



**Student Handbook
2024-2025**

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MISSION STATEMENT

Clarke University is a Catholic academic community that believes learning is lifelong and life changing. We inspire intellectual curiosity, cultural engagement, professional preparedness, spiritual exploration, and a commitment to contributing to the common good in a global society.

CORE VALUES STATEMENT

Clarke University is a learning community that lives by four core values: Education, Charity, Justice, and Freedom. These values emanate from our founder Mary Frances Clarke, the Sisters of Charity of the Blessed Virgin Mary, and those who follow their example to provide learning experiences that are relevant and forward looking.

EDUCATION:

As a community seeking wisdom, we help all to appreciate learning opportunities that enable persons to reach their full potential.

CHARITY:

As a community seeking to welcome all, we contribute to the well-being of others and the common good.

JUSTICE:

As a community standing with others, we strive to create a society that recognizes the dignity, equality and rights of all people and to respond faithfully to one another.

FREEDOM:

As a community seeking to live authentic lives, we invite all to be open to God's love and to be true to their best selves.

CLARKE HISTORY

Clarke University has moved into the century with a long and impressive tradition of excellence in education. Established in 1843, the university is named for an Irish woman, Mary Frances Clarke, who founded a congregation of religious women, the Sisters of Charity of the Blessed Virgin Mary (BVMs). When the community arrived in the river town of Dubuque in 1833, it was pioneer territory; though the city has changed radically in succeeding years, its vibrancy and Mississippi River beauty continue.

The antecedent institution of Clarke University, St. Mary's Academy, was established in 1843 by BVM sisters, three years after Iowa became a state. After occupying several locations in its early years, the school was re-named Mount St. Joseph Academy and moved permanently in 1881 to its present location. The academy became St. Joseph College, a liberal arts institution, in 1901 and was chartered by the State of Iowa in 1910. First accredited by the North Central Association of Colleges and Secondary Schools in 1918, the institution was named Clarke College in 1928. Clarke changed its name to Clarke University on August 1, 2010.

In 1884, Mary Frances Clarke wrote to her community of sisters almost all of whom were teachers: "Let us...keep our schools progressive with the times in which we live... In teaching, we must...endeavor to make (students) think." These directives of over a century ago have continued to inspire a faculty and staff of dedicated women and men to offer a challenging and growth-producing education to all Clarke students.

Academic excellence has persisted as a goal in a variety of new programs and degrees that have been developed over the years. Graduate studies were added in 1964 and evening programs for non-traditional students began in 1968. In 1979, the university became a co-educational institution, admitting both women and men in full-time undergraduate programs.

On May 17, 1984, a devastating fire destroyed four historic campus buildings. Undaunted by the disaster, students hung a banner the next day proclaiming, "Clarke Lives!" This spirit sustained the university community through a period of vigorous rebuilding. In October 1986, a dedication was held for a new library, music performance hall, chapel, campus store, administrative offices, and central atrium, which now constitute the core of the campus. In more recent years additional buildings were added to accommodate a growing student population: a recreation and sports complex in 1994; a student apartment building in 1998; and the Student Activity Center in 2000; and the Center for Science Inquiry in 2013.

Throughout its growth and change, Clarke University has been "progressive with the times." As new programs have developed, faculty has continued to challenge and support students, who are the heart of the institution, in their intellectual and personal growth. In an institution known for its long tradition of excellence in education, students, faculty and staff work together to maintain and strengthen that heritage.

CLARKE UNIVERSITY CAMPUS AND FACILITIES

Clarke's 55-acre campus is situated in a quiet residential area in the city of Dubuque. Our unique blend of modern architecture and historic buildings symbolizes the university itself; a long history of educational excellence combined with a commitment to providing cutting-edge technology and innovative programs.

- **CATHERINE DUNN APARTMENTS (CDA)**
Named after Clarke's 14th president, the Catherine Dunn Apartments, completed in 1998, contain 16 apartment suites and can accommodate up to 96 students. Each unit contains six bedrooms, two bathrooms, and a common living/dining/kitchen area.
- **CATHERINE BYRNE HALL (CBH)**
Catherine Byrne Hall is the main classroom building which houses the Alumnae Lecture Hall, faculty offices, planetarium, language laboratory, science laboratories, nursing multimedia center, gross anatomy lab, and multimedia physical therapy classroom.
- **ELIZA KELLY HALL (EKH)**
Eliza Kelly Hall was completed in 1908 and is named for a member of Clarke's founding community. Eliza Kelly Hall, originally called the Fine Arts Building, is the home to art studios, electronic graphic design studio, computerized drama set and scenery lab, music studios, music practice rooms, faculty offices, classrooms and a sculpture garden.
- **JACK AND ROSEMARY GANTZ ATHLETIC PRACTICE FACILITY**
The off-campus athletic practice complex on Cedar Cross Road has more than 14,400 square feet. It serves as an indoor practice area for athletics, workspace for coaches, equipment storage and space for athletic camps.
- **JANSEN MUSIC HALL (JMH)**
Jansen Music Hall, which can seat 235, is an impressive performance hall that features state-of-the-art acoustics for music department productions, cultural events, lectures and music classes. The hall is named for long-time trustee and friend of Clarke, Evangeline K. Jansen.
- **KELLER COMPUTER CENTER (KCC)**
Keller Computer Center, named for Mary Kenneth Keller, BVM, who founded Clarke's computer science program in 1965, provides computing and telecommunications support to the students, faculty, and staff members of the Clarke University community.
- **MARIE MISKE CENTER FOR SCIENCE INQUIRY (CSI)**
The Marie Miske Center for Science Inquiry (CSI) opened in the fall of 2013. The three-story building is located on Clarke Drive and is connected to Catherine Byrne Hall. It provides state-of-the-art lecture and laboratory space for the natural sciences programs.
- **MARY BENEDICT HALL (MBH)**
Mary Benedict Hall was built in 1965 and is named for Mary Benedict Phelan, BVM, who served as president of Clarke from 1957 to 1969. It was originally known as West Hall and houses approximately 230 students. Mary Ben, as it is called, is a traditional style hall with mostly double rooms, common area showers and bathrooms on each wing, sinks in rooms, laundry on the lower level, roof top deck. The Lion's Den game and activity space is located on the lower level.
- **MARY FRANCES HALL (MFH)**
Mary Frances Hall was built in 1924 to house over 125 students and was named for foundress Mary Frances Clarke, BVM. Designed by a student of Frank Lloyd Wright, the hall has a character all its own. Today, it houses approximately 100 upper-class students. Located on the renovated first floor, the Stoltz Student Life Wing houses the offices for athletic administration staff, athletic coaches, and Student Engagement including staff offices, the Clarke Activities Board (CAB), and multicultural center.
- **MARY JOSITA HALL (MJH)**
Mary Josita Hall was named in honor of Mary Josita Boschnagel, BVM, superior general and president of the Sisters of Charity of the Blessed Virgin Mary from 1943 to 1955. Originally built in 1955 to house 220 students, it now houses approximately 160 students on four floors, the Clarke Student Association (CSA) Lounge and Student Organization Room. The main floor includes the office of student life, conference & events office, and the Mary Jo Marketplace and Lounge. The hall's ground level includes the Dining Hall, CUpboard, safety and security, residence life offices and the Wellness Center including campus ministry, life coaching and counseling services, and health services.
- **NICHOLAS J. SCHRUP LIBRARY**
The Nicholas J. Schrup Library is home to a variety of services in addition to library books and online resources, including the library's book collection, and librarian offices. On the lower level you will find the Margaret Mann Academic Resource Center (MARC), which offers support for writing, reading and learning strategies, and academic accommodations. The Advising Center and Career Services are also located on the lower level. These resources are housed on the second floor: the Instructional Resource Center (IRC), the Music Library, the Clarke Archives, and the O'Connor Rare Book Room.

- **QUIGLEY GALLERY**
Quigley Gallery features art exhibits throughout the academic year, including those by faculty, students and guest artists from around the world.
- **R.C. AND CELESTE WAHLERT ATRIUM**
The prominent Wahlert Atrium, a 56-foot-high glass structure, is considered the main entrance to the university and is the scene for many campus activities, including special dinners, dances and cultural events. The Atrium complex contains the Haas Administrative Offices, including the admissions office, financial aid, registrar's office, student accounts, business office, Lott Board Room, president's office, marketing and communication, institutional advancement, and adult and graduate studies office. The Schrup Library, Music Education Lab, Jansen Music Hall, the Electro-Acoustic Music Studio, Art Print Studio, Two-Dimensional Art Studio, Quigley Gallery, and Sacred Heart Chapel are also within the Atrium complex.
- **ROBERT AND RUTH KEHL CENTER (KEHL)**
The Robert and Ruth Kehl Center is Clarke's sports/recreation complex. The 54,000-square-foot facility houses three basketball/volleyball courts, one racquetball court, 1/10th mile elevated running track, locker rooms, trainer's room with whirlpool, weight room, athletic offices, conference room and the Allendorf Classroom. Adjacent to the Kehl Center is the Physical Activity Center (PAC), dance/aerobic area and fitness area, and the Nicklaus Fitness Center weight room.
- **SACRED HEART CHAPEL**
Sacred Heart Chapel is the location for liturgy, ecumenical and spiritual events, or individual prayer and contemplation.
- **STUDENT ACTIVITY CENTER (SAC)**
Clarke's Student Activity Center, completed in January 2000, contains Café 1843, Whitlow Campus Store, Barwick Eppel Mail Center, Conlon E-Sports Room, Gallagher Lounge and Kehl Terrace. The activity center is the location for a wide variety of activities such as dances, concerts, comedians and other student gatherings.
- **TERENCE DONAGHOE HALL (TDH)**
Terence Donaghoe Hall, Clarke's 600-seat theatre, is the main venue for drama productions as well as numerous major university events, such as Arts at Clarke performances.
- **WAHLERT SPORTS COMPLEX**
The Wahlert Sports Complex consists of Burrows Field (competition field), A.Y. McDonald Athletic and Recreation Field (practice field), terraced seating area and the John & Jane Kiefer Athletic Operations Center (event and storage building).

DIVISION OF STUDENT LIFE

In alignment with the Clarke University mission, and in the spirit of the BVM Core Values, the division of student life partners with the academic community to facilitate the growth of the whole student.

Student Life departments strive to provide learning opportunities, role models, services, and facilities that challenge and support students in reaching their fullest potential, resulting in the development of skills that are transferrable to future career, social, and civic responsibilities.

Vice President for Student Life

The vice president for student life is the university official charged with supervising and coordinating the offices and programs within student life areas, including athletics, campus ministry, commuter life, health services, intercultural programs, life coaching and counseling services, orientation, residence life and student engagement. The vice president for student life serves as the contact with parents, spouses and families in emergencies, and is available for consultation and referrals.

Athletics

Clarke University believes that the purpose of intercollegiate athletics is to provide each student the opportunity to develop as a whole person in the pursuit of fulfilling individual and team potential. The university strives to promote an environment that fosters academic success, discipline, and leadership in a spirit of sportsmanship.

The Clarke athletic program is nationally affiliated with the National Association of Intercollegiate Athletics (NAIA) and competes in the Heart of America Athletic Conference and the United States Bowling Congress (Clarke fields teams in baseball, basketball, bowling, cross-country, cheer and dance, esports, football, golf, lacrosse, soccer, softball, track and field, and volleyball.)

The intramural program offers structured sports competitions, aerobic, recreational and outdoor activities for all members of the Clarke community.

Athletic Facilities

Robert and Ruth Kehl Center

Named in honor of Robert and Ruth Kehl, the Kehl Center is the heart of Clarke's recreational facilities. The center contains 54,000 square feet of space housing three basketball/volleyball courts, one racquetball court, a cardio room, an elevated jogging track, offices, a training room, and a classroom. The lower level of the Kehl Center houses an athletic weight room, athletic taping room, and locker rooms. The cardio room features stair climbers, a recumbent bicycle, treadmills and various machines. The Nicklaus Fitness Center weight room is located adjacent to the Kehl Center. It provides a circuit of Matrix and Life Fitness equipment in addition to leg press, multi-hip, leg extension, leg curl, lat row, and lat pull-down machines as well as a bench press station, adjustable incline, power rack, and various free weights. Hours are posted and published in the building's bulletin.

Clarke University Burrows Athletic Fields

To the north of the Robert and Ruth Kehl Center are two artificially turfed fields for competition and practice, primarily for soccer, lacrosse and football. The fields are also used for others sports and recreational activities.

Jack and Rosemary Gantz Athletic Practice Center

Located on Cedar Cross Road in Dubuque, the Jack and Rosemary Gantz Athletic Practice Center houses 14,400 square feet of indoor space for indoor athletic practices primarily for baseball, softball, track, and lacrosse.

Off Campus

Clarke University practices and competes at venues located off campus including A.J Spiegel Park (baseball), Veteran's Memorial Park (softball), Diamond Jo Casino Cherry Lanes (bowling) and Dalzell Field (football and track).

Physical Activities Center (PAC)

The PAC is located adjacent to the Kehl Center. It is an auxiliary gymnasium and provides areas for basketball, dance and aerobic activities.

Wellness Center

The Wellness Center at Clarke University was created to enhance the student's educational experience by promoting wellness of mind-body-spirit and empowering students to make informed and intentional choices regarding their overall health and well-being. The Wellness Center includes the offices of Campus Ministry, Life Coaching and Counseling Services, and Health Services. The Wellness Center is located at the ground floor level of Mary Josita Hall and contains the following:

- The Self-Center is a relaxation room with massage chairs, happy lights, soothing music with nature scenes.
- The Foley Lounge is a faith-centered lounge area used for programs, meetings and activities, with board games, study tables, and a television.
- The Fitness Studio and Cardio Room offer spaces for physical wellness, including a large fitness activity room with television and sound system, and cardio fitness machines.
- Silent Prayer and Meditation Room and is open from 7am -- 9pm. It is not for programs or group use; seating is limited to 4 people

Campus Ministry

The Office of Campus Ministry's mission is to embody the school's Catholic faith and BVM core values by walking with students, faculty, and staff in their personal journey of faith. We welcome people of all faiths to deepen their faith experiences through our programs and activities, when appropriate. We provide contacts for those seeking worship services and experiences within their own faith traditions that are not available on a Catholic campus.

Campus Ministry staff are available during normal business hours Monday through Friday and by appointment outside of normal business hours. You contact them by phone, email, or on Teams to meet and talk about life - such faith or spiritual questions, grief or loss, or life celebrations to name a few. Campus Ministry is also present in the spaces it provides on campus for spiritual and physical renewal.

The Sacred Heart Chapel

This Chapel is available for silent prayer or meditation to the campus community. Catholic Mass is held here on Sundays at 5pm and on Tuesdays at 12:25 pm during the academic year. It is located next to the Atrium and across from the Art Gallery and it is open whenever the Atrium is open. Please check the Campus Ministry site ministry.clarke.edu and Source pages for on and off campus worship opportunities. If you need help finding a place to worship, please contact Campus Ministry.

Health Services

Health Services promote health in body and mind while assisting students to be successful at Clarke University. By maintaining good health, students are better able to succeed academically and learn balanced independent life skills. Students are served through direct services, referral, and health education.

A registered nurse from 8:30 a.m. to 3:30 p.m. Monday through Friday staffs the Health Services office. A Student health form should be completed and can be found online. A copy or record of immunizations is requested from each student and kept on file in the health services office. We function under HIPPA guidelines, and all health services are completely confidential. No medical information will be released without student written permission.

If a student has any chronic health issues, be sure to have those supports in place before beginning class in the fall. Some students continue treatment with physicians from home, while others transfer their care to professionals in Dubuque. We do not give allergy shots. If you need assistance, please call Health Service directly (563-588-6374).

Please bring and carry with you an Insurance Card. Contact your insurance plan before you arrive to check for providers that are covered in the Dubuque area. Not all Insurance carriers have a network of providers in Dubuque, so plan for this. If you need assistance, please call Health Services directly.

Life Coaching and Counseling Services

The Staff of Life Coaching and Counseling Services are here to assist students in their pursuit of balanced lives as they strive for academic, personal, and intellectual growth. For many students, this is a time of new challenges as they learn to balance academics, work, and athletics with leisure activities, relationships, and quiet time. Taking the time to address these issues in a comfortable and confidential setting can have a positive impact on your academic, athletic and relationship success at Clarke University.

One predictable aspect of life is change. The college years are often a time of transition and adjustment to all kinds of changes. Many students are away from home, meeting new people, and getting used to different social dynamics. New demands in time can challenge even the most organized students. Homesickness can be very upsetting for new students, while sadness over leaving friends and uncertainties about future plans can plague upper class students. Increased responsibilities and balancing new choices can create anxiety and confusion. It is important to remember that all of these things are a normal part of change and growth. Intermittently struggling through these issues, as well as making peace with old issues, is a very normal and healthy part of growing as a person. Life Coaching and Counseling staff members are here to offer support to students during this time of new experiences and growth. We can help students better understand their individual patterns of interacting with others as well as time management styles to help them maximize their own resources. Addressing these kinds of concerns earlier in the academic career can help most students have a more satisfying college experience.

At Clarke University, seeking help when concerns have become overwhelming is a sign of strength and integrity, rather than an admission of failure. We commit to helping our students determine the best course to achieve their desired life. If the student's needs ever exceed the scope of the services we provide, we will do our best to assist in making a referral to appropriate mental health, substance abuse, or other off-campus resources as needed.

Office of Student Engagement

The Office of Student Engagement promotes personal and intellectual growth, global awareness and cultural competency through social, cultural, recreational and leadership programs. The office coordinates new student orientation, leadership development, commuter life, campus-wide programming, student organization involvement, and Peer Mentor program. The office oversees the Student Activity Center, Multicultural Center, and advises the student government (Clarke Student Association) and campus activities board (Clarke Activities Board).

CONNECT

A four-day program designed to welcome new traditional-aged freshman and transfer students precedes the first day of classes in the fall semester. New students learn about Clarke's services and programs, meet with academic departments, and have fun through a variety of social activities. Parents are invited to join us on Thursday to learn about services and programs and have opportunities to meet faculty, administrators and staff. Upper-class students are selected each year to serve as Tuckpointers to assist new students and parents as they transition to life at Clarke. More details can be found online: www.clarke.edu/connect.

