

BRESCIA



OFFICIAL CALENDAR & HANDBOOK

2011-2012

This handbook supersedes all previous editions

About this year's cover: In celebration of Brescia's 60th anniversary in Owensboro, Kentucky, and in recognition of its founding by the Ursuline Sisters of Mount Saint Joseph.

Property of: _____

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Phone #: _____

In case of emergency, please notify:

Name: _____ Phone #: _____

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CALENDAR YEARS

2011

January	S	M	T	W	T	F	S	February	S	M	T	W	T	F	S	March	S	M	T	W	T	F	S	April	S	M	T	W	T	F	S
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2012

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2013

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Aug. 2011

JULY							2011						
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Bearcats

"No man fails if he does his best." – Orison Swett Marden

MONDAY **1**
August

TUESDAY **2**
August

WEDNESDAY **3**
August

THURSDAY **4**
August

FRIDAY **5**
August

SATURDAY **6**
August

SUNDAY **7**
August

Aug. 2011

JULY 2011						
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Bearcats

*"The ultimate measure of a man is not where he stands in moments of comfort and convenience, but where he stands at times of challenge and controversy."
- Martin Luther King, Jr.*

MONDAY

15
August

Payment due to hold position in classes. Failure to make this payment will result in cancellation of preregistration and the student will need to register again.

Solemnity of the Assumption
Student Support Services Summer Bridge Program

TUESDAY

16
August

Student Leader (OL/SAPB) Training
Student Support Services Summer Bridge Program

WEDNESDAY

17
August

Student Leader (OL/SAPB) Training
Student Support Services Summer Bridge Program
Fall Institute

THURSDAY

18
August

Student Leader (OL/SAPB) Training
Student Support Services Summer Bridge Program
Fall Institute

FRIDAY

19
August

Student Leader (OL/SAPB) Training

SATURDAY

20
August

Residence halls open for new freshmen.
Student Orientation

SUNDAY

21
August

Student Orientation
8:00 PM - 9:00 PM - Mass

Aug. 2011

JULY 2011						
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Bearcats

*"Laziness may appear attractive, but work gives satisfaction."
- Anne Frank*

MONDAY **29**
August

Eid al-Fitr begins at sundown
Tutoring Begins

TUESDAY **30**
August

11:00 AM - 12:30 PM - Activity Period each Tuesday & Thursday. No classes are scheduled to allow for meetings and other campus events.

WEDNESDAY **31**
August

Last day to add a regular class

THURSDAY **1**
September

America on the Move STEP-tember: www.americaonthemove.org
National Alcohol and Drug Addiction Recovery Month: www.recoverymonth.gov
National Campus Safety Awareness Month: <http://www.securityoncampus.org>
11:00 AM - 12:30 PM - Activity Period each Tuesday & Thursday. No classes are scheduled to allow for meetings and other campus events.

FRIDAY **2**
September

12:30 PM - 1:30 PM - St. Angela's Messengers Meeting (Cat's Den)

SATURDAY **3**
September **SUNDAY** **4**
September

Grandparents Day
National Suicide Prevention Week:
www.suicidology.org
10:00 AM - 11:00 AM - Mass
8:00 PM - 9:00 PM - Mass

Sep.
2011

AUGUST 2011						
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MONDAY

5
September

Labor Day
National Suicide Prevention Week: www.suicidology.org

TUESDAY

6
September

National Suicide Prevention Week: www.suicidology.org
11:00 AM - 12:30 PM - Activity Period each Tuesday & Thursday. No classes are scheduled to allow for meetings and other campus events.

WEDNESDAY

7
September

National Suicide Prevention Week: www.suicidology.org

THURSDAY

8
September

Birth of the Blessed Virgin Mary
National Suicide Prevention Week: www.suicidology.org
11:00 AM - 12:30 PM - Activity Period each Tuesday & Thursday. No classes are scheduled to allow for meetings and other campus events.

FRIDAY

9
September

National Suicide Prevention Week: www.suicidology.org

SATURDAY

10
September

National Suicide Prevention Week:
www.suicidology.org. World Suicide Prevention
Day: www.who.int.

SUNDAY

11
September

Mount Saint Joe Picnic
10:00 AM - 11:00 AM - Mass
7:30 PM - 8:00 PM - Fellowship of Christian
Athletes Meeting (Campus Center Game Room)
8:00 PM - 9:00 PM - Mass

Beaumont
"The world is round and the place which may seem like the end
may also be only the beginning." – Ivy Baker Priest

Sep.
2011

AUGUST							2011						
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MONDAY

19
September

Blessing of Dorms/Apartments/Offices

TUESDAY

20
September

Blessing of Dorms/Apartments/Offices

11:00 AM - 12:00 PM - Mass of the Holy Spirit

11:00 AM - 12:30 PM - Activity Period each Tuesday & Thursday. No classes are scheduled to allow for meetings and other campus events.

7:00 PM - 9:30 PM - 3rd Tuesday Coffehouse at Woodward's Cafe

WEDNESDAY

21
September

Blessing of Dorms/Apartments/Offices

THURSDAY

22
September

Blessing of Dorms/Apartments/Offices

FRIDAY

23
September

First Day of Autumn

Blessing of Dorms/Apartments/Offices

SATURDAY

24
September

SUNDAY

25
September

10:00 AM - 11:00 AM - Mass
7:30 PM - 8:00 PM - Fellowship of Christian Athletes Meeting (Campus Center Game Room)
8:00 PM - 9:00 PM - Mass

Bearcats
"Attempt the impossible in order to improve your work."
- Bette Davis

Oct.
2011

SEPTEMBER 2011						
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Beartreats
 "Once you realize how good you really are, you never settle for playing less than your best." – Reggie Jackson

MONDAY **3**
October

TUESDAY **4**
October

St. Francis of Assisi
 11:00 AM - 12:30 PM - Activity Period each Tuesday & Thursday. No classes are scheduled to allow for meetings and other campus events.
 5:30 PM - 6:30 PM - Blessing of Pets (Quad)

WEDNESDAY **5**
October

THURSDAY **6**
October

National Depression Screening Day: www.mentalhealthscreening.org
 11:00 AM - 12:30 PM - Activity Period each Tuesday & Thursday. No classes are scheduled to allow for meetings and other campus events.

FRIDAY **7**
October

Yom Kippur begins at sundown
 Incomplete grades due for past semester
 Our Lady of the Rosary
 12:30 PM - 1:30 PM - St. Angela's Messengers Meeting (Cat's Den)

SATURDAY **8**
October

SUNDAY **9**
October

10:00 AM - 11:00 AM - Mass
 7:30 PM - 8:00 PM - Fellowship of Christian Athletes Meeting (Campus Center Game Room)
 8:00 PM - 9:00 PM - Mass

Oct. 2011

SEPTEMBER 2011						
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NOVEMBER 2011						
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MONDAY

10
October

Columbus Day (Observed)
Midterm Warning Slips issued

TUESDAY

11
October

11:00 AM - 12:30 PM - Activity Period each Tuesday & Thursday. No classes are scheduled to allow for meetings and other campus events.

WEDNESDAY

12
October

THURSDAY

13
October

11:00 AM - 12:30 PM - Activity Period each Tuesday & Thursday. No classes are scheduled to allow for meetings and other campus events.

FRIDAY

14
October

SATURDAY

15
October

St. Teresa of Jesus

SUNDAY

16
October

National Collegiate Alcohol Awareness Week:
www.iaaf.org
National Collegiate Alcohol Awareness Week:
www.iaaf.org
World Mission Sunday
10:00 AM - 11:00 AM - Mass
7:30 PM - 8:00 PM - Fellowship of Christian Athletes Meeting (Campus Center Game Room)
8:00 PM - 9:00 PM - Mass

Oct.
2011

SEPTEMBER 2011						
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Beauregats
*"If it had not been for the wind in my face,
 I wouldn't be able to fly at all." - Arthur Ashe*

MONDAY **17**
October

National Collegiate Alcohol Awareness Week: www.iatf.org

TUESDAY **18**
October

National Collegiate Alcohol Awareness Week: www.iatf.org

St. Luke, the Evangelist

11:00 AM - 12:30 PM - Activity Period each Tuesday & Thursday. No classes are scheduled to allow for meetings and other campus events.

7:00 PM - 9:30 PM - 3rd Tuesday Coffehouse at Woodward's Cafe

WEDNESDAY **19**
October

Last day for withdrawing with a "W" on transcript

National Collegiate Alcohol Awareness Week: www.iatf.org

Residence halls close at 6 PM for fall break - board plan suspended.

THURSDAY **20**
October

Fall Break (No Classes)

National Collegiate Alcohol Awareness Week: www.iatf.org

FRIDAY **21**
October

Fall Break (No Classes)

Feast of Saint Ursula

Kentucky Catholic Student Coalition Retreat

National Collegiate Alcohol Awareness Week: www.iatf.org

SATURDAY **22**
October **SUNDAY** **23**
October

Fall Break (No Classes)

National Collegiate Alcohol Awareness Week: www.iatf.org

Fall Break (No Classes)

10:00 AM - 11:00 AM - Mass

8:00 PM - 9:00 PM - Mass

Oct.
2011

SEPTEMBER 2011						
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Bearcats
*"I have found that among its other benefits,
 giving liberates the soul of the giver." – Maya Angelou*

MONDAY **24**
October

Fall Break (No Classes)
 Residence halls open at noon; board plan resumes at dinner.

TUESDAY **25**
October

11:00 AM - 12:30 PM - Activity Period each Tuesday & Thursday. No classes are scheduled to allow for meetings and other campus events.

WEDNESDAY **26**
October

THURSDAY **27**
October

Board of Trustees Meeting
 11:00 AM - 12:30 PM - Activity Period each Tuesday & Thursday. No classes are scheduled to allow for meetings and other campus events.

