is achieved by consistently reviewing and determining appropriate judicial responses in cases involving any breach of Residence Hall policy, University policy (i.e., cafeteria, game room, inappropriate classroom behavior, or any other area governed by Student Life), and student association regulations.

The judicial system at Walsh is based on a series of “Levels.” The University strongly recommends that all students become familiar with this system and its operation. The basic premise is that students place themselves on a “Level” by their behavior. It is important to remember that although the system is based on a series of levels, they need not be sequential in order. In other words, a student may immediately receive a Level III response for extreme inappropriate behavior.

Violations of Walsh University policies and procedures involving students will most often result in a fact finding investigation. Accordingly, students either directly involved with the alleged violation and/or those students indirectly involved and able to provide information leading to the resolution of the case may receive a written summons from a University official(s). The written summons will contain a brief description of the alleged violation in which the student is required to attend a scheduled judicial appointment with the official (within five business days from the date of the summons) to discuss the judicial process, particulars of the summons, and resolve the allegations. This time frame may change in serious cases, at the discretion of the Dean of Students or his/her designee.

Please be advised that the student’s failure to respond to a written summons is considered a serious violation within itself. Should a student fail to respond or elect not to respond, the hearing officer will move forward with the case in the student’s absence. In such instances, decisions regarding recommendations or other appropriate sanctions cannot be appealed. Extenuating circumstances (i.e., documented medical emergency) will be reviewed by the hearing officer on a case-by-case basis.

JUDICIAL HEARINGS AND THE CRIMINAL PROCESS

It should be remembered that Walsh has an obligation to uphold the laws of the larger community of which it is a part. While the activities covered by the laws of the larger community and those covered by the University’s policies may overlap, it is important to note that the community’s laws and the University’s policies operate independently and that they do not substitute for each other. The University may pursue enforcement of its own policies whether or not legal proceedings are underway or imminent, and may use information from third party sources, such as law enforcement agencies and the courts, to determine whether University policies have been violated.

In a criminal case, “beyond a reasonable doubt” is the standard of proof used by the courts. In a judicial hearing, whether a student has violated a policy or not is established by a “preponderance of evidence.” Therefore, if a prosecutor decides not to file a case in criminal court, it is still very possible that the student might be found guilty at the judicial hearing where the standard of proof is less stringent.

LEGAL COUNSEL

Students who have concurrent criminal charges pending against them may be permitted to consult with legal counsel during their judicial hearing. This requires approval by the Dean of Students or his/her

designee of a formal written request by the accused student. However, the role of the counsel is limited to consultation only with the student. Counsel is not permitted to speak during the hearing other than direct communication with the accused student. If counsel violates this policy, he/she will be removed from this and concurrent judicial hearings. The University reserves the right to have our legal Counsel present for any hearing. When the University counsel is present at a hearing involving a student where concurrent criminal charges are not pending, the student will be granted permission to representation by legal counsel as well .

JUDICIAL PROCESS

1. Students either directly involved with the alleged violation and/or those students indirectly involved and able to provide information leading to the resolution of the case may receive a written summons from a University official(s). Please be advised that a student's failure to respond to a written summons is considered a serious violation within itself and such failure to respond will entail an automatic judicial sanction levied against the student. Should a student fail to respond or elect not to respond, the Hearing Officer will then move forward with the case in the student's absence. In such instances, decisions made regarding sanctions or other appropriate sanctions cannot be appealed and are not subject to arbitration. Extenuating circumstances (i.e. documented medical emergency) will be reviewed by the Dean of Students on a case-by-case basis.
2. For Global Learning programs, the Global Learning program coordinator will serve as the judicial hearing officer and render a decision. A pre-hearing conference may be held with the University official to review charges and to explain the hearing process. The student will be notified of the date, time and location of the hearing at least three (3) business days prior to the date of the hearing unless both the hearing officer and the student agree to an earlier hearing date or the situation is of such a nature that an immediate hearing is deemed necessary by the Vice President of Student Affairs and/or the Dean of Students.
 1. The chairperson shall read the incident report(s) indicating violations of University policy.
 2. The accused party shall plead "in violation" or "not in violation" regarding individual allegations.
 3. All parties involved will have an opportunity to present information, witnesses, and ask and respond to questions.
 4. The involved parties may present up to two character witnesses.
 5. After the information has been presented, the hearing officer will go into deliberation.
 6. After deliberations are completed, the student shall be asked to return to the hearing room where the hearing officer shall report and explain the judicial decision.
 7. Students are expected to answer questions regarding their role, or lack thereof, in the specific incident. If a student chooses not to answer a question, the hearing officer may draw a negative inference from such a stance.
3. All judicial proceedings including the appeal process shall remain confidential unless authorization is provided by the student. Outcomes may become a part of a student's record and in such cases will be bound by the Family Educational Rights and Privacy Act of 1974.
4. The judicial system, as well as the hearing process, is designed and implemented to be a learning process for all involved.