Commuter Life

The office of student engagement is charged with developing and maintaining supportive programs and events for the development and advancement of commuter students. If in need of assistance, or have a concern or suggestion, please see the Dean of Student Engagement or the Office of Student Life.

Intercultural Programs

In an increasingly diverse American society and in the midst of a growing sense of global awareness, students and graduates will be called upon to interact with people of many abilities, races, cultures, and backgrounds. Clarke University strives to foster an environment which encourages the development of cultural appreciation, social responsibility, and the acceptance of diversity. This office advocates for students with marginalized identities and international students, and supports advisement of identity-based and cultural student organizations. The Black Men's Leadership Society is coordinated by this office.

Involvement Opportunities and Student Organizations

Clarke students are encouraged to be involved in co-curricular activities, student organizations and events that are social, cultural, intellectual, spiritual and recreational. There are a variety of groups and organizations that provide leadership opportunities for students.

Music/Performing Arts

Clarke Cantabile Singers
Clarke Collegiate Singers
Clarke Melos
Drama Productions
Brass Ensemble
Jazz Ensemble
Woodwind Ensemble
New Music Ensemble
Clarke-Loras Chamber Orchestra

Leadership Opportunities

Campus Ministry Interns
Clarke Admissions Student Team (CAST)
Clarke Student Association (CSA)
Class Senators

- Senior Class (2025)
- Junior Class (2026)
- Sophomore Class (2027)
- First Year Class (2028)

Peer Mentors
Resident Assistants (RAs)
Tuckpointers (Orientation leaders)

Student Organizations

Africa and the Diaspora Student Union (ASU)
Biology Club
BSU B.L.A.C.K. Student Union (Building Love Amongst Cultures for Knowledge)
Ceramics Club
Clarke Activities Board (CAB)
Clarke Association of Nursing Students (CANS)
Clarke Association of Student Athletes (CASA)
Clarke Bible Club
Clarke Inclusive Games
Clarke Organization of Student Physical Therapists (COSPT)
Clarke Student Association
Clarke University Dance Marathon (CUDM)
Future Young Professionals (FYP)
Hispanic Student Union (HSU)
LGBTQIA+ Alliance
Makers Pride Sew Club
Math Club
Military and Veterans Organization
Psychology Club
Queen In You
Sport Management Club
Teachers for Tomorrow
The Clarke Cast & Crew

Student Government

Every student who pays a student activities fee is a member of the Clarke Student Association (CSA). The leadership of CSA is the Senate. The Senate is comprised of elected positions including four executive board officers and four class officers per undergraduate class. The Senate meets regularly during the academic year. Students serve on various campus committees. A copy of the CSA Constitution is available on the Clarke Student Association website.

Student Publications

The opportunity to work on campus publications is open to all students. Media serving the university community include the *Tenth Muse*, an annual literary publication and the Clarke Crux, interactive media for students by students.

Traditions

Annual activities and traditions include Convocation and Tree Planting, Family Fun Days, Homecoming, Christmas Dinner, Holiday Tree Lighting, Clarke Fest, and the Honors Banquet.

Convocation and Tree Planting

Convocation is an assembly, which introduces the new school year for all students. This is a formal academic event with full academic procession of administration and faculty. New students are presented with a tassel and plant a class tree. The graduating students name their tree.

Cultural Events

Each year, the Arts at Clarke Series brings internationally known performers to the Dubuque community. Performers from across the country and around the world are guests of the university. The series also includes outstanding performances and exhibits by Clarke's art, drama and music departments. The Mackin-Mailander Lecture Series brings distinguished speakers to campus for presentations on current issues.

Fine Arts Events

The art department sponsors art exhibits in Quigley Gallery 1550 by faculty, students and visiting artists from around the world. The music department presents several concerts each season. Faculty and student performances and recitals are an important part of the season. The music department invites all interested Clarke students regardless of major to audition for its vocal and instrumental ensembles. Ensembles include Clarke Collegiate Singers, the Clarke Cantabile Singers, the Clarke Wind Ensemble and other instrumental chamber groups. For additional information about any of these ensembles contact the music department.

Residence Life

Living in campus residence halls plays an integral role in growing and developing emotionally, intellectually, and socially while at Clarke. This living opportunity provides potential for learning how to balance your rights as an individual to act, speak, and live as your conscience dictates, with your responsibilities to create a respectful, engaged, courteous living environment as a member of a community. When you sign your Housing Contract you agree to abide by a certain set of expectations that are necessary for the safe and smooth operation of the halls, and to the development of an environment conducive to learning. Information on specific and general policies is listed in other sections of this handbook. You also accept a certain degree of responsibility for your community. We ask you to respectfully voice your objections when others infringe on your rights, to work with staff and other residents to establish the necessary norms and standards for living together, and to assist staff in their efforts to hold residents accountable to those norms and standards which you are expected to help create and live by.

Residence Life Staff

The residence halls are staffed with resident assistants (RAs). RAs are student staff that live on the floor. They have been selected based on their leadership characteristics and knowledge of the resources on campus. If you need assistance, or have a concern or suggestion, your RA is a good person to see. RAs are responsible for facilitating a community atmosphere, ensuring that community standards are upheld, and residents are encouraged to take responsibility for their actions. RAs also act as a referral agent for students to other campus resources.

RAs are supervised by the Director of Residence Life and the Assistant Director of Residence Life who are trained to work with students. They wear many hats—educator, counselor, manager, disciplinarian and problem solver. You will have the opportunity to meet the staff during the year as they manage all services and programs for your residence hall. Residents should stop by the Office of Residence Life with maintenance or housekeeping concerns, key problems, suggestions and ideas, or meet with their RA.

GENERAL RESIDENCE HALL INFORMATION AND POLICIES

- i. **Abandoned Property:** Any personal items abandoned after the student moves out will be disposed of or donated after 30 business days.
- ii. **Air Conditioners:** Personal air conditioning units are prohibited. Air conditioners may only be used in any hall for medical reasons. A student may request the use of an air conditioner by submitting documentation to the Residence Life Office from his/her doctor that clearly states the health condition and the reason the student needs an a/c unit installed in their room. If permission is granted, the facilities management office will determine if installation can be provided in the current room, or if the student may need to be moved into a different room with an existing unit.
- iii. **Alcoholic Beverages:** Please see page 42 of the Student Handbook.
- iv. **Appliances & Electrical:** The use of electrical appliances should be limited so as not to cause issues of fire and/or power failure due to overloaded circuits.

- Small refrigerators of no more than 4.0 cubic feet and microwaves up to 1,100 watts are allowed in rooms.
 - Appliances having an open flame, burner or heating element (i.e., hot plate) are not permitted. Examples include but are not limited to George Foreman Grills, Pizza Pizzazz, Halogen lamps, and toasters.
 - 14-gauge extension cords or power strips that are equipped with a circuit breaker should be used. Do not walk on extension cords or lay them under carpets. This can cause excessive heat and/or damage to the wires. Ask your RA if you have questions about appliances or need assistance.
- v. **Bicycles:** To prevent hazards in the halls, bicycles may be stored only in designated areas. They may not be stored in stairwells or chained to railings or furniture. Motorbikes or motor scooters are not permitted in the residence halls.
- vi. **Candles/Incense:** Use of any type of candle or possession of a candle that has been lit and burned, simmering of potpourri or incense are not permitted in student rooms. If using a candle warmer, candles must have wicks removed. Violation will result in confiscation of contraband item(s) and possible disciplinary action.
- vii. **Compliance with Staff:** Residents are required to follow all directions issued by authorized representatives of the university, including the Director of Residence Life, Assistant Director of Residence Life, Resident Assistants (RA), and security personnel.
- viii. **Computers and Internet:** Student-owned computers may be connected to the university network WI-FI network using Clarke credentials. Call the help desk at 563-588-6390 for any assistance with your computer. (See "Internet/E-mail" in the *Service and Facilities* section). All student-owned computers must be certified by the computer center each year. The online certification process is prompted the first time you attempt to access the university network.
- ix. **Consolidation:** The University reserves the right to consolidate rooms to full occupancy. Students are assigned to double occupancy rooms under the assumption the room will be occupied by two people unless alternative arrangements are made. If any one or more vacancies occur in multiple occupancy quarters, the remaining student(s) agree to:
 - accept other roommates, as assigned.
 - move into other quarters, as assigned. or
 - pay an increased rental rate based upon new occupancy.
- x. **Damages:** Residents are responsible for the condition of their room and door. Any damage, other than normal wear and tear, will be assessed and billed to the student. At the end of the academic year, charges are assessed for damage and loss through yearend inspection and checkout procedures. Charges are billed to individual student accounts. For students not returning the following year (graduating or withdrawing), such charges are deducted from their deposit and if the charges exceed the amount of the deposit, the difference is billed to the student's account. -

Common area damages: Students are responsible for any loss or damage to the furniture, furnishings, equipment, buildings or grounds of Clarke University whether caused by the student or that student's personal guests through their careless, accidental, or intentional actions. Residents are required to report any loss or damage witness or in which they are involved to the RA or Director. When the loss or damage cannot be clearly identified as the responsibility of any individual or specific group of individuals, the assessed charges for this loss or damage can be charged to the residents of a hall/floor/wing as determined by the Residence Life.
- xi. **Disposal of Garbage and Recyclable Materials:** It is expected that you will follow the guidelines for discarding trash and recyclable materials. Dumpsters are located behind the residence halls – one for the disposal of garbage and the other for recycling. Each resident is responsible for disposing of his/her trash and recyclable materials. No trash or recycling is to be left in the common areas, bathrooms or hallways. A fine of \$25 per item not properly disposed of will be assessed. Each residence hall room is supplied with a recycling bin. The following items should be placed in your recycling bin, and then discarded into the recycling dumpster near your hall:
 - a. Paper (All types)
 - b. Cardboard
 - c. Aluminum cans. NO glass.
 - d. Plastic containers coded 1-5 & 7
 - e. Washed out metal food cans and aluminum foil

For a detailed list of what can and cannot be recycled please visit: <https://www.cityofdubuque.org/238/Recycling>
- xii. **Drugs:** The use, possession or sale of illegal drugs, controlled substances and drug paraphernalia are not permitted. Violations of this regulation may result in suspension from the university and referral to the Dubuque Police Department. Please see page 46 of the Student Handbook.
- xiii. **Emergencies:** Report any emergency to Security at 563-588-6393 and to the RA on call.
 - a. **Fire** - When the fire alarm sounds, leave the building immediately via the nearest stairwell exit. Do not use the elevator.
 - i. If you should happen to be away from your room when the alarm sounds, do not return, but leave the building via the nearest exit. Tampering with fire equipment including fire extinguishers, exit signs, smoke detectors, fire alarms and fire doors is a serious violation of law and university regulations.
 - b. **Medical** - Medical emergency assistance can be requested by dialing **911**. For nonemergency medical attention please call Security at 563-588-6393. If you call 911 please call campus security right away to alert them.
 - c. **Tornado** - In case of a tornado, residents are to move to a lower-level area, preferably underground, away from glass and other potentially dangerous objects. When there is severe weather, check the local weather website or app for updates. Designated shelter areas can be located on page 38 of the [Clarke Emergency Response Guide](#).
- xiv. **Fireworks:** Because of the serious threat to individual safety, firecrackers, cherry bombs, smoke bombs, and other similar devices are strictly prohibited on campus.

- xv. **Fire Alarms and Fire Safety Equipment:** Fire safety is everyone's concern every day. Students must be aware of the location of fire safety equipment. Specific instructions for fire evacuation are posted in each hall and may be obtained through the Residence Life Office. It is required that students evacuate the building whenever an alarm sounds. If it is safe to do so, staff may enter rooms to ensure residents have evacuated the building. Students who ignore the evacuation instructions may be subject to conduct proceedings. Residence Life has one fire drill per semester.

All rooms have smoke detectors connected to the building fire alarm system. Extreme care should be taken not to bump into fire safety equipment, thus setting off the fire alarm and necessitating the evacuation of the building. Do not hang anything from or place anything over the heat sensor/smoke detector/sprinkler.

Activating or tampering with emergency equipment such as fire extinguisher, fire alarms, smoke detectors, heat sensors, sprinklers and/or emergency exit signs is prohibited by state law and the Student Code of Conduct and will be handled by and turned over to law enforcement in addition to a referral to the student conduct process. Fines of \$500 or more may be assigned.

- xvi. **Furniture Removal:** Students may not place furniture from their rooms in hallways, bathrooms, study rooms, trunk rooms, or lounges. Students will be billed the replacement value for pieces of furniture not present at checkout. Moving lounge furniture to your room is considered theft and may result in disciplinary action or fine.
- xvii. **Grills:** Personal grills are prohibited from usage. The Director of Residence Life may designate specific areas for grill usage in the event of a special occasion; however, approval must be provided prior to usage
- xviii. **Housing During Break Periods:** All students will be required to complete a supplemental housing contract with the Director prior to the beginning of the periods in which university residence halls are closed. An additional fee may be applied to the student's account for on-campus housing. For security reasons, it is imperative that no student remains on campus during breaks without prior approval.
- xix. **Insurance and Personal Property:** Clarke University does not assume liability for the loss, damage, or theft of personal property. Residents wishing to protect themselves from the possibility of losses should consider purchasing an insurance policy or ensure their parent's insurance policy includes a residence hall room.
- xx. **Laundry:** Washers and dryers are located in each hall for your use, free of charge. Report any washer/dryer issues to the Residence Life Office. You should not leave personal belongings unattended in the laundry rooms. Clarke University is not responsible for lost, stolen, or damaged items.
- xxi. **Lofts:** All rooms have loftable beds. No homemade lofts are permitted. Loftable campus furniture must be returned to the fourth notch from the bottom prior to check-out or a \$50 fine may be assessed.
- xxii. **Noise/Quiet Hours / Courtesy Hours:** Our goal is to provide residence halls where a student's right to sleep and study is given priority. During periods designated as quiet hours, no noise should be audible outside the closed doors of a student's room. On the nights that precede class days, quiet hours will begin at 10 p.m. and will continue until 10 a.m. the next day. On those nights that do not precede class days, quiet hours will begin at midnight and will continue until 10 a.m. the next day. As a group, wings/floors may decide to extend quiet hours. Quiet hours remain in effect from midnight on Friday preceding final examinations until the conclusion of the examination period. Students found violating quiet hours may be required to leave housing immediately. Courtesy hours are defined as times when activities that might produce noise are limited out of courtesy toward other students. Courtesy hours are 24 hours a day, seven days a week. Residents should confront violations of this policy first. If unsuccessful, contact the RA on duty. Residents responsible for excessive noise and/or disruptive behavior may be required to remove stereos or other equipment from campus. If you bring a stereo to campus, you should bring headphones as well.
- xxiii. **Pets:** For reasons of health and sanitation, pets/animals of any type, except fish and those trained to assist persons with a disability, are not permitted on any of the residence halls/floors. Fish tank capacity may not exceed ten (10) gallons per room. For any questions regarding emotional support animals or service animals, please contact the Residence Life Office.
- xxiv. **Posting and Decorating:**

a. Personal Room

Residents are encouraged to add a personal touch to their rooms. Students are encouraged to use poster putty, 3M hooks, or masking tape to hang items on walls. Any damage to your room caused by decorations will be assessed and charged to the student's account. Students may be asked to remove any offensive décor as determined by the Director of Residence Life.

i. The following items are **not** allowed as room decorations, or for use in decorating your room:

1. Painting in any residence hall space, public, private or otherwise
2. Double sided carpet tape, duct tape; decals, bumper stickers or contact paper to cover university furniture or property
3. Screws, nails, thumb tacks or pins, hooks in walls, ceilings or woodwork
4. Any stolen property, such as street signs, mile marker signs, etc.
5. Fresh cut (Christmas) trees

b. Common area

No decorations or furnishings of any kind are allowed in the stairwells. In hallways, posters may be affixed to the wall, in such a manner so as not to damage the wall. Displays of offensive materials, drug paraphernalia, and alcoholic beverage signs are not permitted in public areas including room doors and hallway walls. No personal strings of lights, extension cords, or other decorations may be strung along, or across the ceiling, or floor of any hallway. No decorations of any kind, paper, or other items may be fastened to or hung from any lights, emergency warning systems, sprinkler systems, emergency exit lighting / signs, or other emergency equipment in any hallway or room of the residence hall. No item of any kind may be hung so as to restrict visibility of any exit or emergency equipment. The Director of Residence Life may authorize decorating for special events, such as Halloween or Homecoming. No more than 20% of your hallway facing

room door may be covered at any time. If you have any questions regarding the appropriateness of decorations, contact the Residence Life Office