FRIDAY **28**
October

Board of Trustees Meeting
 Last Day to Sign up for Tutoring
 St. Simon & St. Jude

SATURDAY **29**
October **SUNDAY** **30**
October

10:00 AM - 11:00 AM - Mass
 7:30 PM - 8:00 PM - Fellowship of Christian
 Athletes Meeting (Campus Center Game Room)
 8:00 PM - 9:00 PM - Mass

Nov.
2011

OCTOBER 2011						
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NOVEMBER 2011						
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DECEMBER 2011						
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Beaureats
 "The harder you work, the harder it is to surrender."
 - Vince Lombardi

MONDAY **31**
October

Halloween

TUESDAY **1**
November

All Saints Day
 Final payment due for students on the deferred payment plan. Late Fees will be incurred for payments made after this date.
 11:00 AM - 12:30 PM - Activity Period each Tuesday & Thursday. No classes are scheduled to allow for meetings and other campus events.

WEDNESDAY **2**
November

All Souls' Day

THURSDAY **3**
November

11:00 AM - 12:30 PM - Activity Period each Tuesday & Thursday. No classes are scheduled to allow for meetings and other campus events.

FRIDAY **4**
November

SATURDAY **5**
November **SUNDAY** **6**
November

Eid al-Adha begins at sundown

Standard Time returns
 Daylight Savings Time Ends
 10:00 AM - 11:00 AM - Mass
 7:30 PM - 8:00 PM - Fellowship of Christian Athletes Meeting (Campus Center Game Room)
 8:00 PM - 9:00 PM - Mass

Nov.
2011

OCTOBER 2011						
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Bearcats
"Nothing in life is to be feared. It is only to be understood."
 - Marie Curie

MONDAY **14**
November

Preregistration for returning students during office hours.

TUESDAY **15**
November

Preregistration for returning students during office hours.
 11:00 AM - 12:30 PM - Activity Period each Tuesday & Thursday. No classes are scheduled to allow for meetings and other campus events.
 7:00 PM - 9:30 PM - 3rd Tuesday Coffehouse at Woodward's Cafe

WEDNESDAY **16**
November

Preregistration for returning students during office hours.

THURSDAY **17**
November

Great American Smokeout: www.cancer.org
 Preregistration for returning students during office hours.
 11:00 AM - 12:30 PM - Activity Period each Tuesday & Thursday. No classes are scheduled to allow for meetings and other campus events.

FRIDAY **18**
November

Preregistration for returning students during office hours.

SATURDAY **19**
November **SUNDAY** **20**
November

10:00 AM - 11:00 AM - Mass (Christ the King, Solemnity)
 7:30 PM - 8:00 PM - Fellowship of Christian Athletes Meeting (Campus Center Game Room)
 8:00 PM - 9:00 PM - Mass

Nov. 2011

OCTOBER 2011						
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DECEMBER 2011						
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Bearcats

*"No one can make you feel inferior without your consent."
- Eleanor Roosevelt*

MONDAY

28
November

TUESDAY

29
November

11:00 AM - 12:30 PM - Activity Period each Tuesday & Thursday. No classes are scheduled to allow for meetings and other campus events.

WEDNESDAY

30
November

THURSDAY

1
December

Drunk & Drugges Driving Awareness Month (3D Month): www.nhtsa.dot.gov
 Red Ribbon Highway Safety Campaign for the Holidays: www.madd.org
 World AIDS Day: www.unaids.org
 11:00 AM - 12:30 PM - Activity Period each Tuesday & Thursday. No classes are scheduled to allow for meetings and other campus events.

FRIDAY

2
December

12:30 PM - 1:30 PM - St. Angela's Messengers Meeting (Cat's Den)
 6:30 PM - 7:30 PM - Penance Service

SATURDAY

3
December

SUNDAY

4
December

Second Sunday of Advent
 10:00 AM - 11:00 AM - Mass
 7:30 PM - 8:00 PM - Fellowship of Christian Athletes Meeting (Campus Center Game Room)
 8:00 PM - 9:00 PM - Mass

Dec. 2011

NOVEMBER 2011						
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DECEMBER 2011						
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JANUARY 2012						
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Beaffects

*"Do the best you can in every task, no matter how unimportant it may seem at the time.
No one learns more about a problem than the person at the bottom."
- Sandra Day O'Connor*

MONDAY 12 December

De-stress during Exam Week
Our Lady of Guadalupe

TUESDAY 13 December

De-stress during Exam Week
11:00 AM - 12:30 PM - Activity Period each Tuesday & Thursday. No classes are scheduled to allow for meetings and other campus events.

WEDNESDAY 14 December

De-stress during Exam Week
John of the Cross

THURSDAY 15 December

Residence halls close at 6 PM for semester break; board plan ends for fall semester.
11:00 AM - 12:30 PM - Activity Period each Tuesday & Thursday. No classes are scheduled to allow for meetings and other campus events.

FRIDAY 16 December

SATURDAY 17 December SUNDAY 18 December

Fourth Sunday of Advent
10:00 AM - 11:00 AM - Mass
8:00 PM - 9:00 PM - Mass

Dec.
2011

NOVEMBER 2011						
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DECEMBER 2011						
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JANUARY 2012						
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MONDAY **26**
December

Kwanzaa begins
St. Stephen

TUESDAY **27**
December

St. John Apostle & Evangelist

WEDNESDAY **28**
December

Holy Innocents

Bearcats
"If you really want something you can figure out how to make it happen."
- Cher

THURSDAY **29**
December

St. Thomas Becket

FRIDAY **30**
December

SATURDAY **31**
December **SUNDAY** **1**
January

New Year's Eve

New Year's Day
Feast of the Holy Family
Mary, Mother of God (Solemnity)
National Blood Donor Month: www.aabb.org

Jan. 2012

DECEMBER 2011						
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JANUARY 2012						
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FEBRUARY 2012						
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MONDAY

16
January

Martin Luther King, Jr. Day (Observed)

No Classes

Residence halls open for returning students; board plan begins at lunch.

Student Health Insurance - new, traditional student deadline for submitting proof of existing coverage or automatic enrollment - see "Student Health Insurance."

TUESDAY

17
January

Classes Begin

11:00 AM - 12:30 PM - Activity Period each Tuesday & Thursday. No classes are scheduled to allow for meetings and other campus events.

7:00 PM - 9:30 PM - 3rd Tuesday Coffehouse at Woodward's Cafe

WEDNESDAY

18
January

THURSDAY

19
January

Tutor Orientation Training

11:00 AM - 12:30 PM - Activity Period each Tuesday & Thursday. No classes are scheduled to allow for meetings and other campus events.

FRIDAY

20
January

Tutor Orientation Training

SATURDAY

21
January

SUNDAY

22
January

10:00 AM - 11:00 AM - Mass (Ordinary Time Week 3)
7:30 PM - 8:00 PM - Fellowship of Christian Athletes Meeting (Campus Center Game Room)
8:00 PM - 9:00 PM - Mass

Bearcats

*"I've finally stopped running away from myself.
Who else is there better to be?" - Goldie Hawn*

Jan. 2012

DECEMBER 2011						
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JANUARY 2012						
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FEBRUARY 2012						
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Bearcats

*"We must use time as a tool, not as a crutch."
- John F. Kennedy*

MONDAY **23**
January

Chinese New Year
Tutoring Begins

TUESDAY **24**
January

Last day to add a regular class
11:00 AM - 12:00 PM - Spring Convocation (Taylor Lecture Hall)
11:00 AM - 12:30 PM - Activity Period each Tuesday & Thursday. No classes are scheduled to allow for meetings and other campus events.

WEDNESDAY **25**
January

Feast of Conversion of Paul

THURSDAY **26**
January

11:00 AM - 12:30 PM - Activity Period each Tuesday & Thursday. No classes are scheduled to allow for meetings and other campus events.

FRIDAY **27**
January

Feast of Saint Angela Merici

SATURDAY **28**
January **SUNDAY** **29**
January

St. Thomas Aquinas

Catholic Schools Week
10:00 AM - 11:00 AM - Mass (Ordinary Time Week 4)
7:30 PM - 8:00 PM - Fellowship of Christian Athletes Meeting (Campus Center Game Room)
8:00 PM - 9:00 PM - Mass

Feb. 2012

JANUARY 2012						
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FEBRUARY 2012						
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MARCH 2012						
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Bearcats

"Imagination rules the world."
- Napoleon Bonaparte

MONDAY 30 January

Catholic Schools Week

TUESDAY 31 January

Catholic Schools Week
11:00 AM - 12:30 PM - Activity Period each Tuesday & Thursday. No classes are scheduled to allow for meetings and other campus events.

WEDNESDAY 1 February

Black History Month: www.history.com/minisites/blackhistory
Catholic Schools Week
Final date for Application for Diploma to graduate in 2012
National Social Health Awareness Month: www.ashastd.org
School of Education: TEAC Deadline

THURSDAY 2 February

Groundhog Day
Catholic Schools Week
Presentation of the Lord (Feast)
10:30 AM - 11:30 AM - Catholic Schools Mass (Sportscenter)
11:00 AM - 12:30 PM - Activity Period each Tuesday & Thursday. No classes are scheduled to allow for meetings and other campus events.

FRIDAY 3 February

Mawlid al-Nabi begins at sundown
Catholic Schools Week
St. Blase
12:30 PM - 1:30 PM - St. Angela's Messengers Meeting (Cat's Den)

SATURDAY 4 February SUNDAY 5 February

World Day of Prayer for Consecrated Life
10:00 AM - 11:00 AM - Mass (Ordinary Time Week 5)
7:30 PM - 8:00 PM - Fellowship of Christian Athletes Meeting (Campus Center Game Room)
8:00 PM - 9:00 PM - Mass

Feb. 2012

JANUARY 2012						
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MARCH 2012						
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"Lots of people want to ride with you in the limo, but what you want is someone who will take the bus with you when the limo breaks down." – Oprah Winfrey

MONDAY

20
February

Presidents' Day
National Eating Disorders Awareness Week: www.nationaleatingdisorders.org

TUESDAY

21
February

National Eating Disorders Awareness Week: www.nationaleatingdisorders.org
11:00 AM - 12:30 PM - Activity Period each Tuesday & Thursday. No classes are scheduled to allow for meetings and other campus events.
7:00 PM - 9:30 PM - 3rd Tuesday Coffehouse at Woodward's Cafe

WEDNESDAY

22
February

Ash Wednesday
Washington's Birthday
Feast of Chair of St. Peter, apostle
National Eating Disorders Awareness Week: www.nationaleatingdisorders.org

THURSDAY

23
February

Board of Trustees Meeting
National Eating Disorders Awareness Week: www.nationaleatingdisorders.org
11:00 AM - 12:30 PM - Activity Period each Tuesday & Thursday. No classes are scheduled to allow for meetings and other campus events.