APPEALS

The student shall be informed of the right to appeal the decision of the hearing officer to the Vice President of Student Affairs. Such an appeal must be submitted in writing within three (3) business days of the decision. Grounds for the appeal must be contained in the appeal request and must be based on due process issues. During the appeal review, sanctions may be held in abeyance at the discretion of the Vice President. The Vice President shall make a determination of the appeal within seven (7) business days of receipt of the appeal. The Vice President's decision is final.

In a case where the hearing officer is recommending expulsion from the Global Learning program, an appeal can be made to the Vice President as stated above. The Vice President's decision is final

VICTIM'S RIGHTS

To encourage reporting of violations and to ensure fairness to victims throughout the judicial process, the University establishes the following victim's rights:

1. The right of a victim to have a person of his/her choice accompany him/her throughout a judicial hearing.
2. The right to remain present during the entire judicial proceeding (except during deliberations).
3. The right, as established in state criminal codes, not to have irrelevant past history (such as sexual history) discussed during a judicial hearing.
4. The right to make a "victim impact statement."
5. The right to be informed of the outcome of a judicial hearing.
6. The right to a fair and timely way to determine alternative living arrangements if the victim and the accused live in the same hall or within close proximity of one another.

LEVEL I: WRITTEN WARNING STATUS

INFRACTIONS: could include, but are not limited to, noise, repeated warnings, first-time alcohol offense, visitation, etc.

CONSEQUENCES: Student will receive a written warning. Student may also have special conditions attached (i.e., community service hours, reflection paper, educational program, etc.)

LEVEL II: STRICT PROBATIONARY STATUS

INFRACTIONS: could include, but are not limited to, repeated offenses after Level 1; disruptive behavior of a serious nature such as vandalism, harassment, and physical fighting; failure to fulfill sanctions, etc.

CONSEQUENCES: A Level II will normally include one or more of the following.

- Loss of participation in any University-sponsored activities and functions, such as athletics, student government, etc.
- Loss of athletic privileges (i.e. representing the University in collegiate contests) and/or scholarships as outlined in scholarship contracts.
- Loss of special residence hall privileges or addition of special conditions.
- Probation for a period of no less than 30 days.
- Further inappropriate behavior could result in an immediate Level III.

LEVEL III: SUSPENSION OR EXPULSION

INFRACTIONS: The following is a list of what may be deemed an immediate Level III.

- Possession of firearms (including B-B and pellet guns), swords, arrows, explosives, or any other weapons which are strictly forbidden in the residence halls, in vehicles on campus, or on any other University owned or operated property
- Sexual assault or attempted sexual assault

- Vandalism
- Instigating or participating in physical fighting and using threatening behavior among students and/or non-students or any action which threatens, endangers or abuses the physical and/or emotional wellbeing of any member of the Walsh community
- Physical or verbal abuse of any Walsh staff member, including Resident Advisors
- Theft
- Tampering with fire equipment or alarm systems
- Serious alcohol violation such as contributing to the delinquency of a minor or possession of a bulk quantity of alcohol (i.e., keg, beer ball, etc.)
- The presence, possession, use, sale or distribution of any nonprescription, illegal drugs. This includes minors being in the presence of alcohol.
- Perjury in a Judicial Hearing (the presentation of false testimony).
- Failing to respond to a reasonable request of a University official acting in the performance of his/her duties. This would include failure to fulfill sanctions from a previous judicial hearing.
- Serious misuse of University property or services including violation of the Policy of Acceptable Use of Walsh-Managed Information Technology.
- Continual violation of policies after previous judicial sanctions.