- xxv. **Roofs/Ledges:** The Mary Benedict Hall Rooftop Deck is the only designated rooftop open for limited student use. Roofs and ledges other than the MBH Rooftop Deck are unprotected areas and are not designed for the use of residents; students are not permitted to be on any other roof for any reason.
- xxvi. **Reporting Maintenance/Housekeeping:** Students are responsible for reporting items that need routine repairs through the university work orders system. This includes items in their rooms, common areas, bathrooms and areas in their building. Students are encouraged to communicate any maintenance or housekeeping issues and submitted work orders to Residence Life staff. The housekeeping staff will perform routine cleaning of public and common areas. Housekeeping above and beyond the routine and/or resulting from abuse of the facility will be billed to the responsible students. Resident students are responsible for cleaning their own rooms and baths (if applicable).
- xxvii. **Restrooms:** Restroom stalls, both shower and toilet, may only be occupied by one (1) person at a time unless there is a medical need or an emergency. Gender specific restrooms are to only be used by people that identify as that gender.
- xxviii. **Screens and Windows:** Screens may not be removed. It is also not permitted to throw items out residential housing windows. If this occurs, a fine of \$75 will be billed to the student responsible. If the responsibility cannot be attributed to any known individual(s), the fine will be shared equally among the residents in their building or individual wing.
- xxix. **Residency Requirements:** All students 20 years of age or younger, except single students living with their parents and married students, are required to live in university residence halls and to participate in one of the meal plans. Students living in campus housing must be enrolled as full-time students and attending classes on a regular basis. Students needing to drop below full-time status, for a legitimate reason, can request an exception to this policy from the Director of Residence Life.
- xxx. **Room Changes:** Room change requests may be made after the second week of each semester by contacting the Director of Residence Life. Unauthorized room changes will result in a fine of no less than \$25 and the students involved will be required to return to their prior living situation. If roommate conflicts occur, the student should seek assistance from their RA.
- xxxi. **Room Entry:** Authorized representatives of the university shall have the right to enter any space at any time to perform all maintenance needs or projects, assist in any emergency, recover or prevent destruction of university property, perform scheduled health and safety inspections, or to investigate alleged violations of federal, local or university policies, rules or regulations, including investigations that may result in room search. The right of students to be secure in their residence hall room against unreasonable entry, searches, and seizures are assured.
- xxxii. **Room Deposit:** Each student is responsible for ensuring they have \$100 room deposit on account in student accounts. Information on deposit refunds can be found in the Terms & Conditions section of the Residence Hall Contract.
- xxxiii. **Safety and Security:** Safety and Security is a shared responsibility of the University staff and residents. Residents should always carry and never lend their key fob or room keys. All residential areas are secured 24 hours a day. Residents should always lock their room/suite/apartment/house doors. When exiting on-campus housing through locked exterior doors, residents are responsible for leaving the doors locked. Residents are prohibited from propping, tampering with and/or vandalizing doors. Students who lose a key or "chip" must immediately report the loss to the Director, if not available, to security. Lock changes and/or lost room keys will be assessed a \$100 fee. A lost "chip" can be immediately deactivated and a replacement fee of \$10 assessed. Residents are not permitted to install or use a personal security camera to operate on the University network or in any place where there is an expectation of privacy. Residents are not permitted to install or use a Nest, Ring, or other doorbell/security system in the Residence Halls.
- xxxiv. **Roommate Rights:** Each roommate has the right to:
- a. Read, study, and sleep without interference, noise, and distractions
 - b. Have personal privacy
 - c. Live in a clean environment
 - d. Have guests (in accordance with the visitation policy), and must take responsibility for their guests' behavior
 - e. Have free access to their room and hall facilities
 - f. Be free from fear of intimidation and physical and emotional harm
 - g. Air grievances to the Residence Life staff
 - h. Expect respect for their belongings
 - i. Have unique interests and values
- xxxv. **Smoking:** Please see nicotine/ tobacco-free policy on page 50.
- xxxvi. **Solicitation:** Solicitation, door-to-door canvassing, distribution of literature, and commercial activities, are prohibited in the residence halls.
- xxxvii. **Storage:** Storage is provided in Mary Benedict Hall and Mary Frances Hall for suitcases, trunks and boxes. Every item stored must be marked on the outside with your name, room number, home address, and date. Clarke assumes no responsibility for the loss, damage, or theft of your personal belongings. Storage is available to residents. During the summer months the storage areas are available on a space-limited basis for students living on campus during the following academic year. Priority storage is for residents living more than 500 miles from campus. All items placed in storage need to be properly marked with the student's name, phone number, and item description. The item must be removed or re-tagged by the identified tag date. The university reserves the right to dispose of items untagged or remaining after the identified removal date. Clarke University is not responsible for any item loss, theft, or damage incurred while in University storage. Apartment residents and Mary Josita residents may store their items in the Mary Benedict Hall trunk room. Students should contact residence life to gain entry to storage.
- xxxviii. **Tobacco-Free:** All campus buildings and grounds are smoke-free, tobacco-free and non-FDA approved nicotine-free. Please see the university policy on page 50.

- xxxix. **Visitation:** A guest is anyone who does not live in the room or wing that they are visiting. Guests must abide by the rules and regulations of the university. Clarke students are responsible for the behavior of their guest and any expenses incurred by them. Roommates are to be considerate of one another when entertaining guests. Disputes between roommates about visitation practices should be discussed with your RA.

Visitation hours for guests in residence hall rooms extend from 9:00 a.m. to midnight, Sunday through Thursday, and 9:00 a.m. to 2 a.m., Friday and Saturday. Guests may be entertained in the residence hall formal lounges between the hours of 7 a.m. and 4 a.m. Formal lounges are located on the main floors of each hall. During visitation hours, students and guests must observe all university policies and procedures. Upon departure, the student will escort the guest out of the building. It is the responsibility of the resident to escort their guests until they leave. Cohabitation is not permitted at any time. No guest, including a Clarke student, may stay more than three consecutive nights; no opposite-gender guests are allowed overnight. A maximum of two guests per room will be allowed at any one time. The student must register a guest with the RA according to the procedures specified by the Director. No guests are allowed in the residence halls during vacations and breaks. Siblings 12 years of age or younger are permitted as overnight guests with the approval of the Director. Restrooms are single sex and designated to the sex of the wing in which the restroom is located. Restrooms for opposite sex guests are available on the ground floor of Mary Benedict Hall and the Mary Josita Hall lobby.

Students who are non-residents are subject to disciplinary action for violation of residence hall policies. Hosts are responsible for their guests and may be subject to disciplinary action as a result of the behavior of their guests. Guests may be required to leave a hall at the discretion of housing staff or campus security.

- xl. **Waterbeds:** Due to the structural damage that can be caused by a waterbed, their use is not permitted in the residence halls.
- xli. **Weapons:** Weapons of any kind, or toys that resemble weapons (including, but not limited to firearms of any type, slingshots, ammunition, fireworks, knives, bows and arrows, etc.), are not permitted on campus property. This restriction applies to all areas of campus, including the residence halls and parking lots. Please see page 51 for the University Weapon's Policy.

AWARDS AND HONORS

The university annually recognizes outstanding achievement in leadership, scholarship, service, and citizenship. The following scholarships and awards are presented:

Dorothy Day Peace and Justice Scholarship: The Dorothy Day Peace and Justice Scholarship was established in 1984 to honor of Dorothy Day, founder of the Catholic Worker movement. Through her life of scholarship and solidarity with the poor, she worked for justice and peace through her resistance to war and unjust labor practices. The award is given to a junior student who, by choice of activities and studies, has demonstrated commitment to the ideals of Dorothy Day.

First Year Award: The First Year Award is given by vote of the faculty to a first-year student who demonstrates high standards in character, scholarship, service and leadership.

Francis J. O'Connor Memorial Award: Named in honor of a longtime Clarke trustee and friend, the O'Connor Award is recognized as the most prestigious award given to a graduating senior. The recipient demonstrates leadership, cooperation, generosity, kindness, and academic achievement.

Howard and Gertrude Thompson Award: This award is presented each year to an outstanding non-traditional student. The eligible student must have completed at least 30 hours at Clarke University, have a grade-point average of 3.0 or above and submit an essay describing the significance of education in their life.

Joan Keleher Doyle, BVM Award: Established in 1982 in honor of Joan Keleher Doyle, BVM who served as the President of the Sisters of Charity, BVM's from 1972 until 1980, to recognize a student who has excelled in Christian ministry by consistent and active participation in a variety of campus ministry activities.

John and Mary Miles Community Service Award: This award is presented annually to a second-year student who has demonstrated energetic service through Clarke University.

Kappa Gamma Pi: Kappa Gamma Pi is a national Catholic college graduate honor society. Membership is limited to not more than 10 percent of the graduating class. Seniors who have earned at least a 3.50 GPA for the last four semesters and who have demonstrated leadership and significant participation in campus life are selected by vote of the faculty and the senior class.

Mabel Rooney Hoffman Award: This award is presented to a junior student who has exhibited academic excellence, effort and an outstanding response to service opportunities in the Clarke University community and society.

Martin Luther King Peace and Justice Scholarship: This scholarship was established in honor of Dr. Martin Luther King who worked for freedom and justice through nonviolent action. It commemorates his commitment to the values of equality, suffering, love and reconciliation as expressed in efforts to secure human and civil rights, economic fairness and peace. The scholarship is awarded to a sophomore student who, by choice of activities and studies, has demonstrated commitment to the ideals of Martin Luther King.

Sister Marianne Joy, BVM Award: This award was established by family and friends of Sister Marianne in memory of her significant contributions to Clarke and her unique commitment, care, concern and love for the residence life program. It is presented annually to a resident assistant who has demonstrated significant service to the residential community.

SERVICES AND FACILITIES

Academic Advising

Mission: Academic Advising is an intentional, educational relationship between advisors and student advisees, and is consistent with the institution's mission that believes learning is lifelong and life changing.

Goals & Outcomes: Advisors create a supportive and empowering learning environment as they provide tailored, holistic guidance toward the advisee's academic, professional, and life goals.

Advising Roles: A staff member on the Academic Advising Team will serve as a student's academic advisor from new student registration through their first year at Clarke. At the start of their second year, students will transition from First-Year/Open

Advisor to Major/Minor Advisors. A faculty member within the student's intended major will serve as their academic advisor from second year through degree completion. A faculty member within the student's intended minor will serve as a student's academic advising support. At any point, students without an intended major (open) will be advised by the Academic Advising Team

Academic Affairs

The Academic Affairs office oversees the administration of academic programs, instruction, academic support services, and faculty. The office monitors students' academic progress and standing and is available to answer questions or address concerns about academic programs.

Admission

The Clarke admissions office is located in the Wahlert Atrium. Admissions information and applications for admission can be obtained online and any questions you may have can be addressed in the admissions office. The office also provides tours of the campus to interested individuals. Students who are interested in becoming tour guides may apply at the beginning of the year to be a Clarke Student Ambassador. Applications and interviews are required. Please contact the admissions office at x6316. Office Hours are 8:00 a.m.-4:30 p.m., Monday to Friday.

Alumni Relations

The alumni relations office is located with the administrative offices in the Mackin Office of Institutional Advancement on the second floor of the Atrium. The Clarke University Alumni Association consists of all graduates and former students who have successfully completed one or more years of study and/or 30 hours at Clarke. The office works to maintain connections with alumni through regular communications and events held on campus and across the country. The office also develops relationships with current students by supporting class activities. Please contact the alumni relations office at x6553. Office Hours are 8:00 a.m.-4:30 p.m., Monday to Friday. Visit www.clarke.edu/alumni for a listing of benefits, updates and upcoming activities.

Banking

Your banking needs can be met at one of the banks or credit unions in the Dubuque area. At Clarke, ATM machines are located near the MaryJo lounge and in the Student Activity Center. The ATM machine accepts Shazam, Cirrus, and other national credit cards. Checks can be cashed at the student accounts office. This service is extended to Clarke students only. Other than work-study checks, a check of \$50 or more requires one day's notice. No third-party checks are accepted. Any returned checks will be subject to a \$35 surcharge.

Campus Alert System

Clarke University has a Campus Alert System in place to notify members of the Clarke community in the event of an emergency. It is very important that you update your information to ensure you receive alert information on your mobile or home phone. By default, alert messages will always be sent to your Clarke email account.

To sign up for emergency notifications, please complete the following:

1. Log into your CU hub account using your Clarke credentials (firstname_lastname@clarke.edu). Once you are logged in, click on your name in the upper right menu, then click on **User Profile**.
2. Once you are in your user profile, scroll to the bottom, where you will see an area for **Phone Numbers**. Students and employees should edit or add the appropriate phone numbers to ensure they receive notifications through the Campus Alert System.
3. Click **Add New Phone**, then enter your phone number, leave the extension blank, and decide how you would like to receive the alerts under **Type**.
 - a) If you prefer to only receive text notifications, please choose **Alert System Text Number**. *Note: You are only allowed ONE Text Number.*
 - b) If you prefer to only receive voice notifications, please choose **Alert System Phone Call**.
 - c) If you prefer to receive both a phone call AND a text message, you will need to enter them individually and select the appropriate **Type** for each phone number added regardless of whether it's the same phone number.

Campus Store

The Whitlow Campus Store is located in the Student Activity Center (SAC). We offer a full line of school supplies, convenience items, Clarke apparel and gifts. Clarke University has transitioned textbook services to a new bookstore model where you order your textbooks through a website and then have them delivered to your home or to campus on an individual basis. The new platform is designed to provide you with affordable course materials, convenience, and choice. To visit the Clarke Online Bookstore go online to www.clarke.edu/textbooks (redirects to clarke.ecampus.com) For store hours, information or to shop online, visit the Whitlow Campus Store at <https://clarke-university.shoptightspeed.com>. The Campus Store is also home to Brew and Gold Coffee Corner where you can get your favorite coffee and energy drinks!

Career Services

Professional preparedness is a key component to Clarke's mission. As the professional world changes year after year, the Career Services office stays connected with the community surrounding Clarke, up-to-date hiring practices, and skills relevant industry to industry. Students can use the Career Services office from day 1 all the way to graduation and beyond. The Career Services office can help with career planning, skills coaching and development, job searches, job shadows, professional mentorships, internships, and professional materials such as resumes and cover letters.

Clarke University students have access to a wide variety of individual and group services that assist in career exploration, preparation and readiness experiences. A few examples include:

- Career Exploration
 - Job Shadowing and job site visits
 - Personality and Skills inventories
 - Career path discussions
 - Internships
 - Informational presentations and hiring practice updates
- Job and Career Preparation
 - Resume/Cover Letter Assistance
 - Interview Preparation
 - Career Etiquette Events
 - Networking Opportunities
 - Virtual interviewing Tips
- Graduate School Application Assistance

The Clarke Compass

The guiding principle of the Clarke Compass is to help students navigate their own personal and professional growth, leading toward success in the contemporary world. The student learning outcomes are grounded in a Catholic vision of education, particularly as we express it in the BVM Core Values of freedom, education, charity, and justice. The common good serves as an important unifying theme. The Compass outcomes integrate the liberal arts, essential academic and professional skills, experiential learning, and major courses of study in order to prepare students for whatever awaits them.

Compass Outcomes

Upon graduation, students will demonstrate competency of the Compass outcomes in a variety of ways, including coursework and experiences.

- **Spirituality:** Students will demonstrate an ability to engage in a process of spiritual growth in a dialogue which includes the Catholic tradition.
- **Communication:** Students will demonstrate and articulate appropriate communication of thoughts and ideas in a variety of contexts.
- **Thinking:** Students will demonstrate critical and creative thinking skills informed by knowledge, experience and reflection.
- **Knowledge:** Students will develop a depth and breadth of knowledge integrated across the curriculum and experiences.
- **Global Awareness and Social Responsibility:** Students will develop awareness of others' lived experiences and diverse perspectives in order to take an active role in local, national, and global concerns and issues.
- **Professional Preparedness:** Students will acquire knowledge, skills, and experiences applicable to a professional context.

Additional information about Compass can be found in the Academic Catalog and on the Clarke University website.

Conference and Event Services

The conference and event services office is dedicated to serving the needs of Clarke students as well as the tri-state community with facilities, planning and conference services. The conference and event services office should be your first call when arranging on-campus events. Not only will this avoid scheduling/space conflicts, but the office can also assist with refreshments, audio-visual needs, seating arrangements, security and facilities management notification, and promotion/publicity. Office Hours are 8:00 a.m. - 4:30 p.m., Monday through Friday. The office is located on the main floor of Mary Josita Hall in room 16.

Academic Support for Students

Academic resources are available for all Clarke students to help them succeed with their courses at Clarke. Successful students seek and use these resources early and often.

These resources are located in the lower level of the library (in the space adjacent to the Lingen Technology Commons) and include:

- Academic Coaching for learning and writing
- Guided group study
- Mentorship from professional staff
- Accommodations for students with disabilities

DINING SERVICES

Your ID card is coded and scanned for use as a meal card if you have purchased a board plan or if you have loaded money onto your ID card. If you lose your ID card, immediately go online to deactivate it. Replacement cards can be obtained in the Information Room in the lobby of the Student Activity Center. For students on board plans, meals are served in the Dining Room, or you may choose a combo meal exchange in the Café. Cash can be used in both locations. **There is no food service available when residence halls are closed or during breaks.**

DINING ROOM Hours (located in Mary Josita Hall)

Monday-Thursday 11:15 a.m.-1:00 p.m. (Lunch)	4:30 p.m.-7:00 p.m. (Dinner)
Friday 11:15 a.m.-1:00 p.m. (Lunch)	Closed for Dinner
Saturday / Sunday 11:00 a.m.-12:30 p.m. (Brunch)	Closed for Dinner

CAFÉ 1843 Hours (located in the Student Activity Center)

Monday-Friday 7:00 a.m.-10:00 p.m.	(Grill closes 10:00-11:00 a.m., 2:00-3:00pm & 9:00 p.m.)
Saturday / Sunday 2:00 p.m.-10:00 p.m.	(Grill open 5:00 p.m.-9:00 p.m.)

Traditional Meal Plans: (Commuter students are eligible to purchase any of the available meal plans. Resident students are required to have a meal plan.)

- **19-Meal Plan:** This plan is for students who want the most for their money. Choose 19 meals per week plus \$100 of Flex Dollars*.
- **14-Meal Flex Plan:** This meal plan works around your schedule. Students are able to choose any 14 meals during the week plus \$175 of Flex Dollars*.
- **10-Meal Flex Plan:** This plan is for the light eaters. Students can select any 10 meals during the week plus \$200 of Flex Dollars*.
- **Apartment plan:** Available to apartment residents and commuter students only. Receive 75 meals per semester plus \$300 of Flex Dollars*.

* **Flex Dollars** can be used anywhere on campus.

Meal Plan Changes[†]

Students can change their meal plan only during the first two weeks of the semester in the student life office.

Sick Tray or Sack Lunch

Requests for carryout meals for meal plan participants who are ill or miss all meal periods will be honored at the Dining Room or the Café upon presentation of the student's ID Card.

Mary Jo Marketplace and Lounge is a self-service snack and beverage market which accepts credit, Clarke ID funds and Canteen app funds. The Marketplace is open and accessible 24/7.

The CUboard is a full-service food and basic needs pantry. CUboard partners with St. Stephens Food Bank to provide fresh, frozen, and non-perishable food items. Basic college necessities and clothing closet are also available to the Clarke community; all free of charge.

FINANCIAL AID

The financial aid office is located in the Haas Administration Building, on the second floor of the Atrium. The staff will assist students to plan the financing of their education at Clarke University.