FRIDAY

24
February

Board of Trustees Meeting
National Eating Disorders Awareness Week: www.nationaleatingdisorders.org

SATURDAY

25
February

National Eating Disorders Awareness Week:
www.nationaleatingdisorders.org

SUNDAY

26
February

10:00 AM - 11:00 AM - Mass (Lent Week 1)
7:30 PM - 8:00 PM - Fellowship of Christian Athletes Meeting (Campus Center Game Room)
8:00 PM - 9:00 PM - Mass

Feb. 2012

JANUARY 2012						
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FEBRUARY 2012						
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MARCH 2012						
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Beaumont

"Be who you are and say what you feel because those who mind don't matter and those who matter don't mind." – Dr. Seuss

MONDAY

27
February

Incomplete grades due for past semester
Midterm Warning Slips issued

TUESDAY

28
February

11:00 AM - 12:30 PM - Activity Period each Tuesday & Thursday. No classes are scheduled to allow for meetings and other campus events.

WEDNESDAY

29
February

THURSDAY

1
March

Final payment due for students on the deferred payment plan. Late Fees will be incurred for payments made after this date.

National Nutrition Month: www.eatright.org

Women's History Month: www.nwhp.org

11:00 AM - 12:30 PM - Activity Period each Tuesday & Thursday. No classes are scheduled to allow for meetings and other campus events.

FRIDAY

2
March

Residence halls close at 6 PM for spring break; board plan is suspended.
12:30 PM - 1:30 PM - St. Angela's Messengers Meeting (Cat's Den)

SATURDAY

3
March

SUNDAY

4
March

National Collegiate Health & Wellness Week
National Problem Gambling Awareness Week:
www.npgaw.org
10:00 AM - 11:00 AM - Mass (Lent Week 2)
8:00 PM - 9:00 PM - Mass

Mar.
2012

FEBRUARY 2012						
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MARCH 2012						
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APRIL 2012						
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Beaumont
 "One of the secrets to life is to make stepping stones
 out of stumbling blocks." – Jack Penn

MONDAY **5**
March

Alternative Spring Beak (Service Trip) _____
 National Collegiate Health & Wellness Week _____
 National Problem Gambling Awareness Week: www.npgaw.org _____
 Spring Break (No Classes) _____

TUESDAY **6**
March

Alternative Spring Beak (Service Trip) _____
 National Collegiate Health & Wellness Week _____
 National Problem Gambling Awareness Week: www.npgaw.org _____
 Spring Break (No Classes) _____

WEDNESDAY **7**
March

Alternative Spring Beak (Service Trip) _____
 National Collegiate Health & Wellness Week _____
 National Problem Gambling Awareness Week: www.npgaw.org _____
 Spring Break (No Classes) _____

THURSDAY **8**
March

Alternative Spring Beak (Service Trip) _____
 International Women's Day (IWD) _____
 National Collegiate Health & Wellness Week _____
 National Problem Gambling Awareness Week: www.npgaw.org _____
 Spring Break (No Classes) _____

FRIDAY **9**
March

Alternative Spring Beak (Service Trip) _____
 National Collegiate Health & Wellness Week _____
 National Problem Gambling Awareness Week: www.npgaw.org _____
 Spring Break (No Classes) _____

SATURDAY **10**
March **SUNDAY** **11**
March

National Collegiate Health & Wellness Week _____
 National Problem Gambling Awareness Week: www.npgaw.org _____

Daylight-Saving Time begins
 Residence halls open at noon; board plan resumes
 at dinner.
 10:00 AM - 11:00 AM - Mass (Lent Week 3) _____
 8:00 PM - 9:00 PM - Mass _____

Apr.
2012

MARCH							2012						
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Bearcats
"I can accept failure. Everyone fails at something. But I can't accept not trying." – Michael Jordan

MONDAY

9
April

Easter Break (No Classes)
 Preregistration for returning students during office hours.
 Residence halls open at noon; board plan resumes at dinner.
 6:00 PM - 7:00 PM - Residents Room Draw (Taylor Lecture Hall)

TUESDAY

10
April

Preregistration for returning students during office hours.
 11:00 AM - 12:30 PM - Activity Period each Tuesday & Thursday. No classes are scheduled to allow for meetings and other campus events.

WEDNESDAY

11
April

Preregistration for returning students during office hours.

THURSDAY

12
April

Preregistration for returning students during office hours.
 11:00 AM - 12:30 PM - Activity Period each Tuesday & Thursday. No classes are scheduled to allow for meetings and other campus events.

FRIDAY

13
April

Preregistration for returning students during office hours.

SATURDAY

14
April

SUNDAY

15
April

10:00 AM - 11:00 AM - Mass - Easter Week 2
 8:00 PM - 9:00 PM - Mass

May 2012

APRIL 2012						
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JUNE 2012						
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MONDAY

30
April

TUESDAY

1
May

Mental Health Month: www.mentalhealthamerica.net/go/mentalhealthmonth
 National Physical Fitness and Sports Month: www.fitness.gov/
 School of Education: TEAC Deadline
 St. Joseph the Worker
 11:00 AM - 12:30 PM - Activity Period each Tuesday & Thursday. No classes are scheduled to allow for meetings and other campus events.

WEDNESDAY

2
May

Dear Greats

"If you want to make peace with your enemy, you have to work with your enemy. Then he becomes your partner." – Nelson Mandela

THURSDAY

3
May

11:00 AM - 12:30 PM - Activity Period each Tuesday & Thursday. No classes are scheduled to allow for meetings and other campus events.

FRIDAY

4
May

Last Day of Tutoring
 12:30 PM - 1:30 PM - St. Angela's Messengers Meeting (Cat's Den)

SATURDAY

5
May

Cinco de Mayo

SUNDAY

6
May

10:00 AM - 11:00 AM - Mass - Easter Week 5
 7:30 PM - 8:00 PM - Fellowship of Christian Athletes Meeting (Campus Center Game Room)
 8:00 PM - 9:00 PM - Mass

May 2012

APRIL 2012						
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MAY 2012						
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JUNE 2012						
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MONDAY

7
May

De-stress during Finals

TUESDAY

8
May

De-stress during Finals

WEDNESDAY

9
May

De-stress during Finals

Bearcats

“Courage is the ladder on which all the other virtues mount.”
— Clare Boothe Luce

THURSDAY

10
May

Residence halls close, for the academic year, at 6 PM, for non-graduating students. Board plan ends.

FRIDAY

11
May

7:00 PM - Baccalaureate

SATURDAY

12
May

Residence halls close at 6 PM for graduating seniors.
10:00 AM - Commencement

SUNDAY

13
May

Mother's Day
10:00 AM - 11:00 AM - Mass - Easter Week 6
8:00 PM - 9:00 PM - Mass

May 2012

APRIL 2012						
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MAY 2012						
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JUNE 2012						
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MONDAY 28 May

Memorial Day (Observed)

TUESDAY 29 May

WEDNESDAY 30 May

Bearcarts

"You can always wish for what you don't have, but always respect what you do have." – Suzanne Vermilyea

THURSDAY 31 May

Feast of the Visitation

FRIDAY 1 June

<h2>SATURDAY 2 June</h2>	<h2>SUNDAY 3 June</h2>
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A BRIEF HISTORY

In 1874, five Ursuline Sisters of Louisville traveled by flatboat from Louisville to Daviess County to establish a school for girls in western Daviess County at the site that is now Maple Mount, Kentucky. Although authorized by the Commonwealth to offer college level courses, Mount Saint Joseph Academy educated girls from primary through secondary grades. By 1912, the Ursuline Sisters of Mount Saint Joseph were declared an autonomous congregation, officially separate from the Ursuline Sisters of Louisville. In 1925, the Sisters established Mount Saint Joseph Junior College for women on the grounds at Maple Mount. In 1950, responding to the demand for higher education opportunities provided by the GI Bill following World War II, the junior college was moved to Owensboro, renamed Brescia College, and soon became a four-year coeducational institution. In 1957, Brescia College was awarded its first full accreditation from the Southern Association of Colleges and Schools, which it has held continuously since that time. Brescia was granted university status in 1998.

ALMA MATER

BRESCIA, BRESCIA

By: James Massie, Class of 1970

Brescia, Brescia, alma mater,
Keep us faithful to thine honor.
Science, Culture, and Religion:
Light our way.

Soli Deo Gloria!
Onward and upward!
Truth and honor, light and learning
Be with us forever?

Onward, Brescia,
Fill our spirit with the fire of life's endeavors.
In our heart, dear Brescia
Love thee forever!

CHARTER OF VALUES

The Brescia University Charter of Values articulates the values and related virtues that the community esteems and promotes:

Respect: We practice respect when we exercise consideration for others, tolerance of differences, civility in conflict, fairness, and an attitude of caring.

(Respect for oneself and for others is the preeminent value that serves as a foundation for those that follow).

Reverence: We practice reverence when we honor the sacredness of creation, especially human life, and respect the conscience and religious traditions of others.

Honesty: We practice honesty when we are accountable, trustworthy, genuine, and unpretentious in our academic pursuits, personal activities, and relations with others.

Temperance: We practice temperance by seeking balance in our lives, exercising good temper, sexual responsibility, frugality, studiousness, perseverance, prudence, courage, and responsibility in all aspects of our personal lives, especially in the use of alcohol and legal drugs.

Generosity: We practice generosity when we respect the common good in a spirit of self-sacrifice and service to the community, especially the marginalized and the poor.