CONSEQUENCES: A LEVEL III MAY RESULT IN THE FOLLOWING.

- The student must move off campus within 24 hours of receiving the decision of a judicial hearing.
- Removal from campus will be for a period not to exceed 30 days for those who are required to live in the residence hall. Upon the residence life staff's recommendation (in consultation with the Associate Dean), students may be able to serve the required time consecutively or over weekends. Any removal that exceeds 30 days will result in a recommendation to the Vice President of Student Affairs that the student be suspended or expelled from Walsh University.
- The student may be on campus to attend classes only.
 - a. The student may not attend any University-sponsored functions, athletic events, dances, etc.
 - b. The student may not visit campus, residence halls, dining halls, or snack bar.
- The student will suffer the following consequences:
 - a. Loss of athletic privileges (i.e., representing the University in collegiate contests) and/or scholarships as outlined in scholarship contracts.
 - b. Addition of special conditions.
- The student will forfeit room and board charges during the time of the suspension or expulsion from residence halls, dining halls, or the University.
- Violation of Level III terms is grounds for immediate suspension or expulsion.

SPECIAL CONDITIONS

Special conditions are those sanctions — generally, educational in nature — that can be imposed as an outcome of a judicial hearing. These special conditions may include, but are not limited to, the following:

1. A typed, single spaced paper that relates to the violation. The length of the paper will not exceed five (5) pages. This paper can be based upon researching appropriate articles, critiquing an applicable movie, or a one-on-one interview. The appropriate University official(s) will have the final determination.
2. Community Service: a student may be provided the opportunity to opt for community service in lieu of losing extracurricular privileges which are viewed as positive influences on a student's development. A specific number of hours will be assigned and must be completed by a specified date. Failure to do so results in loss of the Community Service option and the imposition of other judicial sanctions.
3. Educational Program: work in conjunction with other students and staff on the development and implementation of an educational program that correlates to the violation. The appropriate University official(s) will have final approval on the program.

4. Attend a seminar or meeting that is pertinent to the violation. Examples could be Alcoholics Anonymous (alcohol violation), visit the local fire department (fire safety violation), attend a Residence Hall Council Meeting (personal accountability), etc.
5. Personal interview: interview an official or professional on a topic that is related to the violation. Examples could be a counseling staff member (alcohol), campus police officer (personal safety), Director of Multicultural Affairs (issues of racism or phobias), etc.
6. Reparation/Replacement of University property or personal property of another individual. If University property or the personal property of another is damaged by means of a malicious act, the violator could be responsible for the reparation or replacement of the item damaged or destroyed.
7. Counseling: a student may be required to complete a mandatory number of counseling sessions, participate in an alcohol assessment, or participate in other assessments/services provided by the Counseling Center. In unique situations, a student may be required to access services at an outside source.
8. Behavioral contracts: a contract that outlines specific standards of behavior that the student will model.

FINES

The following is a summary of infractions that will incur an immediate and automatic fine:

Cleaning Charge, minimum of \$30.00

Climbing on the upper roof (machinery) or the roofs of other buildings on the property, \$25.00

Unauthorized possession and/or consumption of alcohol, varies*

Students will be responsible for costs associated with assigned programs or assessments required through judicial sanctions.