The financial aid office manages federal, state and institutional financial aid resources and also handles on campus student employment. Current financial aid policy and procedures are housed at clarke44.sharepoint.com/sites/FinancialAidBilling. Consumer Information can be accessed at: <https://www.clarke.edu/intranet-current-students/intranet-financial-aid/intranet-student-consumer-information/>.

ID CARDS

Students receive a photo identification card. The ID card functions as identification, library card, meal card for resident students, access to the Kehl Center, and to gain entrance to campus events. The card also works as a declining balance card for vending machines, the Café, Dining Hall, Mary Jo Marketplace, and campus store purchases. To access your account, login at: <https://clarke.edu/clarkecard>. The GET app can be downloaded on mobile devices to access account information and track balances. Students and families can go online to load money onto the card. If the card is lost or stolen it is the student's responsibility to immediately report the card lost online or in the GET app, which immediately freezes the account until the

student gets a replacement. Clarke University is not responsible for funds used on a lost card. Students will not be able to make a purchase or use their meal plan without a card. A \$10 fee is charged to your student account for a replacement card. ID station hours are posted on the door of the Information room in the Student Activity Center (M-F 11am-2pm & 5-9pm; Sat & Sun 2-9pm). The card remains the property of Clarke University. If you have questions, contact the student life office.

KELLER COMPUTER CENTER

The Keller Computer Center (KCC) offers various IT services for Clarke University students, staff, and faculty. These services support academic activities, administrative functions, and campus communication.

Academic Computing

The KCC provides an academic computing environment with software and hardware to support your studies. This includes access to common programs like Microsoft 365, Adobe Creative Cloud, and SPSS. Additionally, a reliable campus network ensures a stable internet connection for accessing online resources.

Campus Network

The KCC manages the campus network, offering wired and wireless internet access throughout campus. This network allows you to connect to online resources and collaborate with others.

Help Desk

For technical support, the KCC operates a Help Desk staffed by professionals. You can visit the Help Desk in person during business hours, access their website (help.clarke.edu) for online assistance, or email them at help@clarke.edu. Alternatively, you can call (563) 588-6390 for immediate help.

Student Technology Resources

All Clarke University students receive a university email address upon enrollment. This allows you to receive important university information and communicate with faculty and staff. Email can be accessed from any device with internet access.

My.Clarke.edu, CU Hub and Moodle

My.Clarke.edu is a secure online portal where students can manage various aspects of their academic life. It allows access to class schedules, grades, transcripts, program progress evaluations, and financial aid information.

Moodle is Clarke's online learning platform. It provides access to course materials, assignments, and collaboration tools for students, instructors, and classmates.

Important Notes

Students are advised to check their Clarke University email account regularly, as important university announcements are often sent via email. Email accounts are provided to students, faculty, staff, and adjuncts. Access to the email account is terminated after graduation.

LIBRARY

The Nicholas J. Schrup Library is located in the Wahlert Atrium. It contains a wide variety of materials and resources for Clarke students to use. Print as well as electronic resources including books, journals, and databases are available for student use. Library staff are always available for consultation and help. See the library Web page (<https://www.clarke.edu/academics/library/>) for full information on the library. The library staff may be reached at any time via e-mail at library@clarke.edu or by calling the Circulation Desk at 563-588-6320.

Library Services

- An online collection including 200,000 online electronic books, 100,000 online electronic full text journals and over 60 online databases
- 24/7 access to all on-line databases, books, journals, and the Clarke online catalog to any Clarke student with a valid ID card.
- Interlibrary loan, reference and research paper consulting services are available from the staff.
- Leisure reading collection based on New York Times bestsellers as well as an assortment of DVDs for your viewing pleasure.
- Study areas.
- Course reserve materials are located at the Circulation Desk.

Facilities Housed in the Schrup Library

- Archives and The Rare Book Room
- Writing Center/Tutoring Services
- Margaret Mann Academic Resource Center (MARC)
- Career Services
- Advising Center
- Staffed open computer lab with computers, assistance with scanning, and printing
- The Instructional Resource Center (IRC) containing curriculum materials available to education majors.
- The Lingen Technology Commons (LTC) is located in the lower level with two classrooms, a conference room, a commons area, laptop computers, and a color printer.
- Technology such as video cameras, recorders, charging cables, calculators, and long term and short-term laptops can be checked out from the library.
- The Music Library

- Career Services

Library Hours

- Normal Operating Hours: Monday-Thursday, 7:30 a.m. - 11:00 p.m.; Friday, 7:30 a.m.-5:00 p.m.; Saturday, 12:00 p.m.-6:00 p.m.; Sunday, 12:00 p.m. – 11:00 p.m.
- Hours and holiday schedules are posted at the entrance to the library. Hours vary during holidays and breaks.

LOST AND FOUND

The Lost and Found Policy and procedures are intended to ensure that owners receive their lost items back as quickly as possible. The Clarke University's welcome desks in the Atrium and Kehl center accept items found and will temporarily hold the item pending the identification of the rightful owner. If the rightful owner cannot be determined within a reasonable time the items are turned over to the University's campus Security, who will accept found items as well. All unclaimed items are kept for one month after which time, unclaimed items are donated to charity.

The University assumes no responsibility whatsoever for the care and/or protection of any personal belonging left unattended on university property or for loss, under any circumstances, including theft, vandalism, or malicious mischief of such belonging. University Security, located in Mary Josita Hall, has been designated as the central repository and controlling agency responsible for lost and found property for the University.

MAIL CENTER

The Barwick Eppel Mail Center is located next to the Whitlow Campus Store. Undergraduates who carry nine or more credit hours are assigned a mailbox. Graduate and adult studies students may request a campus mailbox by contacting the Student Life office. Mailboxes are accessible when the Student Activity Center is open. Mail is distributed in the morning, Monday through Friday. Stamps may be purchased in the Mail Center or Campus Store. Students are notified through their mailbox when they have received a package which may be picked up in the Mail Center or Campus Store. Usp, Fedex and UPSshipping services are available through the Mail Center and Campus Store.

MARKETING AND COMMUNICATION

The marketing and communication office leads all marketing and public relations efforts on behalf of Clarke University. The team offers services including communication plan development, copywriting, graphic design, video filming and editing, and social media planning.

The marketing and communication team focuses on external communication, yet our team is happy to offer advice and support to students and organizations as time allows. While we cannot review every student piece, remember that any items shared with audiences outside the university must be approved by the marketing and communication office before distribution. **This includes the use of all university logos and brands.**

Visit clarke.edu/marketing for a full list of services, as well as access to tools and guidelines that can help you with your promotional materials.

REGISTRAR

The registrar's office is located in Room 201 of the Haas Administration Building. This office maintains each Clarke University student's academic record, oversees registration, and prepares class schedules. Services provided include enrollment verification, student information changes, deferments, Veterans and Voc. Rehab certification, transcript requests, transfer credit evaluations, progress evaluations and review and posting of Advanced Placement, DANTES, CLEP and prior learning credit.

The following forms are available on the registrar's page of my.clarke.edu.

- Application to Major Program Form
- Course Overload Approval Form
- Graduate Studies Intent to Return
- Incomplete Grade
- Independent Study
- Leave of Absence
- Military Education Benefit Enrollment Certification
- Online Consortium Course Approval Form
- Petition to Waive/Substitute Academic Requirement
- Satisfactory/Unsatisfactory Grade Option
- Session I and II Drop Withdrawal Form
- Tutorial Request
- Transfer Course Approval Form
- Tri-College Cross Registration Request
- Withdrawal from Course
- Withdrawal from University
- **Name Change** Forms
 - Chosen First Name and Gender Identity Form
 - Legal Name Change Form
- **FERPA** forms

- Annual Request to Prevent Disclosure of Directory Information
- Authorization for Release of Education Records

Financial clearance from student accounts is required for participation in commencement and for receipt of diploma. Clearance is also required for official and unofficial transcripts and final grade reports.

All Clarke students have a CU Hub account where class schedules, unofficial transcripts, grades and My Progress evaluations are available. Students also register for classes through CU Hub. Courses schedule information is available on CU hub Course Catalog Search. Additional academic information such as registration, directions, and test scores are also available on CU Hub. Students may change their permanent home addresses through their CU hub account.

Students are encouraged to apply for graduation through their CU Hub accounts a year in advance of graduation.

Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA), passed in 1974 and still being interpreted by the Department of Education, is a law designed to protect the privacy interests of students, not institutions. Under this legislation, students enrolled in colleges and universities have the following fundamental rights:

1. The right to inspect and review your education records within 45 days of the day Clarke University receives your written request for access. You can get the necessary form and submit your request at the Registrar's Office. The Registrar will make arrangements for access and notify you of the time and place where the records you wish to review may be inspected.
2. The right to request the amendment of your education records if you believe they are inaccurate or misleading. You may ask Clarke University to amend a record that you believe is inaccurate or misleading. This ability to amend a record does not apply to subjective types of information such as grades or evaluations unless it can be shown that a grade was recorded incorrectly. To request amendment of your education records you should complete the form available in the Registrar's Office and submit it to the Registrar. If Clarke University decides not to amend the record as you requested, you will be notified of the decision in writing and advised of your right to a hearing regarding your request for amendment. You will also be provided with information regarding the procedures for such a hearing.
3. The right to provide written consent to disclosures of personally identifiable information contained in your education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by Clarke University in an administrative, supervisory, academic or research, or support staff position (including security office personnel and health staff); a person or company with whom Clarke University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, employed in or voluntarily assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review your education record in order to fulfill his or her professional responsibility. Upon request, Clarke University discloses education records without consent to officials of any other school in which you seek or intend to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Clarke University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:
 Family Policy Compliance Office
 U.S. Department of Education
 400 Maryland Avenue, SW
 Washington, DC 20202

Student FERPA rights pertain to the education records Clarke maintains on a student, not to the student himself/herself.

Certain information from a student's education record can be designated by the institution as Directory Information and may be released. Directory Information is generally not considered harmful or an invasion of privacy if disclosed. An item of Directory Information may be disclosed by Clarke University for any purpose, without the prior consent of a student, unless the student has limited or forbidden its disclosure in writing.

Clarke has designated the following as Directory Information: 1) full name, 2) campus mailing address, 3) email address, 4) home address, city and state, 5) telephone number, 6) date of birth, 7) academic program, 8) participation in officially recognized activities and sports, 9) height/weight of members of athletic teams, 10) dates of attendance, including current classification and year, matriculation and withdrawal dates, 11) expected graduation date, 12) degrees and awards received, 13) schedule of courses, 14) parent/guardian or other family member's name and city/state of residence, 15) most recent previous educational institution attended, 16) photograph, and 17) full or part-time status. Even though information is designated as Directory Information by Clarke University, this does not mean that Clarke will disclose this information, only that it may choose to disclose it.

A student may limit or forbid disclosure of Directory Information by filing a Non-Disclosure Order available in the Registrar's Office. This Non-Disclosure Order must be filed annually on or before the add/cancel date for the fall term. Students entering in terms other than the fall term must file a Non-Disclosure Order by the add/cancel date for the term in which they enter Clarke and each fall thereafter. If a student leaves Clarke with a Non-Disclosure Order in force, the order remains in force until a student withdraws it in writing. Students who enroll in terms other than the regular fall semester will be given FERPA notification and will need to file a Non-Disclosure Order by the add/cancel date for the term in which they are enrolling. Thereafter, as long as a student remains enrolled, annual notification will happen in the fall.

Addendum: Possible Federal and State Data Collection and Use

As of January 3, 2012, the U.S. Department of Education's FERPA regulations expand the circumstances under which your education records and personally identifiable information (PII) contained in such records — including your Social Security Number, grades, or other private information — may be accessed without your consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities ("Federal and State Authorities") may allow access to your records and PII without your consent to any third party designated by a Federal or State Authority to evaluate a federal- or state-supported education program. The evaluation may relate to any program that is "principally engaged in the provision of education," such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, Federal and State Authorities may allow access to your education records and PII without your consent to researchers performing certain types of studies, in certain cases even when we object to or do not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive your PII, but the Authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without your consent PII from your education records, and they may track your participation in education and other programs by linking such PII to other personal information about you that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

SECURITY

Security staff are available to be of assistance to students, visitors, faculty, and staff 24 hours a day and can be reached by calling 563-588-6393 from off campus and x6393 from on campus. In an emergency, the Dubuque Police, Fire, or medical services may be reached by dialing 911 from any campus phone.

Students, faculty, and staff are asked to exercise reasonable caution on-campus and to be alert to suspicious persons or activities. You are also reminded to be certain that doors are not propped open and that unauthorized persons are not permitted to enter residence halls. Resident students are reminded that the residence hall Door Access System is in place for your protection and should not be bypassed. Security on campus is a shared responsibility.

Clarke University complies with the requirements of the "Campus Crime Awareness and Campus Security Act of 1990" and, in so doing, makes available information describing university policies related to fire safety, security and statistics concerning certain types of crimes to its students, faculty, and staff and to prospective students, faculty and staff. Crime Statistics and the Fire Awareness Report are available online from the Campus Safety & Security link.

- **Reporting** - University security officers do not have law enforcement authority but do have access to the police by phone. If you are the victim of a crime or have information regarding a crime, it should be reported immediately to the office of Safety & Security.
- **Phones** - Phones to reach a security officer or emergency services are located in Catherine Byrne Hall (CBH) in the main hallway of ground, 1st, 2nd, & 3rd floors; the reception desk in the Atrium; the Student Activity Center by the campus store front door; the Kehl Center Rotunda; courtesy phones on each floor of each residence hall, outside the front door of each residence hall and at the lobby desk of MBH, MJH, and MFH. In CSI, there is a phone on each floor by the elevator. Security provides round-the-clock coverage including holidays and during special school closures (i.e. closed because of weather). Extension 6393 will be answered 24 hours a day.

There are two "Code Blue" phones in the TDH Lot and two emergency phone towers in the new North Parking Lot located at Clarke Dr. and Clarke Crest Dr. that can be used to call Clarke Security.

- **Timely Notice** - In cases where criminal activity is reported which, in the university's opinion may pose a threat to others, university authorities will use appropriate means to provide a general warning to the university community. This may include but is not limited to any of the following: bulletin boards, verbal announcements, e-mail, and/or phone "voice mail." It is each community member's responsibility to be attentive to these media and to act prudently when warned.
- **Residence Halls** - Students and their guests are asked to be particularly careful about keeping exterior doors to the halls closed and locked. Interior doors to stairways and elevators are also locked to control access to living areas by unauthorized persons. For your own safety and the safety of others in the hall, you should not permit non-residents into these areas.
- **Security Awareness** - It is the responsibility of appropriate staff members in various university programs to provide information to students about security procedures and ways or preventing criminal activity on campus at least once each semester.

ACTIVE SHOOTER PROCEDURES

While the number is relatively small, the number of violent incidents on college campuses involving active shooters has increased and warrants the development of appropriate policies and procedures to best protect the Clarke campus community. Active shooter incidents evolve rapidly, where seconds, rather than minutes, matter. In general, how one responds to an active shooter will depend on the specific situation. There is no way to predict the motives or actions of a person intent on committing an act of violence, therefore the following recommendations are just that, recommendations, based on the practices and policies of numerous colleges and universities. Any option may still result in negative consequences.

Steps to take if you think there is an active shooter on campus

1. First – protect yourself by moving to a safe location.
2. Second – in safe – Call 911 (or 9-911 from campus phone)
 - a. Provide details of situation – who and where you are, what you have witnessed, and if anyone has been injured.
 - b. If possible alert others – call campus security (563 588-6393) (X6393) or front desk (563 588-6700) (X6700) and tell them to call security.

While there is no evidence to suggest one right way to respond to the threat of violence, there are some general recommendations to follow if, and only if, you deem it safe to do so.

In the event of an active shooter on campus and you are:

In a classroom, office, laboratory, residence hall:

1. Stay in the room secure the door with lock and barricade, if possible, with a heavy wedge or furniture and turn off lights;
2. Silence all items that emit sounds – phones, radios, etc.
3. If safe to do so allow others to take refuge with you;
4. Identify ONE person to call 911 (9-911 from campus phone);
5. If the door has a window cover it or stay out of view, and take adequate cover – thick desks, walls, or any object that may stop a bullet; stay low and quiet;
6. If the room has an external window and depending on the location of the gunman, you may also choose to place signs in the window to alert law enforcement that people are in the room.

In a hallway or corridor:

1. Get to a room that is not already secured and secure it. Unless you are very close to an exit, do not run through a long hallway to get to the exit, and do not hide in restrooms unless it is the last resort.

Trapped with the gunman:

1. Try to remain calm;
2. Do not provoke the gunman. If no shooting is occurring, do what the gunman tells you to do and do not make sudden moves;
3. In this situation, only you can make the decision of what you will or will not do to preserve your life or the lives of others.

In an open space (such as a parking or large room)

1. Immediately seek protection- put something between you and assailant;
2. Consider trying to escape, if you know where the assailant is and there appears to be an escape immediately available;
3. If in doubt find the safest area and secure it as best, you can.

Treating the Injured

1. Apply pressure to bleeding and elevate if possible
2. Provide calm reassurance

Un-securing the area

1. The assailant may not stop until engaged by law enforcement or until their objective is met;
2. Do not allow yourself to be lured into the open (the assailant may bang on the door, yell for help, or otherwise entice you to open the door);
3. If there is any doubt about the safety of the individuals inside the room, keep the room secured until you are confident that official law enforcement is in command of the situation.
4. You may be instructed by law enforcement to exit with your hands on your head. Follow their instructions.
5. Once you have been evacuated, you will not be permitted to retrieve items or access the area until the crime scene is released.

Keeping Updated:

If an active shooter situation develops, Clarke will implement its emergency response plan and will work with law enforcement to support their efforts to manage the situation.

1. Alert on the Clarke Homepage
2. Email alerts
3. Text message through emergency text messaging service

Placing a call to report emergency:

CALLING 911- Emergency situations should be reported to law enforcement. Dial 911 (or 9-911 from campus phone), stay on the phone until it is answered (may take several rings) DO NOT hang up. Be prepared to provide as much information as possible including:

1. Speak calmly, clearly, and slowly;
2. Where you are located - building room number;
3. What is happening;
4. Number of people at your immediate location;
5. Injuries - number and types;
6. Your name;
7. Any details that you witnessed regarding the assailant - description, type of weapons, identify if you know it.