COAT-OF-ARMS

Soli Deo Gloria – Glory to God Alone

Qui ad justitiam erudiunt multos fulgebunt quasi stellae in perpetuas aeternitates.

Those who instruct others to justice shall shine like stars for all eternity. (Daniel 12:3)

The Brescia University coat-of-arms is adapted from the Ursuline coat-of-arms. The names of Jesus and Mary, blended between a Cross and Three Nails and surrounded by a Halo, remind us that they, whom the letters represent, have first place in the life of the woman religious, and that her labor is the extension of the Kingdom of God in the hearts of the young. The Double Star represents the mixed life of contemplation and activity. The Under Star symbolizes the life of prayer and the Four Points are a reminder of the four vows. The *Fleurs-de-lis* typify purity to which the Religious is vowed. The Laurel Tree growing symbolizes progress in the spiritual life; Roots striking deep typify Faith and Humility. The Stems, Branches, and Leaves signify Hope and Progress, the fruits of Charity. The Dove descending reminds us of the Holy Spirit, which imparts wisdom. The Cross represents a strong faith and the Arrow pointing Heavenward is the symbol of Purity of Intention, which directs all to God.

-from traditional sources

COLORS & MASCOT

The official colors of Brescia University are blue and gold. The athletic colors are blue and white and the Bearcat is the University's mascot.

MISSION STATEMENT

Brescia University is a Catholic, liberal arts institution founded in the Ursuline tradition of personal and social transformation through education.

Directed to academic and moral excellence in a student centered environment, Brescia offers undergraduate and graduate programs that serve students who seek success through rewarding careers and service to others.

SAINT ANGELA MERICI – FOUNDER OF THE COMPANY OF SAINT URSULA

Born in the 15th century, the daughter of John and Caterina la Biancosa Merici in Desenzano, Italy, Angela Merici acquired her love of learning from her father as he read to her from the Bible, The Golden Legend (the lives of Jesus Christ, the Blessed Mother, and the saints) and the Imitation of Christ. When Angela was still a young girl, she lost her parents and her sister. Worrying that her sister would not get to heaven, Angela prayed for her soul. One day at noon while working in the olive grove, Angela withdrew to pray. While praying, Angela had a vision of a ladder, which stretched from earth to heaven. On that ladder, among the angels playing instruments and the young women singing, was her sister, who told Angela that she would found a company of consecrated virgins. As a young woman, Angela became a member of the Third Order of Saint Francis so that *it would be easier for her to go to Mass, to confession, and to communion, because at that time the laity were not allowed to receive communion often.* In 1516, she went to live in Brescia, a city near Desenzano. On November 25, 1535, Angela and 28 young women formed the Company of Saint Ursula. She chose Saint Ursula as patron of the new foundation because this fourth-century virgin martyr was widely known as the patroness of learning. The Company committed themselves to a life of consecration with its ideal of presence and service *in society*, not in a monastery. Following the Council of Trent, the Company of Saint Ursula evolved into the Order of Saint Ursula. It is the first teaching order of women in the church.

USE OF THE UNIVERSITY'S NAME

All members of the Brescia University community may use the University's name so long as it is not used disrespectfully, deceitfully, or for purposes of solicitation (without the approval of the Vice President for Institutional Advancement) endorsement, or personal gain. Student organizations must have SGA recognition and approval to use the University's name.

A DRUG FREE INSTITUTION

As a recipient of federal grants, Brescia declares that it complies with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendment of 1989. It is Brescia's policy to maintain a safe and healthful working environment for all its employees, students and guests.

Brescia prohibits the unlawful manufacture, possession, use or distribution of alcohol by employees on or off University premises while conducting (or participating in) Brescia business or events. Students who engage in such activities are subject to disciplinary action.

DRUGS

Brescia forbids the use, possession, or distribution of all illegal drugs and controlled substances, on or off University premises while conducting (or participating in) Brescia business and/or events. Students who engage in such activities are subject to disciplinary action.

Drugs are defined as, but not limited to:

- any stimulant;
- intoxicant (other than alcohol);
- nervous system depressant;
- hallucinogen;
- other chemical substance, compound or combination when used to:
 - o induce an altered state; and/or
 - o including any otherwise lawfully available product (such as over the counter or prescription drugs) used for any purpose other than its intended use.

PUBLIC LAW AND CONSEQUENCES

UNLAWFUL POSSESSION OF ALCOHOLIC BEVERAGES: Persons under the age of 21 are subject to a fine of up to \$100 if they:

- 1) Enter licensed premises to buy, or have *served* to them, alcoholic beverages;
- 2) possess, purchase, attempt to purchase or get another to purchase alcoholic beverages; or
- 3) misrepresent their age for the purpose of purchasing or obtaining alcoholic beverages.

PUBLIC INTOXICATION: Persons are subject to a \$250 fine and a jail term of not more than 90 days if they appear in public manifestly under the influence of alcohol, a controlled substance, or other intoxicating substances, to the degree that they may endanger themselves, other persons, property, or unreasonably annoy persons in the vicinity.

DRIVING UNDER THE INFLUENCE (DUI): Persons, 21 years of age and older, are deemed driving under the influence if they are found operating a motor vehicle with a breath- or blood-alcohol level of 0.08 or higher. Persons, under the age of 21, are deemed to be under the influence with a breath- or blood-alcohol level of 0.02. Persons operating commercial vehicles are deemed to be under the influence at a breath- or blood-alcohol level of 0.04. The penalties for driving under the influence (without aggravated circumstances) are:

First Offense - a fine between \$200-\$500 and a jail term of not less than two (2) days nor more than thirty (30) days

Second Offense - a fine of between \$350-\$500 and a jail term of not less than seven (7) days nor more than six (6) months

Third Offense - a fine of between \$500-\$1,000 and a jail term of not less than thirty (30) days nor more than one (1) year

Subsequent Offenses - guilty of a Class D felony (*within five (5) years*)

POSSESSION OF A CONTROLLED SUBSTANCE: It is unlawful for any person to knowingly possess a controlled substance unless such substance was obtained directly, or pursuant to a valid prescription or order, from a physician while acting in the course of their professional practice. Possession of a controlled substance is classified as a felony offense. The penalties for possession of a controlled substance are as follows:

First Offense- one (1) to five (5) years in jail and/or a fine between \$3,000-\$5,000

Subsequent Offenses- five (5) to ten (10) years in jail and/or a fine between \$5,000-\$10,000

TRAFFICKING IN A CONTROLLED SUBSTANCE: It is unlawful for any person to distribute, manufacture, cultivate, sell, or transfer any controlled substance of which they are prohibited from possessing. Trafficking in a controlled substance is classified as a felony offense. Penalties for trafficking in a controlled substance are as follows:

First Offense- not less than five (5) years and no more than ten (10) years in jail and/or a fine between \$5,000-\$10,000

Subsequent Offenses- not less than ten (10) years and no more than twenty (20) years in jail and/or a fine between \$10,000-\$20,000

HEALTH RISKS

The following summarizes known health risks associated with the use of drugs and the abuse of alcohol. Part of the summary was provided by the federal government. Brescia does not guarantee that it is an error-free or exhaustive accounting.

EFFECTS OF ALCOHOL ABUSE

Acute: Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Accidents are the leading cause of death among individuals aged 15-24 years. Most are related to drinking and driving. Poor decisions and aggressive actions such as acquaintance rape are almost always associated with alcohol use. Low to moderate doses of alcohol increases the incidence of a variety of aggressive acts, including spouse and child abuse. *Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information.* Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Chronic: Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver. Some studies indicate that brain cells are permanently killed by high levels of alcohol. Women who drink alcohol at any time during pregnancy may give birth to infants with fetal alcohol spectrum disorder. These infants may have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk of becoming alcoholics.

EFFECTS OF OTHER DRUGS

Marijuana: Marijuana and related compounds are usually used for their "relaxation" effects or to produce an altered sense of reality, a "high." Marijuana is usually smoked, and, like tobacco, it is very toxic to the lungs. Memory loss and mood shifts often occur in chronic users.

Cocaine (stimulant): Cocaine, crack and related forms are usually used for stimulation and to produce a sense of euphoria. All forms of cocaine are highly addictive, producing a habit that is extremely difficult to stop. In some individuals, cocaine may produce fatal cardiac rhythm disturbances.

Amphetamines (stimulant): Amphetamines and their new derivatives, "meth," "crystal" and "ice," are used for stimulation. These compounds are very addictive and may produce psychotic and violent behaviors.

LSD & PCP (hallucinogens): These chemicals are used to produce "altered states" to escape reality. They are very dangerous and can cause psychosis.

Valium and Barbiturates (depressants): These and other prescriptions are used for their sedative or hypnotic effects. They are addictive. Individuals can have seizures after taking them over long time periods.

Heroin (narcotics, codeine, etc.): These are some of the most addictive substances known. They produce a high or euphoria. Withdrawal can produce convulsions or even coma. Overdose is common and can result in death. Addicts of these substances who share these needles have high rates of AIDS.

Other: Many medications and drugs have the potential for abuse. If you have concerns or questions, ask for professional advice.

SUBSTANCE ABUSE TREATMENT PROGRAMS

Brescia's Counseling Center or the Student Development Office can make referrals. In addition, Brescia provides programs and materials aimed at alerting students to the problems involved with alcohol abuse and the use of illicit drugs. However, the chief resources for the treatment of substance abuse are the professional agencies, clinics and self-help groups located within the area.

Alcoholics Anonymous (Self-help)
(Central office & daily meetings)
320 Crittenden St.
Owensboro, KY 42303
(270) 683-0371 (24-hr. answering)

Narcotics Anonymous (Self-help)
(502) 499-4423 (24-hr. helpline)
(Daily meetings)
Basement of Central Presbyterian Church
Fifth & St. Ann Sts.
Owensboro, KY 42303

River Valley Behavioral Health
(270) 683-4039
(Public/sliding Scale)
(Outpatient & Residential Treatment)
1100 Walnut Street
Owensboro, KY 42301

Brescia University Medical Amnesty Policy: Students seeking help for inebriation, overdose, or potential addiction shall be treated in complete confidence and are not subject to disciplinary proceedings, provided the sole reason the University discovers this arose from his/her seeking medical attention or other professional assistance. Additionally, a student seeking similar assistance for a fellow student will be exempt from disciplinary action in consideration of his/her efforts to assist another in need of help.