Possession of unauthorized bulk container(s) of alcohol (keg, beer ball, etc.) or alcohol paraphernalia (bongs, etc.), \$50.00/student

Failure to properly dispose of trash, \$25.00

Occupancy of a room without permission, \$25.00/day

Possession of firearms or other weapons, \$150.00

Possession or use of unauthorized key(s), \$125.00 and higher (based upon number of keys and re-cores necessary)

Removal of furniture from designated areas, 25.00 1st day, \$10.00 every day thereafter

Tampering with fire equipment, \$150.00

Unauthorized pet(s) , all necessary repair, cleaning/fumigating charges, where applicable

Unauthorized room change or improper checkout, \$30.00

Failure to return room to original set up, minimum of \$50.00

Removal of utensils, glasses, dishes and/or other items from Dining Hall,\$10.00 per item plus return of items to Dining Services

Propping open an entry door to any building or main gate, \$25.00

Providing alcohol to a minor, \$100.00

Driving on sidewalk or grass area (not approved), \$100

Failure to vacate room during fire alarm/drill or emergency, \$100

RESIDENT STUDENT RESPONSIBILITIES

CASA MENNESIANA

CHECK-IN/CHECK-OUT POLICIES

On the first day of occupancy, each student will receive an inventory of the room. This form is to be checked, signed and returned to the Program Coordinator on the first day of occupancy. Each student will be accountable for any deterioration of the room or its contents beyond normal wear and tear. At the end of

the occupancy period, the Program Coordinator will inspect the room for damages and make notations regarding the room condition on the inventory form. The student must sign the inventory form and return it to the Program Coordinator. Once all students are checked out, the Brothers' Operations Manager will make a final inspection of all rooms for damage and may make alterations to the damage billing. Students are responsible for leaving their rooms in clean condition. A cleaning fee will be assessed to students who fail to fulfill this obligation. A student must be full-time in order to live in the residence halls or apartments .

The room must be returned to its original condition and set up as when checked into. This includes general cleanliness, furniture placement, etc. Failure to do so will result in the minimum of a \$50 fine.

COOKING

Cooking in the building is extremely limited due to sanitary, electrical, and fire safety concerns. Cooking is allowed in the informal dining room due to the availability of a microwave, refrigerator and sink.

DAMAGE CHARGES

Resident students are responsible for their environment. The building is maintained for the convenience of the students and additional guests of the Brothers of Christian Instruction. Residents responsible for damages to the buildings and their facilities are charged. These charges will be made for expenses over and above those incurred by normal wear and tear. Room damages will be charged to those responsible whenever possible; otherwise, the charge will be divided equally between the occupants. Damages caused to public areas, e.g. lobby and corridors may be charged to residents of the damaged area unless the vandal 's identity is determined. Each resident should report all damage to the Program Coordinator immediately.

DECORATIONS

Students are not permitted to attach decorations to the walls in the Casa Mennesiana facility. Items are not permitted to be hung from the ceiling. The student assumes full responsibility for removing all marks and paying for damages if marks cannot be removed.

ELECTRICAL APPLIANCES

The additional items listed below are permitted in the rooms:

- Radios
- Fans
- Clocks
- Computers
- Hair dryers/curling irons

Due to safety considerations, the following items are prohibited from the residence halls:

- Portable heaters
- Halogen lamps
- Hot plates
- Candles
- Propane grills
- Incense
- Toaster ovens

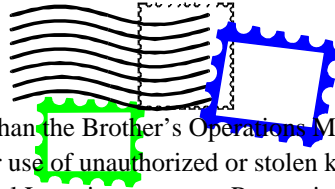
FURNITURE

Lounge TVs and furniture are for everyone 's benefit. They are not to be removed from lounges. Removal will result in a \$25 fine (\$10 per day thereafter) plus judicial action. Removal of furniture (beds,

chairs, desks, etc.) from other areas will result in severe judicial action, plus a \$25 fine. All furniture that is in your residence room when you arrive must remain in that space. Storage space is not available. Furniture may not be removed from a residence room at any time and used outdoors.