STUDENT ACCOUNTS

The student accounts office is located in Room 202 of the Haas Administration Building. This office posts the billing for tuition, fees, room and board, and collects payment. You can access your bill through your /CU Hub account, where you can also make payments and set up a payment plan. At student accounts, students can add money to their Clarke ID Card. Checks may be cashed with a valid Clarke ID. Work Study and campus payroll checks are distributed through this office. Check at the office or on Clarke's website for current hours.

To participate in graduation ceremonies, students with any outstanding balance must pay that balance in full in order to receive your graduation attire. Similarly, your account must be paid in full to receive a diploma, grades or to have transcripts issued.

Student Loan Office

The student loan office monitors the collection of Clarke-sponsored student loans. The office handles entrance and exit interviews with students.

WELCOME DESK

The Clarke University Welcome Desk, located in the Atrium Building, is the main campus information center for calls and visitors. In addition to a full-time receptionist, the welcome desk employs a number of students. The Welcome Desk serves as a distribution center for deliveries, a location for sign-ups and petitions. Please check with the Welcome Desk staff for details and procedures.

UNIVERSITY POLICIES AND PROCEDURES

It is the intent of Clarke University to establish a climate conducive to the assumption of responsible conduct by students and the assurance of respect for the rights and welfare of others.

These policies are generally intended to ensure the university's ability to meet its educational objectives. Failure to adhere to the policies enumerated below may result in disciplinary action and/or criminal prosecution. See also Residence Hall policies under Residence Life.

ACADEMIC POLICIES

Please, see the "Academic Rules and Procedures" section of the Clarke University Catalog (www.clarke.edu/catalog).

Clarke Guidelines for Academic Success

Commit

- Register for classes as soon as possible
- Gather materials for each class (textbook, software, online resources, lab gear, paper, pens/pencils, etc.)
- Attend the first day of class to learn about expectations for the term

Prepare

- Check the syllabus and Moodle regularly for assigned readings and upcoming deadlines
- Complete assigned readings/Moodle work before class
- Bring materials needed for each class/meeting
- Tell professors if you need accommodations for the class

Engage

- Attend all scheduled classes and meetings
- Put away devices that may interfere with learning (phones, games, headphones, ear buds, etc.)
- Take notes while the professor is lecturing
- Participate actively in class discussions and activities

Communicate

- Talk with professors and campus resources if you need assistance (even if you don't know what to ask for!)
- Check Clarke email daily
- Send messages with context and acknowledge messages you receive
- Share and receive constructive feedback

Respect People

- Treat each member of the Clarke community (including yourself!) with dignity
- Listen when other people are speaking
- Recognize that instructors are responsible for managing the course and classroom
- Value the cultures and lived experiences of all
- Trust each person to make decisions about their own educational, physical, mental, social, and spiritual needs

Respect Time

- Arrive a few minutes early for class to get settled
- Wait until class is over to pack up materials
- Turn in assignments on time
- Contact the professor if you will be missing or late to class; Ask a classmate for notes/details of what you missed. Schedule a meeting with the professor if you have specific questions

Use Campus Resources

- Educational: MARC, professors, advisors
- Physical/Sexual Health: Health Services
- Mental Health: Life Coaching & Counseling Services
- Social: Student Engagement & Intercultural Programs
- Spiritual: Campus Ministry

ACCEPTABLE USE POLICY FOR CAMPUS COMPUTING RESOURCES

Information Technology Resources

Clarke University computing services and resources are for use by currently enrolled students, currently employed faculty and staff, and Clarke University workshop participants. The Systems Administrator of all systems (including designated staff members) has both the right and obligation to monitor use of these resources to ensure appropriate use in character and extent; including voicemail, phone, web pages, e-mail, and online talk/chat and any other forms of computer resource (examples include deactivation of account, deletion of files).

Unauthorized or inappropriate use of Clarke University computing resources will be grounds for sanctions, which include suspension or loss of computing privileges, disciplinary action, or in extreme cases, termination and/or legal action. You may be held personally responsible for ANY use made of your authorization to Clarke University computing resources by unauthorized persons ("authorization" means computer account, login name, lab access, or any other means by which you identify yourself to gain access to any computer system, network, computer-based information system). This policy will be enforced and reviewed by the Clarke University Systems Administrator, the Information Technology department, the Human Resources department, and the Student Life department.

For password-protected authorizations in your name, you are required to change your password immediately upon initial access to your account and as required thereafter. You are encouraged to use passwords that are not easily guessed (e.g., avoid names and birthdays). Do not write down your passwords where others might see them. If you suspect that someone may be using your authorization to a computer resource, you should immediately change your password (reset.clarke.edu) and notify the Help Desk at (563)588-6390 or help@clarke.edu. Do not write down your passwords where others might see them. Your password must be a minimum of 12 characters, contain an uppercase and lowercase letter, and a special character. 3 subsequent failed login attempts will lock your account, requiring you to contact the Help Desk.

Efficient use of the e-mail and voicemail systems suggests that messages should be concise and directed to individuals with an interest or need to know. Personal use of technology resources is discouraged and should not interfere with or conflict with official use and should only constitute a small percentage of total usage. Users should exercise good judgment regarding the reasonableness of personal use. Please refrain from using Clarke resources to receive and store personal photos or media. No personal long-distance calls are to be made except for emergencies, and the University shall be reimbursed for such calls. Providing the toll-free number for use by other than prospective students is prohibited.

E-mails to university-wide distribution lists must originate from the Academic Affairs Office, Registrar's Office, Public Relations Office, Human Resources Office, Student Life Offices, President's Office, Computer Center, or an executive administrator. Please refrain from attaching Word or Excel documents, use the PDF file format instead.

The following activities are examples of unauthorized or inappropriate uses of computing resources. These are intended to suggest rather than define the limits:

- Using, or attempting to use, someone else's authorization.
- Accessing, or attempting to access, someone else's computer files (including system, network and internet) at Clarke University or elsewhere via Clarke University resources without permission.
- Threatening, intimidating, or harassing other persons to attempt unauthorized access to Clarke University computing resources.
- Impairing, interrupting, or inhibiting any other's access to Clarke University computing resources (e.g., generating or spreading a virus, sending codes to lock hardware, installing unauthorized software, excessive consumption of network and system resources, etc.) except as authorized by the Systems Administrator or appropriate computer services staff.
- Permitting others (at Clarke University or anywhere else; including family members and/or friends) to use your authorization to access Clarke University computing resources such as network, internet, email, or any other system resource.
- Sending anonymous, deceptive, fraudulent, illegal, distasteful or unwelcome electronic communications using any Clarke University resource including network, chat, e-mail, Moodle, content management system, etc.
- Viewing, mailing, or using materials that are obscene, profane, offensive, or upsetting to others. Messages, jokes, images or email forwards which violate Clarke harassment policy or create a hostile work environment are prohibited.
- Using regional, national, or international network partnerships of Clarke University for a purpose that violates the University's agreement with those partners.
- Violating license agreements, copyrights, intellectual property rights or use of other materials without express consent of the user/owner (see Peer-to-Peer File Sharing Copyrighted Material).
- Tampering with hardware, software and network settings of Clarke University computing resources including labs, system resources, or any other PC, server or cloud-based computing service.
- Theft of Clarke University computer resources including hardware, software, data, accessories, or other network resources (see Computer Theft Definition below).
- Misuse of information accessed while a Clarke University employee or student, such as information stored in the cloud, on servers, or PCs.
- Use of a Clarke University computing resource for profit-making, non-University work such as contract programming, self-employment advertising, word-processing service, developing graphics advertising, etc.
- Violating the State of Iowa Computer Crime Law, or the Federal Computer Crime laws, or any local, state, federal, or international laws while using a Clarke University computing resource.
- Sending spam e-mail while using any Clarke University computing resource.

- Unwelcome chain letters, forwarding large e-mail, or downloading files which cause problems with storage, system resources, or any other network utilization.
- Excessive use of Clarke University computing resources for on-line gaming, on-line chat, video streaming, or downloading that causes problems with network utilization, bandwidth, or internet connections.
- Solicitation to buy or sell goods or services unrelated to Clarke University is prohibited. This includes fundraising or other activities unrelated to Clarke seeking funding support.
- Broadcasting unsolicited personal views on social, political or other non-business-related matters is prohibited.
- Forwarding official university business messages off-campus is prohibited.
- Using social media as a tool for bullying, spreading anti-Clarke messages, or impersonating other people.
- Recording of classes without permission from the professor.
- Accessing Clarke resources (e.g., Moodle, e-mail, MyInfo/CU Hub, etc.) from insecure connections or devices.
- Any other activity or attempted activity contrary to, or not consistent with, the mission, policies, beliefs, or best interests of Clarke University.

Computer Theft Definition

A person commits computer theft when the person knowingly or without explicit permission accesses or causes access to a computer, computer system, computer network or any part thereof, for the purpose of obtaining service, information, or property with the intent to deprive the owner of possession. A computer theft also occurs when a person takes, transfers, conceals, or retains possession of a computer, computer system, any computer software/program, or any data contained in a computer, computer system, tablet, smart phone or computer network.

ADVERTISING and POSTING

The following guidelines are provided in an effort to ensure the effectiveness of signs and posters on campus and the orderly appearance of bulletin and magnetic boards.

- 1) Posting signs and flyers must be confined to bulletin or magnetic boards and kiosks. There may be only one poster/flyer publicizing a particular activity on each kiosk or bulletin board. Never post signs on wooden surfaces or painted walls around campus, and never obstruct vision. If taping signs to glass or metal surfaces, only masking tape may be used. Tape should be rolled and placed on the back of the flyer, to keep a clean appearance. Please use push pins on bulletin boards and cork strips.
- 2) Signs, posters, etc. must be submitted to the student life office for approval before they may be posted. Each will be stamped in the lower left-hand corner noting approval and the date by which it is to be removed. Signs created and/or printed from the marketing department do not need to be stamped in Student Life but must follow all other guidelines for posting.
- 3) Posters must be removed within 24 hours following the event or activity they advertise.
- 4) Except in extraordinary cases, the maximum size permitted will be 14" X 22".
- 5) Posted materials must be neat and in good taste and must contain complete information regarding the activity to be advertised including the name of the sponsoring organization or person, campus representative, or group responsible. Specifically prohibited is material that contains statements or pictures, which would be reasonably perceived as offensive or insensitive or disrespectful to an individual or group. Material is prohibited which promotes the violation of university policy, civil law or advertises alcohol or other drugs.
- 6) The vice president for student life must approve creative advertising. Posters not in compliance with these guidelines may be removed and/or the sponsor may be refused permission to use campus bulletin boards in the future. All signs/posters must be removed after the event.

Anti-Bullying Policy

In alignment with our core values, Clarke University is committed to maintaining a working, learning, and social environment in which the rights and dignity of all the employees and students are respected. Under this policy, bullying is prohibited.

The purpose of this policy is to communicate to all supervisors, employees, and students that Clarke University will not tolerate bullying behavior. Should it be determined that there is a violation of this policy, the individual in question faces possible disciplinary action, which can range from a letter of reprimand up to and including termination. Students found in violation of this policy will be disciplined under applicable procedures established under the Student Conduct Resolution Procedures.

Bullying may be intentional or unintentional. However, it must be noted that where an allegation of bullying is made, the intention of the alleged bully is irrelevant and will not be given consideration when appropriate disciplinary action is needed. As in sexual harassment, it is the effect of the behavior upon the individual-especially the establishment of fear that a reasonable person would experience-which is important. Clarke University considers the following types of behavior examples of bullying when they are part of a pattern of conduct that rises to the standard set forth above:

Verbal Bullying: slandering, ridiculing, or maligning a person or his/her family; persistent name calling which is hurtful, insulting, or humiliating; using a person as the butt of jokes; remarks that would be viewed by others in the community as abusive and offensive; persistently interrupting another person or otherwise preventing another person's legitimate attempts to speak; use of nicknames after being warned that the nickname is considered by the victim to be offensive; constant criticism on matters unrelated to a person's job performance or description or on matters that cannot be documented;

Physical Bullying: pushing; shoving; kicking; poking; tripping; assault, or threat of physical assault; damage to a person's work area or property.

Gesture Bullying: non-verbal threatening gestures such as, but not limited to, the following: approaching another person with fists clenched or with one or more other fighting gestures which could reasonably be interpreted as threatening; brandishing a weapon; making gestures that would reasonably be interpreted as amorous or sexual in nature.

Social Bullying (which may include cyberbullying): engaging in verbal bullying via mail, email, text message, phone, voicemail or on social media; deliberately interfering with mail, email, text messages, phone, voicemail, or other communication; spreading malicious rumors or gossip about another person; manipulating the workload of another person in a manner designed to cause that person to fail to perform his or her legitimate functions; inflicting menial tasks on an employee not in keeping with the employee's or student's normal responsibilities.

Concern, Grievance, or Complaint

Individuals who feel they have experienced bullying should report this to the following:

Complaint about:	Appropriate Administrator
Faculty Member	Vice President for Academic Affairs
Staff Member	Director of Human Resources
Student	Vice President for Student Life
Vice President	President

The behavior should be reported before the conduct becomes severe or pervasive. All students and employees are strongly encouraged to report any bullying conduct they experience as soon as possible to allow Clarke to take appropriate action.

Anti-Retaliation Statement

Clarke University forbids retaliation against anyone for reporting bullying or cooperating in an investigation. Retaliation of any kind against anyone filing a complaint of bullying is prohibited. Initiating a complaint of bullying will not affect a complainant's employment, compensation or work assignments or, in the case of a student, grades, class selection, or any other matter pertaining to student status. If you feel you have been retaliated against, notify the Director of Human Resources or your Appropriate Administrator immediately.

False accusations of bullying can seriously injure innocent people. Initiating a false bullying complaint in bad faith may result in disciplinary action. A finding for the accused does not constitute a finding the complaint was in bad faith. Approved, July 2023

ANTI-DISCRIMINATION and HARASSMENT POLICY

Clarke University is committed to maintaining a positive working and learning environment that is free from discrimination and all forms of harassment including sexual harassment and hazing. In keeping with this commitment, we will not tolerate discrimination or harassment of or by students, employees, supervisors, co-workers, vendors, visitors, or customers of the University. This position is consistent with Clarke's efforts to maintain equal employment opportunity, equal educational opportunity, nondiscrimination in programs/services and use of facilities, and the affirmative action program.

Hate crimes will be referred to the City of Dubuque law enforcement for appropriate investigation and action.

"Hazing" refers to any activity expected of someone joining a group (or to maintain status in a group) that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate. Hazing activities are generally considered to be: physically abusive, hazardous, and/or sexually violating. The specific behaviors or activities within these categories vary widely among participants, groups and settings. While alcohol use is common in many types of hazing, other examples of typical hazing practices include: personal servitude; sleep deprivation and restrictions on personal hygiene; yelling, swearing and insulting new members/rookies; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; brandings; physical beatings; binge drinking and drinking games; sexual simulation and sexual assault.

Sexual Harassment (See Sexual Misconduct Policy)

It is illegal to harass or discriminate against a student, employee or visitor based upon his or her sex, sexual orientation, gender or gender identity. **(For definition, reporting, and investigation procedures see the Sexual Misconduct Policy.)**

Age Harassment

The Age Discrimination in Employment Act (ADEA) forbids age discrimination against people who are age 40 or older. Age harassment involves the harassment of a person because of his or her age. Age harassment may include ridicule or offensive remarks about a person's age, specifically when this harassment is so frequent or severe that it creates a hostile or offensive work environment.

Race/Color Harassment

Race/color harassment involves the harassment of a person because of his or her race or skin color or because of personal characteristics associated with race or skin color. Race/color harassment also includes harassment of a person because they are married to (or associated with) a person of certain race or skin color. Most often race/color harassment occurs as offensive comments, epithets, jokes, slurs or gestures, or through symbolic objects or drawings. Even when the victim and harasser are the same race, or the victim is not a minority, race harassment is not tolerated and unlawful.

Religious Harassment

Religious harassment involves harassment of a person because of his or her affiliation with a particular religion or observance of religious holidays or dress. Religious harassment may include negative or offensive remarks or jokes about a person's religion or religious garments; religious slurs; or other verbal or physical conduct based on an individual's religion or religious beliefs. Coercing an employee to participate or not participate in religious activities also constitutes religious harassment.

National Origin Harassment

National origin harassment involves harassment of a person because he or she is from a particular country or part of the world, because of ethnicity or accent, or because he or she appears to be of a certain ethnic background (even if they are not). National origin harassment also includes harassment of a person because they are married to (or associated with) a person of a certain national origin or because of their connection with an ethnic organization or group. National origin harassment may include derogatory words or conduct aimed at an individual's nationality, ancestry, foreign name, accent, appearance or culture.

Disability Harassment

Disability harassment involves the harassment of a person because of his or her actual or perceived physical or mental disability. Disability harassment also includes harassment of a person because they are associated with a person who has a physical or mental disability. Disability harassment may include ridicule, demeaning conduct, or offensive remarks about a person's disability.

Responsibilities

All students and employees are responsible to help assure that we avoid harassment. All University students and employees, therefore, have the responsibility of keeping University administrators informed, through the most confidential and direct means possible, of all alleged acts and/or complaints or harassment or discrimination. It is the responsibility of each principal administrative officer, department head, and supervisor to ensure a working environment free of harassment and intimidation for students and employees.

Making an Informal Report

Individuals can file a "Speak Out" report form on-line (<https://clarke.edu/campus-life/culture-inclusion/speak-out-form/>). The person filing the report will be contacted by the Vice President for Student Life, in the case of a student, or the Director of Human Resources, in the case of an employee, to look at options to remedy the situation when a name is provided. Forms may be completed anonymously. This is helpful when the problem behavior is offensive but may not rise to a possible policy violation.