SMOKING

Smoking and the use of tobacco products is prohibited in all campus buildings. Smoking is also not permitted at Brescia sponsored indoor events off the campus. Smokers are asked to keep a respectful distance from building entrances while smoking.

ACTIVITY PERIODS

Two activity periods are scheduled each week to allow for meetings and other activities. From 11:00 AM to 12:30 PM each Tuesday and Thursday, no classes are scheduled.

ATHLETICS

Brescia University sponsors intercollegiate, NAIA, sports. Many athletic events are held at Brescia's Kamuf Park, 5400 Todd Bridge Road, Owensboro. For women: Volleyball, golf, softball basketball, soccer, and tennis as well as cross-country, indoor and outdoor track. For men: Soccer, basketball, golf, baseball, and tennis, as well as cross-country, indoor and outdoor track. Students wishing to try out for a team should contact the head coach. Sport physicals are due to the athletic director by the first day of classes, or the first team practice, whichever date comes first. Team managers, statisticians, and support staff are always needed. Interested persons should contact the athletic director or coach. Athletics is part of the Student Development Program.

INTRAMURAL AND RECREATIONAL SPORTS

Intramurals and recreational sports are co-sponsored by the Athletic Department and the Student Government Association. Scheduled events try and accommodate class and work schedules of the students. Efforts are made to offer every event in which there is sufficient student interest. Specific goals of the intramural programs are fun, social contact, skill development, and the opportunity to learn new activities and develop interest in lifelong recreational sports. Look for announcements and sign up opportunities throughout the academic year. Ideas for new events are welcomed at the Athletic Department and the Student Government Association meetings.

CAMPUS MINISTRY

Campus Ministry embraces the hope that all individuals will be "empowered by the Spirit" to recognize their own dignity and worth, to reach out to others, and to collaborate in building God's reign of love and justice. Campus Ministry is integral to the mission of Brescia University where higher education and the Church intersect. Campus Ministry seeks to proclaim the Good News to the entire academic community to form the faith community. A variety of opportunities is created to deepen one's relationship with God within the Brescia family. All are welcome. You are invited to stop by, share your ideas, discuss concerns, etc., and visit the campus minister anytime. The Office of Campus Ministry is located in the Science Building, Room 230A, (270) 686-4319.

CAREER SERVICES

Career planning is a lifelong process and a major component of the mission of Brescia University. It involves assessing each student's interest, skills, and lifestyles in relation to their career choice. Discussions with academic advisors and faculty members can be helpful in thoughtful career development. Brescia students are encouraged to consult with Career Services.

Career Services can also be helpful to students seeking off-campus employment (full-time, part-time, and summer). Job announcements are posted regularly outside of the office and on Brescia e-mail. The office offers professional assistance with resume writing, job interview skills, cover letters, and professional dress. While career planning begins on your first day as a Brescia University student, seniors, in particular, are encouraged to meet with Career Services at the start of the fall semester for help with the transition from the campus to the working world. Career Services Office is located on the second floor of the Campus Center.

CAMPUS CENTER

The Campus Center is home to a number of facilities and offices to serve and entertain the students of Brescia University. These include: the dining halls, the gymnasium, racquetball court, an indoor walking track, a strength center, the cardio room, a game room and television lounge, the study pavilion, the art gallery and the Office for the Student Government Association, Career Services, Student Activities and Leadership Development and the Office of Student Development, which includes room and space reservation and identification card services.

The Campus Center is open to all current students, faculty, staff and their guests. Guests must be accompanied at all times by their Brescia University host and the hosts are responsible for the action of their guests. Proper University identification must be presented to use the facilities and/or equipment. The reception desk has recreational equipment that students may check out for their own use. Students will surrender their University identification cards to check out equipment and will retrieve their card when the equipment is returned. During the school year, the Campus Center remains available for student use until 2:00 AM, with access using their identification cards. During summer and holiday periods, the Campus Center closes at 4:30 PM.

ART GALLERY

The Ann Eaton Stout Gallery, second floor of the Campus Center, showcases works by Brescia University students and faculty, as well as local and regional artists. Shows and receptions are open to all members of the Brescia community. Selections of paintings, sculptures, ceramics and photography are exhibited during the year. Known for its excellent space and quality shows, the gallery enhances the cultural life of the campus. Brescia encourages students to attend the openings and reflect upon the art.

CARDIO ROOM

Brescia University's Cardio Room is located at the north end of the Campus Center's 2nd floor. Students, faculty, staff and alumni with current Brescia ID cards are welcome to use the facility. The Cardio Room is equipped with two elliptical machines, two exercise bicycles and a treadmill. The facility is first come, first serve, and the equipment is to be wiped down after each use.

GAME ROOM

The Campus Center game room offers students several recreational activities to enjoy: billiards, table tennis, air hockey, darts, etc. Equipment for these games can be checked out at the Campus Center Information Desk by providing Brescia student identification. Additional recreational equipment is also available to be checked out for use elsewhere on campus (racquetball, tennis, and other sporting equipment). Your ID will be held during the time items are checked out, and given back once they are returned. Any Brescia University property that is signed out will be your responsibility to maintain. Damaged or lost items will be the responsibility of the student who has signed out the equipment, and an appropriate charge will be assessed to your student account to cover necessary repair or replacement. Suggestions or requests for items not already provided should be sent to the Office of Student Activities.

GYMNASIUM

When not scheduled for practice, varsity or intramural competition, the University gym is open on a first-come-first-serve basis for students, faculty, staff and alumni. Events reservations are made through the Athletic Department at 686-4207. Student may bring a maximum of two guests and must accompany their guests at all times. Students are responsible for the actions and conduct of their guests. Student groups may reserve the gym for their exclusive use, subject to its availability, through the Athletic Department. Generally, at least a 5-day notice of the reservation is necessary.

INDOOR WALK TRACK

- 16 Laps = 1 Mile in Lane 1 (lane closest to railing)
- 15.5 Laps = 1 Mile in Center of the Track
- 15 Laps = 1 Mile in Lane 2 (lane closest to wall)

Note: Measurements were performed with an accurately calibrated Rolotape 400M measuring wheel.

RACQUETBALL

A regulation racquetball/volleyball court is located in the Campus Center. Students may reserve court time up two weeks in advance for one-hour periods. Racquetball equipment and reservation information may be found at the Campus Center Reception Desk.

STRENGTH (FITNESS) CENTER RULES

1. Brescia University students, faculty members, staff members, and alumni are welcomed to use the facility.
2. Strength Center users must have a Brescia ID card to gain admittance.
3. Food, soda, gum, alcohol, tobacco, and drug products ARE NOT ALLOWED in the strength center.
4. Water enclosed in a plastic container IS PERMITTED on the premises.
5. Appropriate athletic attire including shirts and shorts or pants is required. Jeans are not allowed.
6. Athletic footwear must be worn at all times. Shoes must have closed toes and heels. No sandals.
7. Shirts must be worn at all times while in the strength center. NO EXCEPTIONS.
8. No horse play or rough housing is permitted.
9. No profanity, offensive behavior, or sexual harassment of any kind will be tolerated.
10. Personal items, including backpacks, purses, jackets, basketballs, etc. are to be placed on or under the hooks near the "hallway entry" of the strength center. All items are the sole responsibility of the owner; Brescia is not responsible for lost or stolen items.
11. Please maintain control of the weights at all times; do not drop or throw weights.
12. Return all weights to racks or storage areas following use. Weights may not be left in aisles.
13. Use a spotter at all times, especially for the bench press, incline press, and squat stations.
14. Allow others to "work in" between sets.
15. Weights or equipment may not be removed from the strength center.

16. Failure to comply with the above rules may result in temporary or permanent loss of weight room privileges. The supervisor on duty has the authority to enforce all rules.
17. The hours of operation of the strength center are published weekly. No one may use the strength center at times other than those posted. The strength center must be supervised at all posted times, either by an Athletic Department coach or a strength center supervisor. Persons using the facilities without proper supervision are subject to disciplinary action.

CAT'S DEN

The Cat's Den is located beneath the Immaculate Heart of Mary Chapel. It has a television lounge and arcade games. The Cat's Den is designed to be a programming venue for events sponsored by the Office of Student Activities, Student Government Association, and other recognized student organizations. Comedians, musicians and all sorts of entertainers have graced the Cat's Den stage, which was constructed for this purpose in 2008.

CHAPEL

The Immaculate Heart of Mary Chapel at Brescia University invites students of all faiths to visit for prayer and reflection. Liturgies and religious services are conducted on a regular basis throughout the year. Masses are celebrated at 12 Noon on weekdays and 10:00 AM and 8:00 PM on Sundays. The Campus Ministry helps students of all denominations locate churches and other places of worship.

CHECK CASHING

The Cashier's Office, on the first floor of the Administration Building, will cash personal checks for students during regular office hours for up to \$75.00. A valid Brescia identification card is required for check cashing.

CLUBS & ORGANIZATIONS

FACULTY/STAFF ADVISOR'S RESPONSIBILITY STATEMENT

1. Every class/club must select a faculty/staff advisor. The advisor must be a full time member of the Brescia faculty or professional staff. The advisor's name should be submitted to the SGA judicial vice president and to the vice president/dean of student development. The advisor serves as an ally, resource, and mediator between the University and the class/club.
2. Classes/clubs should give the advisor their constitution and by-laws. The advisor should have a clear understanding of the class/club's annual goals and objectives.
3. Advisors must be informed of meetings and should try to attend. At a minimum, advisors should receive minutes of meetings.

Students who wish to establish a new student organization may ask the Student Government Association's (SGA) judicial vice president for assistance in writing a charter. The charter (constitution) details the purpose of the organization and its goals. If the charter is not in conflict with Brescia's mission, the SGA and the vice president/dean of student development normally approve it. Each recognized organization must give the judicial vice president a finalized copy of the charter, a list of current members, names of officers and the faculty advisor. This information must be updated every fall.