GUEST POLICY

The Brothers of Christian Instruction have mandated that Walsh University students and staff are not permitted to bring guests onto the property without prior approval from the Brother's Operation Manager and the Global Learning Program Coordinator. Unauthorized guests will be removed immediately and will result in immediate judicial action. Repeated violations will result in removal from the Global Learning program.



KEYS

The reproduction of keys by anyone other than the Brother's Operations Manager or his designee is a violation of University policy. The possession or use of unauthorized or stolen keys will be grounds for judicial action, including removal from the Global Learning program. Possession of unauthorized keys will lead to lock changes and the resulting charges. Lost keys should be reported immediately. The student is financially responsible for replacement of keys and core unless it can be verified that the keys were stolen. Keys may not be given to any individuals not affiliated with Walsh University.

MUSICAL INSTRUMENTS

Musical instruments are not to be played on the residence floor at any time. Students who need to practice their music are encouraged to identify other locations so that the student environment of the hall is not compromised.

PRACTICAL JOKES/WATER FIGHTS

Individual or group behavior which leads to actual or potential damage, harassment, accident, or injury to University or personal property is not permitted. Students who engage in such behavior will be expected to assume responsibility or restoration of any University or personal property damaged or soiled as a result of this activity.

PRIVACY

Privacy hours, designed to provide adequate privacy, are times when students can expect their personal areas of residence to be free from the presence of members of the opposite sex. Personal areas are defined as individual rooms. Residents wanting to visit with students or guests of the opposite sex may do so in the common areas of the building on the first floor or basement level. Common areas are defined as lobbies, lounges, study rooms and the informal dining room. Privacy hours are midnight to 8 a.m., Monday through Friday mornings, and 2 a.m. to 9 a.m. Saturday and Sunday mornings.

Any changes in privacy hours over long weekends and other vacations will be posted in each hall. If no postings are made, the hours will remain as stated above.

QUIET HOURS/COURTESY HOURS

Building quiet hours are 9 p.m. to 9 a.m. of the following day. As a guideline, during quiet hours, noise from your room should not be heard approximately three residence hall doors away (or an approximation of that distance) from your room. The remainder of the day is regarded as "courtesy hours" where excessive noise, including loud stereos, are unacceptable.

Residents are also responsible to ensure their noise violations do not exceed appropriate levels. Priorities must be established which promote an environment conducive to social responsibilities and

academic achievement. For this reason, students are expected to respond to the requests of fellow students when their behavior is noisy, disruptive or otherwise fails to recognize these priorities. Failure to respond to these requests will result in disciplinary action.

ROOM CHANGES

Room and roommate changes are discouraged, but, at times, may be necessary under certain conditions. Trying to resolve the conflicts should be a resident's first step. If no resolution is reached, the resident should talk to the Program Coordinator who will discuss the situation and help explore options. The Program Coordinator will decide whether a room change is warranted.

ROOM INSPECTION

Room inspections may be made at the discretion of the Global Learning Program Coordinator. The University reserves the right to enter student rooms for the purpose of inspecting the premises when an authorized agent of the University has reasonable belief including, but not limited to, the following:

- 1) That an occupant of the room may be physically harmed or endangered.
- 2) That University property needs inspection.
- 3) That maintenance, sanitation, and/or repair is necessary.
- 4) That a violation of Federal, Local, or University regulations is occurring.

The Campus Life Staff has the responsibility to respond to situations, including emergencies, which threaten the wellbeing of students or University property. This policy enables staff to pursue violations of University policy and complete maintenance responsibilities.

A room search will not be made unless a search authorization has been obtained for the Vice President of Student Affairs or his designee. If possible, the University will not search a student's room unless accompanied by the occupant or an authorized representative. If a situation arises that demands an immediate entry and/or search, a University official may exercise that right.

SPORTS/GAMES

Under no circumstances are students to be engaging in any kind of sport activity in the residence halls, i.e. dribbling basketballs, playing golf, throwing a frisbee, etc. This behavior can present a significant health and safety concern, as well as impact the environment for other students.