Some examples of when a person might choose to utilize this form include: when a person of the Clarke Community makes remarks that enforce stereotypes of a given culture, race, gender, or sexuality; or a person engages in jokes or behavior that harm people from marginalized populations. Informal reporting does not involve a formal investigation or, in some cases (based on the discretion of the person filing the complaint), a disciplinary outcome. In contrast, a formal complaint would include a full investigation and follow a disciplinary process. Depending on the severity of the complaint, the university may choose to engage in its own investigation in which the student or employee will have the option to be involved in the process.

A person can seek assistance from the Vice President of Student Life, the Vice President of Academic Affairs, or the Director of Human Resources when wanting to discuss informal reporting options without engaging in any complaint process.

After a person has submitted an informal complaint, a designated University official shall contact the person to discuss the complaint within five business days of the complaint submission if the person indicated they would like to be contacted for a follow-up. A person may remain anonymous and/or decline to be contacted for follow-up. If a person indicates they would like to be contacted regarding measures taken to address the complaint, a designated University official shall inform the student of a reasonable date they can expect a written or verbal response. A person who would like to address the issue further may ask to schedule a meeting with the designated official and have an appropriate University representative in an advisor role in attendance for any such discussion.

An informal complaint process is not available in the circumstances involving sexual harassment. The Sexual Misconduct Policy outlines the complaint, discipline, and appeals procedures for complaints of sexual harassment.

Filing a Formal Complaint

****These procedures apply to all harassment and discrimination complaints besides Sexual Harassment. The Sexual Misconduct Policy will control the complaint, discipline, and appeals procedures for complaints of sexual harassment.**

It is the University's intent to investigate all complaints in accordance with the procedures identified in this policy. Complaints that may be addressed under this policy include complaints based on the conduct of University students, employees, other persons acting in official University capacities, and University visitors. To the fullest extent possible, the University will keep complaints and the terms of their resolution confidential.

Individuals who believe they have been harassed or discriminated against and wish to file a formal complaint should address their concerns to the appropriate administrative official at the University as set forth below.

Complaint about:	Appropriate Administrator
Faculty Member	Vice President for Academic Affairs
Staff Member	Director of Human Resources

Faculty members, vice-presidents, administrative department heads, supervisors, and residence life staff, are required to report to the Appropriate Administrator incidents of harassment or discrimination reported to or observed by them but they are not to conduct an investigation. Exceptions to this policy are the staff in campus ministry, counseling and health services who are considered confidential advisors.

If the complainant feels uncomfortable going to their Appropriate Administrator, or the Appropriate Administrator is the subject of the harassment or discrimination allegations, the complainant should direct the complaint to one of the other Appropriate Administrators.

Official allegations of harassment or discrimination are to be made in writing to the Appropriate Administrator as soon as possible and not later than ninety (90) calendar days from the date of the alleged harassing or discriminatory event. The complaint must include the following information: name, address and telephone number of the complainant; the nature of the complaint; date(s) and location(s) of the alleged occurrence(s); evidence on which the complaint is based; and the redress sought by the complainant.

Complaints against a student will be handled according to the Student Conduct Resolution Procedures found on the student resources Clarke website.

Complaints against an employee will be handled using the following procedures:

The Appropriate Administrator will have twenty (20) calendar days in which to conduct an investigation of the complaint. The Appropriate Administrator may act as Investigator or may arrange for another individual to act as Investigator in the matter. The purpose of the investigation is to establish (1) whether there is reasonable basis for believing the allege and a violation of the policy has occurred, and (2) the factual circumstances surrounding the claim.

In extreme cases where the safety of individuals, the protection of property, or the continuity of the educational process may be in danger, the Appropriate Administrator, in consultation with the President, can decree the immediate suspension of an individual or individuals. In these cases, the individual must respond to the charges within 72 hours of notification or waive his/her right to the appellate process.

In conducting the investigation, the Investigator will interview the complainant, the person against whom the complaint is made, and may interview any other persons believed to have pertinent factual knowledge. A copy of the university's anti-harassment policy and complaint procedure will be provided to both complainant and accused. At all times, the Investigator will take steps to maintain strict confidentiality to the fullest extent practicable. The parties and any notified Administrator of the University or supervisor will maintain strict confidentiality as well.

The investigation will afford the person against whom the complaint is made an opportunity to respond to the allegations of the complaint. The Investigator will be in communication with the complainant until the complaint is resolved. The complainant will be informed of general actions taken but will not be informed of specific conversations held with the person against whom the complaint is made.

Upon the expiration of the twenty (20) calendar day period the Investigator will have an additional ten (10) calendar days to produce a written report summarizing the findings of fact. This report will be provided to appropriate Vice President and/or President. The appropriate Vice President and/or President will review the report within ten (10) days and determine appropriate sanctions if any. Both parties involved will then be notified concerning the determination of facts and any sanctions imposed.

Sanctions may include, but are not limited to, written reprimand of the person against whom the complaint is made, suspension or dismissal of the person against whom the complaint is made, a change of grade or other academic record, a change of course section, a change of reporting line for an employee, or any other appropriate sanction(s) under the circumstances. If sanctions are imposed, this report will become a part of the personnel file of the individual against whom the complaint is made.

Appeals

If either party disputes the findings or is dissatisfied with the sanctions, they may appeal by filing a written appeal with the President of the University within fifteen (15) calendar days of notification of the findings. The President of the University will review the record of the matter and will reach a final determination as to any action to be taken within ten (10) calendar days of receipt of the appeal.

The determination of the President on the appeal is final and may only be addressed further by petition to the appropriate grievance committee by the party who remains dissatisfied. Rules governing the grievance committees of faculty, staff and students are provided in their respective policy manuals.

Anti-Retaliation Statement

Clarke University forbids retaliation against anyone for reporting harassment, assisting in making a harassment complaint, or cooperating in a harassment investigation. Retaliation of any kind against anyone filing a complaint of harassment or discrimination is prohibited. Initiating a complaint of harassment or discrimination will not affect a complainant's employment, compensation or work assignments or, in the case of a student, grades, class selection, or any other matter pertaining to

student status. If you feel you have been retaliated against, notify the Director of Human Resources or your Appropriate Administrator immediately.

False accusations of harassment or discrimination can seriously injure innocent people. Initiating a false harassment or discrimination complaint or initiating a harassment or discrimination complaint in bad faith may result in disciplinary action. A finding for the accused does not constitute a finding the complaint was in bad faith. Updated June 2023

COMPLAINT PROCESS

The U.S. Department of Education regulations to improve the integrity of programs authorized under Title IV of the Higher Education Act (HEA), as amended (the "Program Integrity Rule"), took effect on July 1, 2011. Based on those regulations, schools need to clarify and disclose information on their accreditation and state approval status.

Clarke University, as an institution authorized to provide postsecondary education in the state of Iowa, is committed to full compliance with the Program Integrity Rule.

The Higher Learning Commission of the North Central Association of Colleges and Schools accredits Clarke University.

Complaint Process

Clarke University seeks to resolve all student concerns in a timely and effective manner. To that end, this complaint process serves as an ongoing means for students to discuss or register complaints that pertain to alleged violations of state consumer protection laws that include but are not limited to fraud and false advertising, alleged violations of state laws or rules relating to the licensure of postsecondary institutions, and complaints relating to the quality of education or other state or accreditation requirements.

Resolution Process

A student who believes they have been subject to unjust actions or denied their rights should make a reasonable effort to resolve the matter before seeking formal resolution. To that effect, Clarke University recommends the student request a meeting with the parties directly involved. During the meeting, students should describe the nature of the complaint and a desirable resolution. Both parties are encouraged to try to find a fair and satisfactory resolution.

If a student's concern or complaint is the result of one of the following:

- a) Unfair teaching practice
- b) Misinformation from Clarke University personnel applying a University policy or procedure, or
- c) An administrative, advising, or clerical error

Then the student should provide documentation from the appropriate academic, administrative, or advising unit.

The Offices of the Academic Dean, Vice President for Student Life, Admissions, Registrar, Student Accounts, Financial Aid, and Human Resources all provide specific administrative means to address and resolve most, if not all, of the questions and concerns you may have. The contact information for each of these Offices is provided below.

- Office of the Academic Dean (academic programs, faculty, advising, accommodation services): (563)588-6383; yvonne.zimmerman@clarke.edu
- Office of the Vice President for Student Life (student and campus life, discrimination complaints): (563)588-6517; kate.zanger@clarke.edu
- Office of Admissions (admissions eligibility): (563)588-6540;
- Office of the Registrar (academic records, registration): (563)588-6392; kristi.bagstad@clarke.edu
- Office of Student Accounts (bills and payment plans): (563)588-6342; kathy.vaughn@clarke.edu
- Office of Financial Aid (loans, scholarships, grants): (563)588-6338; robert.hoover@clarke.edu
- Office of Human Resources (personnel): (563)588-8194; jody.pfohl@clarke.edu

If the parties involved in complaint are unable to find a satisfactory resolution and further action is deemed appropriate, students must follow the procedures outlined in the following documents:

- **Grade Challenges:** [Clarke University Catalog](#)
- **Academic Integrity Policy:** [Clarke University Catalog](#)
- **Standards of Student Conduct and Disciplinary Procedures** Page 36
- **Discrimination and Harassment** Page 28
- **Sexual Misconduct Policy:** [Policy and procedures effective August 14, 2020.](#)

It is expected that students will fully utilize Clarke University's administrative procedures to address complaints in as timely a manner as possible and with the appropriate individual or office. If a student has a complaint and is unsure with whom to address it, they may complete the [Student Complaint Assistance Form](#).

Complaints Addressed to External Agencies

If on occasion students believe that these administrative procedures outlined above have not adequately addressed the concerns identified under the Program Integrity Rule, the following independent procedures are provided. It should be noted that external agencies rarely review or act on complaints that have not been processed through all appropriate channels at the University.

- The Higher Learning Commission (“HLC”) of the North Central Association of Colleges and Schools is an independent body responsible for the accreditation of programs offered by Clarke University. HLC relies on constant contact with the University to ensure quality higher learning. Accredited institutions are required to submit progress reports, monitoring reports, contingency reports, and annual reports, as well as to participate in focus visits. Each year, HLC receives a number of complaints from students or other parties. When a complaint raises issues regarding an institution’s ability to meet accreditation criteria, HLC will forward a copy of the complaint to the institution and request a formal response. Complaints may be filed with Higher Learning Commission at the following link: <http://www.ncahlc.org/information-for-the-public/complaints.html>
- A variety of other federal or state agencies or state boards, which are involved in the evaluation and approval of institutional programs, or in the granting of professional certification or licensure, may also be contacted. These agencies include, but may not be limited to, the following:
 - The Iowa Department of Education, Division of Learning and Results, processes accreditation of undergraduate teacher preparation programs. Complaints may be sent to: State of Iowa, Department of Education, Division of Learning and Results, Grimes State Office Building, 400 E 14th St, Des Moines IA 50319-0146; Telephone: (515)281-5294: www.educateiowa.gov
 - The Iowa Board of Nursing approves the university’s nursing programs. The description, process, and forms for filing a complaint with the Iowa Board of Nursing may be found on the [IBON website](#).
 - The Commission on Accreditation of Athletic Training Education provides guidelines and directions and guidelines for submitting formal complaints. The information is found in the CAATE Policy and Procedure Manual, section XXIV. Complaints Regarding CAATE Accredited Program, p. 37. This document may be accessed on the [CAATE website](#).
 - The National Association of Schools of Music governs the accreditation of the music unit at Clarke University. Directions and guidelines for expressing a concern about a member institution may be found on the [NASM association’s website](#).
 - [The Commission on Accreditation of Physical Therapy Education](#) is the division of the American Physical Therapy Association responsible for review of formal complaints in physical therapy programs. Section 11 of the [Rules of Practice and Procedures](#) provides guidelines for addressing complaints.
 - The Council on Social Work Education is responsible for accreditation of the University’s social work program. Guidelines for formal complaints to the Commission on Accreditation may be found on the [CSWE website](#).
 - The State of Iowa protects its citizens against consumer fraud. You may file a written complaint [online](#) or download the file, print it, complete it and mail it to the Attorney General’s Consumer Protection Division.
 - The Iowa Civil Rights Commission enforces laws against discrimination on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, religion, or disability in any program or activity. You may find [directions for filing a complaint](#) online, or contact the organization at: Iowa Civil Rights Commission 400 East 14th Street Des Moines, IA 50319-1004, (515)281-4121 or 1(800)457-4416.
 - The Office for Civil Rights investigates complaints of discrimination based on race, color, national origin, sex, age or disability in programs that receive funding from the Department of Education, including most schools and colleges. Further information is available [online](#).
 - Equal Employment Opportunity Commission: <http://www.eeoc.gov/employees/charge.cfm>

If you are currently enrolled, or anticipate enrollment, in an educational program that requires state agency or board authorization and/or licensure and do not see it listed here, please contact the Office of the Vice President for Academic Affairs at: (563)588-6540

DISORDERLY OR THREATENING BEHAVIOR

Behavior which disrupts the orderly educational or administrative operation of the University or which is coercive or threatening to the safety and well-being of self or others may be subject to immediate action which could include suspension, expulsion or other appropriate action.

A student may be required to receive, at the expense of the student, a comprehensive health evaluation, including physical and mental health assessments, as deemed appropriate by the university. Documentation regarding diagnosis, recommended treatment plan and recommendations about the student’s ability to attend classes and live in a residential community may be required from appropriate health professionals. In some situations, a student must agree to follow the recommended plan developed between the university and the student in order to maintain student status.

ELECTRONIC COMMUNICATION

Students using university computer facilities and electronic resources are expected to conform to the Acceptable Use Policy for Campus Computer Resources found on the Computer Center page at: www.clarke.edu/page.aspx?id=3348. Failure to do so may result in disciplinary action involving loss of privileges and probation or suspension from the university. Also see page 25 of this Student Handbook.

ELIGIBILITY POLICY FOR EXTRACURRICULAR ACTIVITIES

1. Students on academic probation are ineligible to participate in intercollegiate athletics or serve in leadership positions in student organizations.
2. Academic eligibility is determined each semester. Students with a cumulative grade-point-average below 2.0 are placed on academic probation.

3. Responsibility for compliance with these regulations' rests with the athletic director and the director of engagement and dean of student engagement.

FIREWORKS

Possession or use of firecrackers, cherry bombs, smoke bombs, gunpowder, and other explosive materials is prohibited because of its potential for personal injury and its disruptive impact.

FIRE PIT

Any individual or student group must receive approval and permission to use the Fire Pit through reservation or Campus Security. The Fire Pit may not be used between 2am – 8am.

Individual students wishing to utilize the Fire Pit for personal or small social gatherings may do so only by contacting Campus Security to receive permission and access to materials and safety supplies. Use is first- come, first- served. Unauthorized use of the Fire Pit may result in disciplinary action.

Students may call Campus Security one-hour in advance of their gathering to gain permission and access to necessary materials at 563-588-6393.

Any behavior by an individual or group of individuals that puts the health and safety of themselves, others, or the community at risk may be addressed through the student conduct process as well as Iowa state and local law. The organization or individuals receiving permission and access may also be held accountable for violations through the student conduct process. (April 2021)

FUNDRAISING

The purpose of this policy is to coordinate all Clarke fundraising efforts and to ensure that communications from Clarke to its constituents are consistent with the university's overall needs and priorities. All fundraising efforts must support, and not compete with, the university's overall efforts to secure funding for annual operating needs, capital projects and endowed funds.

The Institutional Advancement (IA) Office is responsible for coordinating the cultivation, solicitation and stewardship of donors and, therefore, oversees all fundraising appeals to any Clarke constituents: alumni, students, faculty, staff, friends, local businesses, foundations, corporations, and parents of students and alumni. Two fundamental principles guide the IA Office's efforts:

1. That Clarke's overall interests take precedence over the special interests of individual departments, organizations, teams, clubs, or other groups; and
2. That all fundraising on behalf of Clarke must be in compliance with Sec. 501(c)(3) of the Internal Revenue Code, which governs non-profit tax-exempt organizations.

Clarke University recognizes that individual departments, organizations, teams, clubs, and other groups have need for occasional fundraising activities for the group's benefit or the benefit of designated charities; however, multiple and overlapping solicitations to the same constituents may have unintended negative consequences. All such efforts shall be coordinated through the IA Office.

I. Submission of Fundraising Proposals by Campus Groups or Individuals

Any department, organization, team or club wishing to solicit Clarke's constituents must contact the IA Office usually no later than two months before the planned solicitation. The only exception to this is when a department, organization, team or club would like the IA Office to incorporate their request into the university's direct mail or phonathon calendar. In these instances, it is appropriate to give the IA Office five months' notice.

A. Campus Activities Needing Institutional Advancement Approval and/or Involvement

1. Raising money for external groups and organizations
2. Raising money for internal groups and organizations
3. Soliciting donations of any kind from external groups

B. Information for Institutional Advancement should include:

1. Department/Organization/Team/Club/Group making request
2. Recipient of financial/in-kind support
3. Purpose of support (what the funds will be used for) and total cost associated with the project
4. How project relates to strategic initiatives
5. Timeline of proposed fundraising initiative
6. Targeted group of prospects (i.e. alumni, faculty/staff, friends)
7. Number of students, faculty and/or staff that will benefit from this fundraising initiative
8. Additional sources of funding if goals are not met through this fundraising initiative
9. Outcomes to be achieved by this activity

C. Exclusions from Policy

This policy does not prohibit or limit in any way fundraising efforts by departments, organizations, team or clubs that take the form of advertising in publications or programs; car washes; camp fundraisers, sales of baked goods, trinkets, apparel items; ticketed performances; personal chore services, etc., in which the buyer of such goods or services receives a tangible benefit as a result of the transaction. Because of the Internal Revenue Service (IRS) guidelines, the university cannot issue gift receipts for these transactions. However, student organizations wishing to take part in these types of activities must follow the Student Organization Fundraising Guidelines set forth by the Student Life Office. Please complete the form available at:

Please note the IA Office is responsible for securing an annual raffle license on behalf of the university. For questions concerning exclusions, please contact the IA Office at 588-6405. For questions concerning Student Organization Fundraising Guidelines, please contact the Student Engagement Office. This policy also does NOT include public benefit events. Any plans for benefits must be reviewed and approved by Clarke University administration. The university does not support benefit events on behalf of individuals. Fundraisers for organizations will be taken by the appropriate Vice President to Cabinet for approval.