A list of all recognized organizations during the academic year is available from SGA. Following is a list of recognized campus organizations as of the beginning of the 2011-12 academic year:

Student Government Association (SGA) – to provide for a representative government; a voice for the concerns of the undergraduate, graduate, and Weekend College students; a method to promote involvement in the campus community; a forum for the communication to the University's faculty and administration, and to serve the best interest of the students and the University.

The SGA represents all students of Brescia University. It is the purpose of the SGA to be active in the life of the University, to explore and discuss issues within and outside of this learning community, to render service to the students of Brescia and to fulfill its role as the representative body and advocate on behalf of the students to the faculty and administration of Brescia. All students enrolled at Brescia constitute the assembly. The Executive Branch includes the President, the Executive Vice President, the Judicial Vice President, Secretary, Treasurer, Representative to the Administration, and the Representative to the Board of Trustees, who serves as a Board member and appoints students to Board Committees.

Alpha Chi – to recognize and promote outstanding scholarship and the character to use that scholarship for good.

Brescia University Right to Life (BURTL) – Devoted, through prayer and education, to defending and promoting human life in Right to Life and Dignity of Life issues. This organization is primarily for students, though anyone involved with Brescia may join.

Council for Exceptional Children (CEC) – to improve the educational success of individuals with disabilities and/or gifts and talents. It is an international community of educators who are the voice and vision of special and gifted education. Its mission is to improve the quality of life for individuals with exceptionalities and their families through professional excellence and advocacy.

Delta Epsilon Sigma – to recognize academic accomplishments, to foster scholarly activities, and to encourage a sense of intellectual community among its members.

Fellowship of Christian Athletes (FCA) – to present to athletes and coaches, and all whom they influence, the challenge and adventure of receiving Jesus Christ as Savior and Lord, serving Him in their relationships and in the fellowship of the church.

Freshman Class Council (FCC) – to provide a system of support, programming and a method of campus involvement for all new students of Brescia University.

Habitat for Humanity – In partnership with the Owensboro-Daviess County Habitat for Humanity in efforts to provide simple, decent, affordable housing to people in need. Habitat for Humanity of Owensboro is a nonprofit organization building homes through volunteer labor and donations of money and materials.

Ichabod Society – to work together to advance the values of reading, writing, and all matters intellectual on our campus.

Junior Class Council – to provide support, programming and a method of campus involvement aimed at representing the interests of all third year students of Brescia University.

Kentucky Educators Association (KEA) – to provide opportunities for personal growth, professional development, understanding of the teaching profession, participation in cooperative work, and strive for higher standards of preparation.

Music Club – The Music Club at Brescia University provides the students with a unique opportunity to participate in an educational, cultural and social experience based on their shared love of music. Each semester, the music club presents a choral program that includes music from different periods and in various styles.

Psychology Club – to challenge, stimulate, and provide an environment that will promote growth among individuals interested in psychology and other related fields.

Rotaract – The purpose of Rotaract is to provide an opportunity for young men and women to enhance the knowledge and skills that will assist them in personal development, to address the physical and social needs of their communities, and to promote better relations between all people worldwide through a framework of friendship and service.

Saint Angela's Messengers (S.A.M.s) is a Campus Ministry Student Organization that is open to all students and focuses on ways to foster community on and off the campus by offering opportunities for service, retreats, education, fundraising and prayer. S.A.M.s also strives to bridge the gap between residential and commuter students and welcomes everyone to participate.

Social Work Club – promotes community service and provides opportunities for discussion of important social concerns.

Sophomore Class Council (FCC) – to provide support, programming and a method of campus involvement aimed at representing the interests of all second year students of Brescia University.

Spanish Club – to encourage interest in the Spanish culture and language, as well as promote social opportunities to intertwine the two cultures.

Zombie Emergency Survival Team (Z.E.S.T.) – To promote general student welfare, health, and protection from the living dead.

CODE OF STUDENT RIGHTS, RESPONSIBILITIES, AND CONDUCT

On admission to Brescia University you accept unqualified commitment to conduct yourself at all times, both on and off campus, in a responsible manner that conforms to the generally accepted standard of adult behavior. It is expected that you will show courtesy and respect for the administrative officers, faculty, students and employees in your personal contacts. You also must understand and accept the necessity for various University regulations and comply with the directives of those authorized to enforce the regulations. If you conduct yourself in a manner contrary to the best interests of the University, you will be subject to such penalties as the circumstances justify, including suspension or expulsion. All students are expected to read and follow the policies in the Student Handbook.

A student may be suspended or dismissed for improper conduct, failure to comply with University regulations, academic dishonesty, possession of, or being under the influence of alcoholic beverages except as permitted by state law and University policy or illegal drugs, or under other circumstances as determined by the University Administration.

Students whose conduct – such as academic dishonesty, plagiarism, disruption of class – violates academic integrity or the instructional process may be terminated from class(es) and be assigned "F" grades by the faculty. Students who otherwise violate reasonably accepted standards of the University and community at large may be terminated from the college and can be assigned "F" grades by the faculty.

REGULATIONS CONCERNING CONDUCT

As part of the larger community, Brescia University respects the laws of the land and expects its members to adhere to them. While affording reasonable aid to its members in difficulties with the law, Brescia University provides no immunity from the consequences of illegal acts.

As an academic community, Brescia University has a special interest in the prevention of certain modes of conduct that are in contrast to its inherent efforts to facilitate responsible inquiry and educational growth. Accordingly, instances of the kinds of conduct listed in these regulations are to be regarded as violations of University regulations, to which the sanctions indicated may be applied.

CITIZENSHIP RIGHTS AND RESPONSIBILITIES

Students are both citizens and members of the academic community and of the greater community. As citizens, students enjoy the same freedom of speech, peaceful assembly and right of petition that other citizens enjoy, whether off or on campus. As members of the educational community, they are subject to the obligations that accrue to them by virtue of this membership.

As members of the greater community, students are responsible to the laws of society and will be treated as any other citizens of society should they become involved in a violation of civil law. Students who incur penalties prescribed by civil authorities will not be subject to further discipline by the University student conduct system in cases where a violation of University regulations also occurs unless there are distinct and clear University community interests involved. The appropriate judicial body will rule as to its jurisdiction in such cases. Conviction for a criminal offense, though not irrelevant, is in no case sufficient reason for terminating a student's attendance at the University or for denying a student admission or readmission to the University. The University community should not be considered by any of its citizens as an institution which provides its members with special immunity to the civil laws of the community.

I. Jurisdiction

- A. The Student Conduct Board** shall have jurisdiction over all cases involving student behavior on the campus, including on-campus housing. The committee shall be composed of faculty, staff and students with the Student Conduct Board as an ex officio non-voting member. The Board will handle those cases referred to it by the Office of the Vice President/Dean of Students. (When a student is found guilty of any violations of student conduct, the Board shall recommend appropriate sanctions and report to the Dean their decision for action.) In all cases, the determination of which sanction(s) to impose shall be made by the Vice President/Dean of Students, or designee and the Dean is not limited to the sanctions recommended by the Student Conduct Board.

B. Hearing by the Vice President/Dean of Students

(Administration Hearing)

A student may choose the option of having his/her case heard by the Dean of Students, or designee, rather than the Student Conduct Board. If the student waives his/her right to a hearing, he/she will sign such a waiver and agree to abide by the decision of the Vice President/Dean of Students. An Administration Hearing does not afford the opportunity of an appeal. The Vice President/Dean of Students will protect the student's right in carrying out his/her decision.

C. Appeals

All decisions of the Student Conduct Board may be appealed within five (5) school days of the decision. Such appeals must be in writing and delivered to the Vice President/Dean of Students. An Appellate Council, no member of which will have served on the original hearing board, will consider the merits of the appeal.

Except as required to explain the basis of new evidence, an appeal shall be limited to a review of the verbatim record of the original hearing and all supporting documents. Appeals may be considered for one or more of the following reasons:

1. To determine whether the original hearing was conducted fairly;
2. To determine whether the facts in the case were sufficient to establish that a violation of the Code of Conduct had occurred;
3. To determine whether the sanctions imposed were appropriate for the violation of the Code of Conduct which the student was found to have committed, or
4. To consider new evidence, sufficient to alter the decision or other relevant facts not brought out in the original hearing, because the person appealing did not know the evidence/facts at the time of the original hearing.

If the appeal is upheld, the Appellate Council may

1. Reduce, but not increase, the sanctions imposed, or
2. Remand the case to the original Student Conduct Board.

The decision of the Appeals Council shall be final and binding.

D. Hearing by the Vice President for Academic Affairs

In matters of purely academic concern, as opposed to those involving student behaviors, the Vice President for Academic Affairs, or designee, will assume jurisdiction. Such violations include, but are not limited to, academic cheating, plagiarism, or interference with academic process. The Vice President holds the due process information related to academic concerns.

II. Violations

The following acts are violations of University regulations:

Violations for which the maximum sanction may be college expulsion:

1. Violation of written University Policy or regulations contained in any official publication or administrative announcement of Brescia University
2. Academic dishonesty including but not limited to cheating and plagiarism
3. Interference with the academic process or operations of the college
4. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion and/or other conduct which threatens or endangers the health or safety of any person
5. Furnishing false information to the University with intent to deceive, or to the University or any member of the University community with intent to defraud
6. Forgery, alteration, or misuse of University documents or records
7. Theft, vandalism or property damage
8. Willful or negligent actions which endanger the health and safety of one's self or other persons
9. Sale, use, distribution, manufacture, dispensing or possession of illegal drugs and drug paraphernalia
10. Use or possession of explosives, firecrackers, smoke bombs, firearms or explosive materials on campus property

11. Abuse of the University Student Conduct System, including but not limited to:
 - a. Failure to obey the summons of a judicial body or University official
 - b. Falsification, distortion, or misrepresentation of information before a judicial council
 - c. Disruption of interference with the orderly conduct of a student conduct proceeding
 - d. Institution of a judicial proceeding knowingly without cause
 - e. Attempt to discourage an individual's proper participation in, or use of, the student conduct system
 - f. Attempting to influence the impartiality of a member of a judicial body prior to, and/or during the course of, the student conduct proceeding
 - g. Harassment (verbal or physical) and/or intimidation of a member of a student conduct council prior to, during, and/or after a student conduct proceeding
 - h. Failure to comply with the sanction(s) imposed under the Student Code
 - i. Influencing or attempting to influence another person to commit an abuse of the judicial system
12. Harassment – See the section in this book entitled, "Harassment".
13. Failure to abide by University policy on vehicle usage or obstruction of the free flow of pedestrian or vehicular traffic on University premises or at University-sponsored functions
14. Misuse of the University computer system, including but not limited to:
 - a. Unauthorized entry into a file, to use, read, or change the contents, or for any purpose
 - b. Unauthorized transfer of a file
 - c. Unauthorized use of another individual's identification and password
 - d. Use of computing facilities to interfere with work of another student, faculty member, or University official.
 - e. Use of computing facilities to send obscene or abusive message or other messages prohibited by the University's policy on electronic mail
 - f. Use of the computing facilities to interfere with normal operation of the University computing system
 - g. Failure to comply with the University's policies regarding the use of the internet and e-mail system
15. Behavior that would constitute a violation of local, state, or federal law on University property or off campus when such behavior has a substantial adverse effect upon the University or upon individual members of the University community
16. Unauthorized possession, duplication or use of keys to any University premises or unauthorized entry to or use of University premises
17. Public intoxication, use, possession or distribution of alcoholic beverages except as permitted by Kentucky law and University regulations
18. Failure to comply with the direction of a University official or law enforcement acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so
19. Misuse of or tampering with the fire alarm systems, fire extinguishers, or other security equipment
20. Conduct that is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on University premises or at functions sponsored by, or participated in by the University
21. Unlawful entry into University-owned property or University-leased property
22. Consumption of alcoholic beverages on campus except as permitted by University policy and Commonwealth law
23. Failure to abide by the rules, regulations, policies and directions relating to on-campus housing

III. Sanctions

The following student sanctions are listed in order of severity:

- A. Warning – A notice in writing to the student that the student has violated a University regulation.
- B. Probation – A written reprimand for a violation of a specified regulation. Probation is for a designated period of time and includes the probability of more severe sanctions if the student is found to be violating any University regulation(s) during the probationary period.
- C. Loss of Privileges – Denial of specific privileges for a designated period of time.

- D. Fines – Appropriate fine may be imposed.
- E. Restitution – Compensation for loss, damage, or injury. This may take the form of service and/ or monetary or material replacement.
- F. Discretionary Sanction – Work assignments, service to the University or other related discretionary assignments.
- G. Residence Hall Suspension – Separation of the student from the residence halls for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
- H. Residence Hall Expulsion – Permanent separation of the student from the residence halls.
- I. University Suspension – Separation of the student from the University for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
- J. University Expulsion – Permanent separation of the student from the University.
- K. Interim Suspension – In certain circumstances, the Vice President/Dean of Students, or a designee, may impose a University or residence hall suspension prior to the hearing before a judicial body.
 - 1. Interim suspension may be imposed only: a) to insure the safety and well-being of members of the University community or preservation of University property; b) to insure the student's own physical or emotional safety and well-being; or c) if the student poses a definite threat of disruption of or interference with normal operations of the University.
 - 2. During the interim suspension, students shall be denied access to the residence halls and/ or to the campus (including classes) and/ or all other activities or privileges for which the student might otherwise be eligible, as the Vice President/Dean of Students may determine to be appropriate.

The following sanctions may be imposed upon groups or organizations:

- A. A through F
 - B. Deactivation – loss of privileges, including University recognition, for a specified period of time.
- Note: More than one sanction may be imposed for any single violation. Other than University expulsion, disciplinary sanctions shall not be made part of the student's permanent academic record, but shall become part of the student's confidential record. Upon graduation, the student's confidential record may be expunged of disciplinary action other than residence hall expulsion, University expulsion or suspension, upon application to the Vice President/Dean of Students. Cases involving the imposition of sanctions other than residence hall expulsion, University suspension or expulsion shall be expunged from the student's confidential record within five years after the final disposition of the case.

IV. Due Process

Any member of the University community may file charges against a student for misconduct. Charges shall be prepared in writing and directed to the Vice President/Dean of Students, or designee. Any charges should be submitted as soon as possible after the event.

The Vice President/Dean of Students, or designee, may conduct an investigation to determine if the charges have merit or if they can be disposed of by mutual consent of the parties involved, on a basis acceptable to the Vice President/Dean of Students. Such disposition shall be final and there will be no subsequent proceedings. If the matter cannot be disposed of by mutual consent, the Vice President/Dean of Students, or designee, may later serve as the ex officio, nonvoting, member of the Student Conduct Board.

All charges shall be presented to the student in written form. A time and location will be set for the hearing. Hearings are conducted in private. Admission of any person to the hearing shall be at the discretion of the Student Conduct Board and/ or the Vice President/Dean of Students, or designee.

In hearings involving more than one accused student, the chairperson of the Student Conduct Board may, at his/her discretion, permit the hearings to be conducted separately.

The complainant and the accused have the right to be assisted by any advisor they choose, at their own expense. The complaint and/ or accused is responsible for presenting his or her own case and, therefore, advisors are not permitted to speak or participate directly in any hearing before the Student Conduct Board or at an Administrative Hearing.

The complainant, the accused, and the Student Conduct Board shall have the privilege of presenting witnesses, subject to cross-examination by the Student Conduct Board. The names of the witnesses must be submitted to the Vice President/Dean of Students, or designee, by the time indicated in the Student Conduct Board notice.

The Student Conduct Board, at the discretion of the chairperson, may accept pertinent records, exhibits and written statements as evidence for consideration.

All procedural questions are subject to the final decisions of the chairperson of the Student Conduct Board. After the hearing, the Student Conduct Board shall, by majority vote, determine whether the student has violated each section of the Student Conduct Code with which he or she has been charged.

The Student Conduct Board's determination shall be made on the basis of whether it is more likely than not the accused student violated the Student Conduct Code.

There shall be a single, verbatim record, such as a tape recording, of all hearings before the Student Conduct Board. The record shall be the property of the University.

Except in the case of a student charged with failing to obey the summons of the Student Conduct Board or Vice President/Dean of Students, or designee, no student may be found to have violated the Student Conduct Code solely because the student failed to appear. In all cases, the evidence in support of the charge shall be presented and considered.

Note: Consumption of alcoholic beverages by minors is a violation of the law of the Commonwealth of Kentucky.

COMMITTEES

Governing at Brescia University is collegial. Administrators and faculty engage in campus governance through the Faculty Assembly. Students participate through committees and the Student Government Association. Students serve on every University committee that impacts student life and academics. The SGA appoints students to University and Board of Trustee Committees. The SGA has the authority to establish ad-hoc committees.

The Academic Program Review Committee (APRC) reviews academic programs for strength and quality. Curriculum and Standards Committee promotes improvement and innovation in academic majors, course offerings, and degree requirements.

The Food Services Committee meets with the Food Service Director to look for ways to upgrade menus, meal preparation, to add variety to the service and to plan special events.

The Graduation Committee plans Honors Convocation, Baccalaureate, and Commencement Ceremonies.

The Student Welfare Committee considers policies governing the out-of-class experience of students and appoints ad hoc committee on allegations of administrative discrimination issues or grievances. Issues and concerns may be brought to the attention of Student Welfare Committee members. Membership consists of three faculty members, two members of the Student Government Association, the NAIA Faculty Athletic Representative and the Vice President/Dean of Students.

Responsibility Statement for Students Serving on Campus Committees:

Committee membership is a matter of trust and serious commitment, carrying fundamental responsibilities:

- Attend all committee meetings
- Prepare for meetings by reviewing the agendas and discussing items with constituents to assure accurate representation of the student point of view
- Report to the SGA committee discussion affecting students
- Share the committee workload
- Work with the committee to make the best decisions for Brescia University
- Maintain appropriate confidentiality.

COMPUTER SERVICES

Brescia University maintains three computer labs for student use, one in Room 212 of the Science Building, one in Room 108 in the Lechner Building, and Room 340 of the Administration Building. Additionally, there are three other computer labs: the English as a Second Language Lab on the second floor of the Administration Building, the teaching lab Room 110S of the Science Building, and the MAC Lab on

the third floor of the Administration Building. Wireless access is available on campus. Students may have to bring their laptop to the Information Technology Department (IT) to be configured to access the wireless network. Laptops are available for checkout from the Library to be used in the Library. The computers in the lab on the second floor of the Science Building contain specialized software such as Minitab and Minitab and Mathematica that may be required in certain classes.

Computers for student use may be found in the Library. The University provides on-campus e-mail service for all students via webmail at <http://www.brescia.edu>

Students must sign up for e-mail service and agree to the Computer Use Policy stated on the e-mail request form to use campus resources. All residence hall rooms have wired network hookups. Students must contact the IT Department to have their connection turned on at the start of the school year.

Technical support is available by e-mail to techsupport@brescia.edu, or by calling Ext. 4186 on campus. Distance learning students may contact Brescia University at (270) 683-4186 and ask for tech support or e-mail techsupport@brescia.edu

INSTITUTIONAL TECHNOLOGY

At Brescia University, institutional technology includes computer laboratories, computer and related equipment, software access, network bandwidth, phone system, access card system, multimedia systems, copiers, security and fire systems and university-owned cell phones.

Brescia University's institutional technology is primarily provided to enhance learning, to enrich educational opportunities, and to increase the efficiency of university operations. Personal use of institutional technology within the parameters of the Brescia Technology Use Policy can enrich the campus and is permitted, however use of console game units is limited in the residence halls, see the Student Life Director for more information. Any use which is incompatible with purposes of institutional technology or the mission of Brescia University is prohibited. Peer to Peer software is not allowed on campus and use of such software may be grounds for referral for student judicial punishment. For the complete Brescia University Technology Use, go to: http://www.brescia.edu/information_technology/Policies_and_Procedures.php

CONTRACTS

Contracts between students or student organizations representing Brescia University and outside persons or agencies must be signed by the President or Vice President of Business and Finance.