II. Approval Process and Next Steps

Requesters submitting fundraising proposals to IA will be contacted within one week of submitting their request to either be notified of the IA Office's decision or be asked to submit additional information regarding the project. Decisions will be based on the university's existing fundraising activities, the number of students, faculty or staff that will benefit from the project and the outcomes to be achieved by this activity. Once approved, the following guidelines will be followed:

1. The IA Office has final approval over all prospect lists.
2. All solicitation letters must be directed to the IA Office so that gifts may be processed in accordance with IRS guidelines.
3. The IA Office will review all written materials prior to being sent to prospects.
4. Gift receipts and thank you letters will be the responsibility of the IA Office; however, the IA Office is happy to provide a list so that those receiving the funds or in-kind donations may thank donors as well.
5. Prior to solicitation, the IA Office will work with the department, organization, team or club and the Business Office to ensure funds received through the fundraising appeal are deposited in the correct account.

GAMBLING

Gambling on campus in any form is prohibited, except in cases of lotteries and raffles held in conformance with Iowa statutes and approved by the vice president for student life.

HEALTH INSURANCE

Health Insurance Information and Resources

Clarke University requires that students have health insurance. Medical bills due to accident, injury or illness can create a financial burden for students who are uninsured or underinsured. Some students may be covered under their parents' or spouse's health insurance plans. It is essential to check with the health insurance company to determine eligibility. A student living away from home needs to be sure that they can be covered by out-of-network providers in Dubuque. Students must have health insurance coverage before beginning classes and/or practices, in the case of a student athlete.

Students who are not covered by a parent or spouse for health insurance should purchase a health insurance plan for themselves. Currently, Clarke University does not endorse a specific student insurance plan. There are many websites that offer student and/or individual insurance plans. Below, please find information to help you in your search.

All Clarke University international students in the US are required to carry health insurance during the terms they are enrolled and present in the US. GeoBlue is the approved health insurance of Clarke University, and all international students are automatically enrolled in its plan when they are enrolled and determined to be present in the US. The GeoBlue plan for international students at Clarke University only provides coverage in the United States.

Effective August 1, 2024, students will no longer be able to opt out of the GeoBlue policy by purchasing or providing a different insurance policy. Students will automatically be enrolled in the GeoBlue plan and the premium will be charged to their student accounts. Of the amount charged to student accounts each semester, 100% goes toward the insurance premium with GeoBlue. Clarke does not collect any fees or any part of the premium.

GeoBlue insurance cards will be emailed to students. If students do not receive their insurance card within three weeks of the beginning of the semester, they should contact Casey Tauber.

Follow this link to access further information about GeoBlue insurance coverage: [GeoBlue Brochure](#).

If you have questions, please contact the staff in Health Services at 563-588-6374; or during June and July, the Student Life Office at 563-588-6313.

Student Health Insurance Resources:

Independent Health Insurance Providers

1. *Ludovissy & Associates Insurance*
Contact Jon Ludovissy or Troy Leibold
563-556-6661 Office
2. *Goodmann Insurance*
Contact Bart Brown or Alecia Ehlers
563-556-3232 Office
3. *O'Connor & Associates Insurance Agency*
Contact Tammy Klein
563-557-7440 Office

Who can enroll?

- Adults aged 19-64
- Personal income that doesn't exceed 133% of the Federal Poverty Level (\$15,282 for family of 1 person)
- Resident of Iowa (local or Clarke University address) and be a U.S. citizen
- Not be otherwise eligible for Medicaid or Medicare
- Cannot be claimed as a dependent on parent(s) tax form
- Cannot be currently enrolled in another health plan
- Flexible enrollment dates with change in current health care coverage

MISSING PERSON POLICY

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

- If a student is suspected to be missing, the information should be reported to the Vice President for Student Life.
- The Vice President for Student Life, in cooperation with the Office of Safety & Security and other appropriate staff, will initiate an investigation into the welfare of the student. This investigation will include a good faith effort to make contact with the student. Campus Safety will gather all essential information about the student from the reporting person and from the student's acquaintances (description, clothes last worn, where student might be, who student might be with, vehicles description, information about the physical and mental well-being of the student, class schedule, recent photograph, etc.). If the actions are unsuccessful in locating the student or it is apparent immediately that the student is missing, Campus Safety will contact the Dubuque Police Department to report the student as a missing person and they will take charge of the investigation.
- Each resident student will be informed and given the opportunity, during the process to check-in to the residence hall, to provide confidential contact information to be used in the event that student is determined to have been missing for more than 24 hours. This information will remain in effect until changed or revoked by the student. We will also contact parents and any other emergency contacts provided by the student as necessary.

For purposes of this policy, a student may also be considered to be a "missing person" at any time the person's absence is contrary to his/her usual pattern of behavior and unusual circumstances may have caused the absence. Such circumstances could include, but not be limited to, a report or suspicion that the missing person may be the victim of foul play, has expressed suicidal thoughts, or is in a life-threatening situation. (April 2010)

NOISE

Obscene, violent, or excessively noisy behavior is prohibited anywhere on the campus and off-campus at university sponsored events.

PARKING

Students are permitted to operate automobiles and park on campus as long as they abide by university regulations.

1. Vehicles may operate on streets, drives, and in parking lots; they may not be operated on sidewalks, lawns, or in any other places not intended for their use.
2. Vehicles parked in University lots must display current parking permits for the lot designated. Student parking permits may be registered online or in the student accounts office. Permits must be displayed on the left rear bumper or on the left side of the back window.
3. Student vehicles may not be stored or parked for long periods of time on city streets. Clarke Drive is posted for "Alternate Side Parking." Penalties for violating parking regulations on City of Dubuque streets include city tickets and/or towing at your expense.
4. On Clarke Drive, across from the Catherine Dunn Apartments, is a "Residential Parking Permit District." Signs are posted to regulate the hours of parking in this area.
5. Any parking regulation signs on the street or Clarke property shall be complied with.
6. Students not living on campus over the summer months are not allowed to store their vehicles in the Clarke lots or on city streets and can be ticketed and towed at the owners' expense.
7. The university reserves the right to ticket vehicles parked improperly on university property and on city streets adjoining the campus and to enforce those tickets as necessary.
8. Clarke University will honor current student parking permits from other Dubuque colleges and universities. These students are required to abide by all Clarke University parking regulations.

Parking Permits

Parking permits can be registered online or in the student accounts office. Go to the Clarke home page, click on Current or Future Students. Scroll to Campus Safety & Security. On the right-side bar, click the link to Register Parking Permits and follow the instructions. Your permit will be placed in the folder you receive at CONNECT or you can pick it up at Student Accounts.

Parking Fines

Parking fines not paid or appealed within five (5) school days become delinquent, and you may lose your right to appeal the ticket. All delinquent fines will be charged to the student's account. Your vehicle could also be booted if multiple tickets are

unpaid, or you are parked illegally. You will need to pay for all tickets along with a \$50 boot removal fee at Student Accounts. No vehicle will have the boot removed without proof from Student Accounts of full payment. Damage to the boot will result in a \$250 charge.

Snow Removal

To facilitate the removal of snow from Clarke University parking lots, special parking restrictions will be implemented. These restrictions will be announced to those affected by e-mail, or other appropriate means. Clarke University reserves the right to ticket and tow, at the owners' expense, any vehicles that do not comply with snow removal restrictions.

Towing of Vehicles

Clarke University may tow, at the owner's expense, vehicles determined to be in areas where they may potentially cause harm to the owner or others, disrupt university operations, continually violate parking regulations, or that could create a hazard in the event of an emergency.

Visitor Parking

These reserved spaces are for visitors to Clarke University ONLY and are not to be used by students. At times there may not be a visitor space available for all visitors. If you have a visitor and they receive a parking ticket for not having a current parking permit, you should turn it in to the Safety & Security office within two (2) working days so that the ticket can be voided. Include your name and campus address and the name of the person that the vehicle belongs to.

Parking lot locations:

- **CBH lot** (2 levels) - The lower level of the CBH lot is the long narrow lot outside the dock door of CSI. The upper level CBH lot is located between the Keller Computer Center and the back doors of the Atrium. Students may park in the lower level of CBH lot after 4:30 p.m., Monday–Friday, and on weekends and holidays. The upper level of the CBH lot is reserved for faculty and staff at all times, including weekends and holidays.
- **CL lot** (Commuter Lot) - located east of CBH/CSI serves as parking only for commuter students.
- **North lot** – located across Clarke Drive from CBH and the CSI, serves primarily as parking for commuter students and for those that work in the area; however, any vehicle with a valid Clarke parking permit may park in this lot. No overnight parking.
- **RCW Parking lot** - located between MFH and the soccer field, serves as parking for events, visitors, faculty and staff. No overnight parking.
- **TDH Parking lot** - located adjacent to Terence Donaghoe Hall, serves as parking for those that live and work in that area. This lot serves as Resident overnight parking.

Parking behind MJH and MBH is reserved for faculty and staff at ALL times. Current parking permits must be displayed on the left rear bumper or rear-view mirror of all vehicles parked in Clarke parking lots. Parking permits can be registered online or in the student accounts office.

TEMPORARY PARKING PERMITS may be obtained from the Facilities Office or Student Accounts.

RECREATIONAL TRANSPORTATION EQUIPMENT

The use of recreational transportation equipment (bicycles, skateboards, hover boards, skates, scooters, segways, other equipment with wheels, etc.) in all buildings on campus is prohibited. Individuals using these items outside of buildings are expected to do so in a manner which is appropriate, considerate of others, and does not damage University property.

Violations of this policy include but are not limited to:

- Bicycles are not permitted to be stored in any buildings, except for residence hall rooms. Bicycles stored outside may only be secured to bike racks.
 - Items that need to be charged, and their power cords, must carry Underwriters' Laboratory (UL) approval in order to be brought/stored in any building.
 - Hover boards do not have UL approval. Due to fire concerns, hover boards are not permitted in any University building, nor may they be charged in any exterior outlet on University property.
- Approved, January 2016.

Registered Sex Offender Policy

The federal Campus Sex Crimes Prevention Act requires institutions of higher education to issue a statement advising the campus community of where law enforcement agency information provided by a state concerning registered sex offenders may be obtained. In accordance with federal law, Clarke University provides a link to the [Iowa Sex Offender Registry](#).

This act also requires sex offenders already required to register in a state to provide notice of each institution of higher education in that state at which the person is employed, carries a vocation, or is a student. Iowa law requires a person who has been convicted of a sex offense crime anywhere to register with the sheriff in the county in which they reside and, if the person attends or works for an institution of higher education, register with the sheriff in the county in which the institution is located.

Information about sex offenders is maintained by the Iowa Department of Public Safety and can be accessed at <http://www.iowasexoffender.com>.

Any registered sex offender who is employed or in attendance at the university, either full time or part time, must register in person with the university by reporting to the campus security office within three days of the start of employment or attendance, or, if employed or in attendance prior to registration as a sex offender, within three days of such registration.

Registered Sex Offenders are not allowed to live in campus housing. Further campus restrictions may be determined on a case-by-case basis by campus security, director of human resources or the vice president for student life as deemed appropriate. Approved, July 2023

RESIDENCY REQUIREMENTS

All students, 20 years of age or younger, except single students living with their parents and married students, are required to live in university residence halls and to participate in one of the meal plans. Students living in campus housing must be enrolled as full-time students and attending classes on a regular basis.

SEXUAL MISCONDUCT and INTERPERSONAL VIOLENCE

Clarke University prohibits all forms of sexual misconduct, including, but not limited to sexual harassment, sexual assault, domestic violence, dating violence, stalking, retaliation and other forms of interpersonal violence or sex discrimination. Such conduct violates Clarke University's values and can cause disruption to the living, learning and work environment of students, employees, University volunteers, and other community members.

Definitions and procedures for Students, Employees, and University Volunteers related to institutional action in Title IX Cases of Sexual Misconduct, Sexual Harassment, Sexual Assault, Domestic Violence, Dating Violence, Stalking, Retaliation and Other Forms of Interpersonal Violence or Sex Discrimination can be found on the Clarke website:

[Policy and procedures effective August 14, 2020.](#)
[Prior policy and procedures.](#)

Complaints against a student that does not fall under Title IX jurisdiction, as determined by the Title IX Coordinator, will be handled according to the Student Disciplinary Procedures. A copy of the Disciplinary Procedures is available from the student life office or at on-line at <http://www.clarke.edu/studentconductresolutionprocedure>

What Do I Do If I Am a Victim of Sexual Misconduct?

- If you are the victim of sexual violence, go to a safe place where people can give you emotional support and physical care. The Riverview Center Sexual Assault Hot Line is available 24/7 at 888-557-0310.
- Seek medical help immediately for the treatment of any injuries. If you plan to report the incident to authorities, there is an additional reason to seek medical attention: medical evidence can be collected. Do not douche, bathe, shower or change your clothes before seeking medical attention. Sexual Assault Nurse Examiners (SANE Nurses) are available at the Emergency Room of Mercy Hospital, 250 Mercy Drive, Dubuque, IA and Finley Hospital, 350 N. Grandview Avenue, Dubuque, IA. Rape Kits are free at emergency rooms through a fund for crime victims. Police will be called to retrieve the kit once it is completed, and keep the evidence collected, whether or not a decision to file charges has been made.
- Campus counselors and victim advocates at Riverview Center are specially trained to provide support and direction whether or not you decide to report the crime or participate in legal action.
- You may choose to file a report with Clarke University, the Dubuque Police Department, or both simultaneously. This is your decision.
- You may file a report with the University if the perpetrator is part of the University community, whether or not the incident happened on campus. The Title IX Coordinator will determine if the alleged behavior falls under Title IX jurisdiction and procedures or will be handled by the Clarke student Disciplinary procedures or employee disciplinary procedures.

Kate Zanger, Vice President for Student Life / Title IX Coordinator, Mary Josita Hall, Of.19, 563-588-6517.

If you are the Victim of Sexual Misconduct, you have multiple options for reporting:

Privileged Reporting (Confidential)

Privileged reporting resources are those individuals who, by law and/or professional ethics, maintain privilege-based confidentiality of the disclosure of sexual misconduct. These individuals are not required to re-disclose information shared with them other than in very extreme and unusual circumstances involving evidence of a serious and imminent threat to identifiable individuals, or by court subpoena. Privileged reporting resources include:

- Life Coaching & Counseling Services, Mary Josita Hall, 563-588-8140
- Health Services, Lower-Level Mary Josita Hall, 563-588-6374
- Campus Ministry, Mary Josita Hall, 563-588-8192
- Riverview Center, local rape crisis center 1789 Elm Street, Dubuque
FREE Services and 24-Hour Sexual Assault Hotline, 888-557-0310

Administrative (Mandatory) Reporting by Responsible Employees

At Clarke University, Responsible Employees are considered Mandatory Reporters. Responsible Employees include all employees unless exempted as outlined in the Privileged Reporting Section above. Resident Assistants are considered mandatory reporters. Mandatory reporting resources are required to report all details of an incident of sexual misconduct,

including the identity of the victim and the perpetrator, the date and location of the incident and details regarding the incident if known, to the appropriate office to initiate an investigation and to take appropriate action. Responsible Employees are trained to provide information, support and make appropriate referrals to confidential or private reporting resources. Responsible Employees are also required to provide Clery Act statistical information and/or information for a Timely Warning if the circumstances warrant.

Campus Resources

Clarke University is concerned about a victim's physical and mental well-being. Clarke University is ready to assist a victim in dealing with the aftermath of an act of sexual misconduct.

A victim may request a change to their academic or living arrangements through supportive measures with the Title IX Coordinator. The University will honor such a request if necessary and reasonably possible. On-campus counseling services are available to full-time students. Referrals are also available to off-campus services for part-time students or employees who desire to process what has occurred and seek professional assistance in coping with the effects of an assault.

Reporting Agencies

Student Life Office	563-588-6313
Campus Security	563-588-6393
Dubuque Police	911 or 563-589-4415

Confidential Counseling, Assistance and Referral

Counseling Services	563-588-8140
Campus Ministry	563-588-8192
Health Services	563-588-6374
Riverview Center:	FREE local sexual violence crisis services, 24-hour Hotline – 888-557-0310

Protection and Safety Tips

- **Educate** yourself about the realities of sexual assault. Knowledge can be a powerful tool in abuse prevention.
- **Argue** against dangerous gender roles and stereotypes that can lead to and perpetuate sexual violence.
- **Trust** your instincts. Pay attention and listen to your "inner voice" that tells you when something is wrong or feels unsafe.
- **Don't make assumptions about consent; about sexual availability, or about whether a person is attracted to you. If there are questions or any ambiguity, then you do not have consent.**
- **Be cautious** when choosing to use alcohol or drugs. They will increase the risk of sexual violence.
- **Be aware of date rape drugs and watch beverage at all times.**
- **Get involved** and participate in the movement against sexual violence.
- **Know** that sexual assault is never the victim's fault, regardless of the situation.

STANDARDS OF STUDENT CONDUCT

A student enrolling in the university assumes an obligation to conduct themselves in a manner compatible with the university's function as a Catholic educational institution. Misconduct for which students are subject to discipline falls into the following categories:

- a) Intentionally or carelessly engaging in conduct that threatens or endangers the health or safety or causes physical harm to any person, including the violator.
- b) Unauthorized use, possession or storage of any firearms, explosives, other weapons, fireworks, or dangerous chemicals.
- c) **Alcohol:** The use, abuse, possession, or distribution of alcohol, except as permitted by law and University policy.
 1. Offenses if Committed by Persons Under 21
 - i. Possession of containers that previously contained alcoholic beverages.
 - ii. Possession of alcoholic beverages.
 - iii. Consumption of alcoholic beverages;
 - iv. All behaviors prohibited under section (2) below.
 2. Offenses Regardless of Age
 - i. Possession of alcohol paraphernalia, which is defined as any item typically used to aid in the consumption of alcohol (e.g., funnels, beer-pong tables,).
 - ii. Possession of an excessive quantity of alcohol including but not limited to common source containers, whether full or empty of alcohol such as kegs, beer balls, or boxed wine, etc.
 - iii. Consumption of alcoholic beverages in any public area
 - iv. Participation in negligent and irresponsible activities or events (e.g. drinking games).
 - v. Intoxication.
 - vi. Sale, distribution or provision or attempts to sell, distribute or provide alcoholic
- d) **Drugs:** The use, possession, or distribution of any controlled substances, except as permitted by law, or possession of drug paraphernalia.
 1. Possession of paraphernalia including any item typically used to inhale/ingest/inject/mask illegal substances, regardless of whether the item has been used for illegal purposes. (Note: the university considers items such as hookahs to be drug paraphernalia regardless of intended use.)
 2. Possession of illegal drugs or controlled substances.
 3. Use of illegal drugs or controlled substances.
4. Distribution (any form of exchange, gift, transfer or sale) of illegal drugs or controlled substances.

- e) Theft of property or of services or knowing possession of stolen property.
- f) Intentionally or carelessly misusing, destroying or damaging university property or the property of others.
- g) Disorderly conduct, including intoxication, or careless interference with university or university-sponsored activities.
- h) Violation of rules governing residence in university-owned or controlled property.
- i) Violation of university regulations or policies including the Sexual Misconduct and Interpersonal Violence Policy and the Anti-Discrimination and Harassment Policy.
- j) Intentionally initiating or causing to be initiated any false report, warning or threat of fire, explosion or other emergency.
- k) Intentionally furnishing false information.
- l) Forgery: unauthorized alteration or misuse of university or other documents records or instruments of identification; or significant misrepresentation on applications or resumes.
- m) Willful fraud committed against a member of the campus community or campus visitor.
- n) All forms of academic dishonesty, including, but not limited to, cheating, fabrication, plagiarism and facilitating academic and/or research dishonesty.
- o) Misuse of electronic communications including the university network or the Internet.
- p) Failure to comply with the directives of university officials acting in performance of their duties. University officials include students appointed to act as representatives of the university.
- q) Unauthorized entry into or use of university facilities or property.
- r) Any effort by conspiracy or omission to impede or hinder any disciplinary proceeding.
- s) Lewd, indecent or obscene conduct or expression; use of fighting words.
- t) Conduct which results in harassment, discrimination, infringement of rights, or hardship to anyone that does not fall under any of the above standards.

Attempts to commit acts prohibited by this code shall be treated as violations of the code.

(Approved, April 1997)

STUDENT CONDUCT RESOLUTION PROCEDURES

A copy of the Disciplinary Procedures is available from the student life office or at on-line at <http://www.clarke.edu/studentconductresolutionprocedure>

If it is alleged that the student is a threat to the safety or well-being of self, other students, faculty, staff or university property he/she may be suspended from school or otherwise disciplined by the president or their representative.

A student may be required to receive, at the expense of the student, a comprehensive health evaluation, including physical and mental health assessments, as deemed appropriate by the university. Documentation regarding diagnosis, recommended treatment plan and recommendations about the student's ability to attend classes and live in a residential community may be required from appropriate health professionals. In some cases, a student must agree to follow the recommended treatment plan developed between the university and the student in order to maintain student status.

A record of disciplinary action is kept on file in the student life office for five calendar years from the student's termination date from the university. Dismissal or expulsion is kept permanently. Sanctioning is progressive during the student's enrollment at the university.

POLICIES ON ALCOHOL AND OTHER DRUGS, INCLUDING NICOTINE & TOBACCO

Clarke University strives to maintain an environment that promotes the health and safety of the community and the responsible choices and behaviors of its members concerning the use of alcohol, drugs and tobacco. The university expects students and their guests to understand the spirit of the policy, which is based on a desire for reasonableness, discretion, and consideration for others. Students are expected to stop or remove themselves from any situation that violates the alcohol or other drug policy or risk subjecting themselves to being charged with a violation of the policy whether or not the student was personally partaking in the use.

Alcohol and Other Drugs

Clarke University sponsored student events and activities are alcohol-free including those held off-campus, with the exception of pre-approved university-sponsored events. For events at which only students age 21 and older will be present, permission to serve alcohol in a controlled manner according to established guidelines may be granted by the university. Established guidelines and the request form can be found [here](#).

The risks associated with the use of illicit drugs and the abuses of alcohol are numerous and include physical and mental impairment, emotional and psychological deterioration and devastating effects on family and friends. There are obvious risks such as suffering a hangover, being charged with driving under the influence or while intoxicated, and sustaining or causing personal injury. There are a number of less obvious risks associated with alcohol and other drug abuse that students might not realize, including:

- Poor academic performance
- Poor job performance
- Poor social interactions
- Unwanted and inappropriate sexual activity
- Sexually transmitted diseases, including HIV / AIDS
- Pregnancy

- Jeopardizing future career prospects, (e.g., licensure in professional fields and employment with the federal government)

In addition, alcohol and other drug abuse puts the user at considerable health risk, which can include nausea, vomiting, cancer, liver damage, elevated blood pressure, psychotic episodes, hallucinations and, in some cases, death. In addition to the risk to the abuser of illicit drugs and alcohol are the risks to fellow classmates, the public and to unborn children.

All students, whether on or off campus, must adhere to local and federal laws concerning alcohol use and are expected to conduct themselves in a manner consistent with university expectations. The university will not tolerate the unlawful manufacture and/or illegal purchase, consumption, possession, or distribution of alcohol to or by any student. Binge drinking is the modern definition of drinking alcoholic beverages with the primary intention of becoming intoxicated by heavy consumption of alcohol over a short period of time. Binge drinking is done as a method of self-medication. A "binge," is often taken to mean consuming 5 or more standard drinks for a male or 4 or more drinks for a female, in about two hours for a typical adult. Clarke University, area universities and the City of Dubuque are working together to eliminate binge drinking. The practice of binge drinking presents a serious health issue for university students.

Local and federal laws prohibit the unlawful use, manufacture, possession, control, sale and dispensation of any illegal narcotic or dangerous drug. These laws carry penalties for violations, including monetary fines and imprisonment. The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance by a student on University property or as any part of a University-sponsored program on or off campus is strictly prohibited.

Clarke's Code of Conduct defines misconduct related to alcohol and drug use except as permitted by law.

Clarke Sanctions

The severity of the incident and personal needs of each individual has an effect on the type and number of sanctions assigned. Sanctions for those found in violation of the campus alcohol and other drugs policy may include, but are not limited to:

- Reflection paper
- Alcohol or drug social norms education class
- Community Service
- Fines
- Parental/guardian notification
- Substance use evaluation with an off-campus treatment program
- Meetings with a substance abuse counselor
- Disciplinary probation
- Change in room assignment
- Suspension or expulsion

The University cooperates fully with law enforcement authorities. Violations of the Clarke University drug and alcohol policy and/or the Code of Student Conduct that are also violations of federal and local law may be referred to the appropriate agencies. In such situations, cases may proceed concurrently in the University judicial system and in the criminal justice system.

Legal Sanctions

1. Supplying Alcohol to a Person Under Legal Age (Code of Iowa, Chapter 123): will result in a fine of \$500. If there is an injury or death involved, the classification of the crime and penalties escalate substantially, possibly resulting in a felony conviction.
2. Selling, Dispensing, or Giving Alcoholic Liquor, Wine, or Beer to an Intoxicated Person (Code of Iowa, Chapter 123): imprisonment of not more than thirty days or a fine of not more than \$100 or both.
3. Attempting to Purchase or Obtain Alcoholic Liquor, Wine, or Beer while under the legal age (Section 5-7.5 of the City of Dubuque Code) can result in a fine of not more than \$150. In addition, (Chapter 123 of the State Code of Iowa) provides for penalties for second, third and subsequent offenses which result in a \$500 fine for each occurrence and possible loss of driver's license for up to one year for each occurrence.
4. Social host Ordinance (Chapter 62-2.14 of the City of Dubuque Code)
 - a. Means any person who aids, allows, entertains, organizes, supervises, controls or permits an event, gathering, or party. This includes but is not limited to:
 1. The person who owns, rents, leases, or otherwise has control of the premises where the event, gathering, or party takes place;
 2. The person(s) in charge of the premises; or
 3. The person(s) responsible for organizing the event, gathering, or party.
 - b. If the social host is a juvenile, and the juvenile's parent(s) are:
 1. Present on the premises, or
 2. Knows or reasonably should know of the event, gathering or party and knows or reasonably should know that the consumption of alcohol is occurring,
 3. Both the juvenile and the parent(s) will be held liable for violations of this chapter.
 - c. Penalties
 1. First offense, misdemeanor and a fine of \$250.00
 2. Second or subsequent offense, misdemeanor and a fine of \$750.00

Legal Sanctions

Any person who violates the standards of conduct outlined in this policy is subject to the following legal sanctions under federal and/or state law:

Unlawful Manufacture or Distribution of Unlawful Drugs (21 CFR 841)

Imprisonment ranging from one to 15 years or a fine ranging from \$125,000 to \$5,000 or both for a first offense; after a prior conviction(s), imprisonment ranging from two to thirty years or a fine ranging from \$250,000 to \$10,000 or both. The sentence and/or fine are determined by the controlled substance manufactured or distributed and the amount manufactured or distributed.

Unlawful Manufacture or Distribution of Unlawful Drugs (Code of Iowa, Chapter 204)

Imprisonment of 10 years to 30 days, or a fine ranging from \$10,000 to \$100, or both. Stiffer penalties for distribution to persons under the age of 18 (2 to 25 years) and for second or subsequent offenses (imprisonment or fine not to exceed three times the term or amount authorized for the offense).

Unlawful Distribution of Drugs to Person Under 21 (21CFR841)

Term of imprisonment or fine or both up to twice that authorized above; if person who violates section 841 has prior conviction(s), the term of imprisonment or fine or both up to three times that authorized above.

Unlawful Possession (21 CFR 844)

Imprisonment of not more than one year or a fine of not more than \$5,000 or both if no prior conviction for unlawful possession; after a prior conviction(s), imprisonment of not more than two years or a fine of not more than \$ 10,000 or both.

Unlawful Possession (Code of Iowa, Chapter 204)

Imprisonment of not more than one year or a fine of not more than \$1,000 or both. If the controlled drug possessed is marijuana, the penalty shall be imprisonment in a county jail for not more than six months or a fine of not more than \$1,000 or both.

Social Networking and Digital Communication

Clarke University as a matter of practice does not actively monitor language or actions on social networking websites, blogs, and other forms of digital communication. Generally, the University will defer to the user policies of the individual social networking website or blog. However, the University may hold students accountable for Standards of Student Conduct violations found on or committed through social networking websites, blogs, and other forms of digital communication such as text messages. Students are encouraged to take proper safety precautions when voluntarily posting personal and/or identifying information. Please refer to the Acceptable Use policy for detailed expectations when using Clarke networks:

<http://www.clarke.edu/page.aspx?id=3348>

Nicotine/Tobacco-Free

Clarke University has a responsibility to its students and employees to provide a safe and healthful environment. The health hazards associated with tobacco use are well established. This policy is established to:

1. Reflect and emphasize the hazards of nicotine/tobacco use;
2. Provide a healthy environment for our students, faculty, staff and visitors; and
3. Model respect for human dignity, personal wellness and stewardship for the environment.

Clarke University facilities [including residence halls, Catherine Dunn Apartments] and grounds, including vehicles owned or leased by Clarke University, are off limits for tobacco use, including but not limited to cigarettes, cigars, chewing tobacco, snuff, pipes, snus, Electronic Smoking Devices (ESD), JUUL (Juice USB Lighting) [e-cigarettes], IQOS (I-Quit-Ordinary-Smoking), vaping [including: wax, herb, juices] and nicotine products that are not Food and Drug Administration (FDA) approved for tobacco cessation. This requirement extends to students, employees, and visitors. This policy applies at all times, including school-sponsored and non-school sponsored events. Persons failing to abide by this policy are subject to disciplinary action and are required to extinguish their smoking material, dispose of the tobacco/nicotine product or leave Clarke University premises immediately.

Non-FDA approved nicotine is defined as any product containing nicotine that has not been approved by the Federal Drug Administration (FDA) for use.

Organizers and attendees at events, such as conferences, meetings, public lectures, social and sporting events, using Clarke University facilities will be required to abide by the university's nicotine/tobacco policy. Organizers of such events are responsible for communicating and enforcing this policy. The sale of nicotine/tobacco products on campus is prohibited. The free distribution of nicotine/tobacco products on campus is prohibited. Campus organizations are prohibited from accepting money or profits from tobacco companies. Tobacco advertisements are prohibited in university-run publications.

Enforcement

Effective implementation of this Nicotine/Tobacco Free Policy depends upon the courtesy, respect, and cooperation of all members of Clarke University community. Complaints or disputes should be brought to the attention of the university personnel who have immediate responsibility for the workplace (supervisor), event, or residence. If satisfactory resolution is not reached, the Vice President for Student Life should be consulted.

Compliance with the nicotine/tobacco-free campus is appreciated and expected. Students found in use of nicotine/tobacco products on campus will be referred to and deliberated through the university's disciplinary process. (Approved June 2013) Employees found in use of non-FDA approved nicotine/tobacco products on campus will be referred to their immediate supervisor and/or Vice President. Employees will be charged with a \$100 fine for each violation of this policy.

Guests found using nicotine/tobacco products will be asked to refrain from use while on our campus.

Clarke Sanctions

- Warning
- Reflective Paper
- Community service
- Fines
- Referral for cessation classes

Substance Abuse Services

The Counseling and Career Center and Health Services can provide confidential consultation and referral to students with problems or concerns related to alcohol and/or drug use. Information about substance abuse and treatment programs is also available through the following agencies:

1. The National Institute on Drug Abuse # 1-800-662-HELP
2. The National Council on Alcoholism # 1-800-622-2255
3. MyLastDip.com (free online resource to help smokeless tobacco users quit)
4. Mercy Turning Point, Dubuque, IA – 589-8925
5. SASC – Substance Abuse Services Center, Dubuque, IA – 582-3784

This policy implements the Drug Free Schools and Communities Act (20 U.S.C. 1145g).

TAILGATING

Tailgating at Clarke University is a lively and family-friendly environment. Each individual is responsible for his or her behavior and is expected to act responsibly and comply and comply with university policy, city ordinances, and state law. All in attendance are expected to conduct themselves in a manner respectful of the nature and character of the University and the NAIA Champions of Character. Persons acting in a disruptive, disrespectful or disorderly manner or who does not comply with terms of the Clarke University Tailgating Policy may be asked to leave the premises, be subject to citation or arrest, and or banned from future events. Students may also be charged with a violation of the Student Code of Conduct

Parking Guidelines:

To ensure the safety and enjoyment of our fans, the following regulations are in effect on game day:

- Tailgating is permitted in the Wahlert Parking Lot (RCW Lot).
- Keep all parking lot aisles and driving lanes clear and unobstructed.
- Dispose of trash and recycling in designated receptacles.
- Propane grills for cooking food are permitted.
- Charcoal grills are permitted; coals and ash must be disposed of in the designated receptacle only
- Wood burning fire pits are not permitted.
- Possession and consumption of alcohol is subject to the laws and regulations of the State of Iowa and City of Dubuque. No open container of alcohol is permitted outside the tailgate space.
- No one under 21 years of age is permitted to possess or consume alcoholic beverages.
- Bottles or glass containers are not permitted.
- Kegs and other common containers are not allowed at any time

TELEPHONES

Use of any Clarke telephone to make annoying, obscene or harassing telephone calls is prohibited. Improper acceptance of collect or third-party billing calls is also prohibited. Be very cautious when signing up or entering contests on the Internet as you may also be signing up for special telephone or voicemail services unknowingly.

UNIVERSITY CLOSINGS

Announcements about Closings for Inclement Weather

When snow and ice strike, official Clarke University communication methods are the most reliable source of information for closing details. The primary method of weather notifications will be Clarke's Campus Alert System. Through this system, all students will automatically receive an email about the closing. Through CU Hub, students can also choose to receive a cell phone call and/or text message to alert them of the closing. To sign up for notifications, please complete the following:

1. Log into your CU hub account using your Clarke credentials (firstname_lastname@clarke.edu). Once you are logged in, click on your name in the upper right menu, then click on **User Profile**.
2. Once you are in your user profile, scroll to the bottom, where you will see an area for **Phone Numbers**. Students and employees should edit or add the appropriate phone numbers to ensure they receive notifications through the Campus Alert System.
3. Click **Add New Phone**, then enter your phone number, leave the extension blank, and decide how you would like to receive the alerts under **Type**.
 - a. If you prefer to only receive text notifications, please choose **Alert System Text Number**.
Note: You are only allowed ONE Text Number.
 - b. If you prefer to only receive voice notifications, please choose **Alert System Phone Call**.

- c. If you prefer to receive both a phone call AND a text message, you will need to enter them individually and select the appropriate **Type** for each phone number added regardless of whether it's the same phone number.

Announcements will also be posted on Clarke's homepage at www.clarke.edu.

In addition to these sources, announcements are sent to local television and radio stations, as well as posted on official Clarke University social media accounts.

When bad weather occurs, the schedule of extracurricular events may be affected as well. The vice president of the area responsible for the event will be responsible for determining whether or not an event will be held. This information will be available at www.clarke.edu

WEAPONS

Possession and/or use of weapons, which are things designed or used for inflicting bodily harm or physical damage, is not permitted on University property, including in a person's vehicle. Examples of prohibited objects include tasers, swords, knives, fireworks, ammunition, guns, pellet guns, airsoft guns, sling shots, and bow and arrows. This policy also prohibits any object that closely resembles a weapon (e.g., a realistic toy, replica, imitation weapon or look-a-like gun that is reasonably capable of being mistaken for a real weapon). An object used in a manner that creates the impression that the object is such a weapon (e.g., wrapping a hand in a towel to create the appearance of possessing a gun) is prohibited.

Pocket knives with blades of three inches or less, knives designed and being used exclusively as eating utensils, or bladed objects that serve a specific educational purpose (xacto knife or box cutter for an art major) are permitted on University property. The University also permits individuals to carry pepper spray or mace for the purpose of fending off an attack.

Approved, January 2016