COUNSELING

College life can be stressful. Recognizing this, Brescia University offers supportive and caring counseling, sensitive to the concerns and challenges faced by our students. Counseling Services, located in Suite 230 of the Science Building, 270/686-4282, is available to new, returning and continuing students to provide support and guidance in dealing with personal problems and life challenges. The professional staff is available during the day when classes are in session and by appointment on evenings and weekends. If there are concerns that are serious to you, then they are serious to the counselor. You may need to manage time, reduce stress, and develop relationships that are more satisfying. You may also want to learn about yourself and your behavior; establish and achieve life's goals, discuss concerns about a family member or a friend, or address other mental health concerns. Your confidentiality is always assured and full-time students are not charged for counseling services.

COURSE BOOKS & SUPPLIES

Course books are available for purchase through the Brescia University online bookstore. Students whose financial aid packaging is complete and sufficient to cover all charges may be eligible for a student book voucher. Notification of vouchers will be sent to students' Brescia e-mail addresses. (Student book vouchers may also be used for apparel/supplies at the Brescia Campus Store, located at Ninth & Allen.) See the Student Accounts Clerk (Administration Building, Room 150A) for more information. Books can be shipped directly to your home or to the University campus store. See the online bookstore website for information regarding book returns and buybacks.

The University campus store stocks art and computer supplies, notebooks, pens and a wide assortment of Brescia clothing and souvenirs. The campus store is located on the corner of Ninth and Allen Streets, with the entrance on Allen. Purchases may be made by cash or credit card. Hours of operation (subject to change) are: Monday thru Thursday, 8:00 AM – 4:00 PM, Friday, 8:00 AM to 3:00 PM.

DAMAGE

Damage to Brescia University property resulting from normal wear and tear should be reported in order to be repaired. Damage due to carelessness or misuse should be reported to the Vice President/Dean of Student Development. Students who are found to be responsible for damage to University property or to the property of others will be held accountable.

DIRECTORY INFORMATION

Brescia University designates the following as directory information which may be released unless the student request's the University not to do so: Student's name, photo, date and place of birth, admission or enrollment status, class standing, class schedule, major field of study, participation in school activities, athletic information, dates of attendance, degrees and awards, and/or schools previously attended. Requests to withhold directory information should be made within the first two weeks of the semester at the Office of the Registrar. The following is not released without the written consent of the student: Social Security Number, grades, class rank, GPA, gender, religion, disciplinary action, and race.

DISABLED STUDENTS' SERVICES

Brescia University strives to provide an accessible campus where all students are comfortable, productive and independent. If you have a documented disability and experience an accessibility concern, contact the Dean of Student Development, or a member of the Student Development Staff or Student Support Services (SSS).

SSS also provides accommodations and services for students who have academic needs, such as note takers, scribes, readers, special seating, quiet testing environment or extended test time. Those students need to contact SSS to provide documentation and facilitate the process.

DUPLICATING SERVICES

Duplicating services for recognized student organizations are available in the mailroom, first floor of the Administration Building. In addition, coin-operated photocopy machines are available in the Library and the Campus Center.

EMERGENCIES

The Office of Student Development maintains a series of emergency procedures to assist students who may find themselves in difficult situations. Students are encouraged to contact a member of the staff, including Resident Assistants, if they are experiencing any kind of crisis situation.

For immediate assistance from the police, fire department or paramedics, call 911. From campus phones, just dial 911. From a pay or cell phone, simply dial 911.

FIRE: If you discover a fire, set off the alarm. Exit the building, try not to panic and do not use the elevators.

TORNADO: When a tornado is sighted, a loud warning siren is sounded. Go to the bottom floor of your building or at least into the hallways. Stay away from all windows and do not go outside to view the storm.

EARTHQUAKE: You will only have 2-3 seconds to find a safe place, under a heavy desk or doorframe to protect yourself from falling objects. If you are out of doors, stay away from buildings. Do not smoke and do not touch electrical wires or appliances.

In an emergency situation, please contact Brescia University Security at (270) 686-4300.

EMERGENCY NOTIFICATION AND EVACUATION PROCEDURE

Brescia University has established the "One-Call" system to alert the University community of any emergency condition such as University closing and campus or surrounding area situations which may pose a threat or result in a dangerous situation. In addition to fire alarms, e-mail communications, posting on the web-site and notices to the local media, all members of the University community will receive notification of these situations by voice mail. Specific instruction related to the emergency situation, will be included in the message. This may include announcements as to the University closing, lock-down instructions and information as to where to report in the event of a campus evacuation. Members of

the administrative staff have been provided with emergency procedures regarding steps to be taken in such events to assure the safety of students, faculty and staff.

Any person who you may be aware of or suspect a situation is occurring which may pose a threat to the safety of the University community is requested to immediately notify the University Security Staff at 270/ 686-4300.

FAX SERVICES

Fax services are available to students at the Library and the mailroom. Local faxes are free of charge, as are faxes received. Long distance faxes are charged at the rate of 10 cents per page and international faxes cost \$1.00 per page.

Fax Numbers: Library 270/686-4266; Mailroom 270/686-6422

FINANCIAL AID

Students needing assistance to meet their educational costs at Brescia University may receive assistance through the University from Federal, State, and Institutional grant, scholarship, and loan programs.

ELIGIBILITY FOR STUDENT AID

To be eligible for Federal and State aid, a student must be enrolled in a degree seeking or post-baccalaureate certificate program of study, hold U.S. citizenship or be an eligible non-citizen, maintain satisfactory progress, and comply with Federal rules and regulations.

APPLICATION PROCEDURES

Students wishing to be considered for financial aid should go online to the Federal Government's website at www.FAFSA.ed.gov to fill out a Free Application for Federal Student Aid (FAFSA). Enter our school code, 001958, and when your application has been submitted, the government will forward the information to us. The priority filing date is March 15 of each year for State grants. For returning Brescia University students, FAFSA's received by May 1st are given priority for limited Federal, State, and Institutional aid. After May 1st, packages will be awarded as funds are available.

FINANCIAL AID SATISFACTORY PROGRESS

FINANCIAL AID SATISFACTORY PROGRESS at Brescia University is measured using cumulative grade point average and by credit hours earned in relation to hours attempted. Credit hours attempted are the number of hours in which a student is enrolled at the end of the drop / add week. After that week, all failed, withdrawn, repeated or incomplete hours are counted in the number of hours attempted. Grade point average, credit hours earned in relation to hours attempted, and the maximum timeframe standard will be checked at the end of each semester prior to disbursement of financial aid for the following semester. Grade point average is the average calculated by the Registrar's Office on hours for which a grade is earned, that is, A/B/C/D/F. If a student withdraws from all classes and/or receive all F's, students will be placed on Financial Aid Suspension and may have to repay a portion of any Federal or State aid students received for the semester. Any student with Incompletes (I) for a grade may receive additional funds for the next semester but will receive no further aid until they are replaced with a grade.

At the completion of these attempted credit hours	6 – 30	31 - 48	49+
A student must have earned at least this percentage of attempted hours	.67	.67	.70
With at least this cumulative grade point average	1.5	1.7	2.0

A student must complete their program of study within a 150% timeframe. This means that a student may only receive aid up to 150% of attempted credit hours. For example, if a bachelor's degree requires 128 credit hours to complete, a student may receive aid for up to only 192 credit hours.

FINANCIAL AID PROBATION results from the first offense of failure to meet one aspect of the standard of satisfactory progress. During the probationary semester, the student can continue to receive financial aid, but must bring their cumulative grade point average and/or percentage up to the appropriate standard for their attempted hourly level. If the student does not achieve the appropriate standards for their level

at the end of the probationary semester (or show dramatic improvement), the student will then be placed on Financial Aid Suspension.

FINANCIAL AID SUSPENSION results when a student fails to meet satisfactory academic progress on the second or more offense or when a student fails to complete any classes in a given semester. During the suspension period, a student is expected to pay for his or her own classes at their normal class load level to bring their grade point average and/or percentage up to the appropriate standard for their attempted hourly level. If the student can show that they are making satisfactory academic progress during this period, the student may appeal their financial aid for the next semester. Students may also appeal their financial aid suspension to the Director of Financial Aid who may determine through an appeals committee that unusual circumstances or circumstances beyond the student's control caused the suspension. The Director of Financial Aid may then place the student on probation rather than suspension, which will reinstate their financial assistance. Students may file an appeal if special circumstances exist.

FINANCIAL AID APPEAL is a form that the Office of Financial Aid will send to you along with your Financial Aid Suspension letter. This letter can be filled out and submitted when unusual circumstances or circumstances beyond your control are the cause of the suspension.

*****PLEASE NOTE: APPEALS FOR FINANCIAL AID SUSPENSION WILL NOT BE GRANTED MORE THAN TWO TIMES UNLESS GREAT IMPROVEMENT IS SHOWN.**

FINANCIAL AID OFFICIAL/UNOFFICIAL WITHDRAWAL PROCEDURES

PLEASE REMEMBER YOU MUST OFFICIALLY WITHDRAW FROM CLASSES OR YOU WILL AUTOMATICALLY RECEIVE A FAILING GRADE. IF YOU COMPLETELY WITHDRAW FROM CLASSES, FAIL ALL OF YOUR CLASSES, OR DROP TO LESS THAN HALF TIME STATUS FOR A SEMESTER, THE FOLLOWING RULES APPLY.

Federal regulations require the Financial Aid Office to recalculate a student's eligibility for federal aid (Title IV) funds when a student drops below half-time status or completely withdraws from classes. In the case that the student does not withdraw from classes but also does not attend their classes, the Office of Financial Aid is required to calculate financial aid earned for that semester by determining the last date that the student attended classes. A percentage of aid earned will be determined and any funds not earned by the student will be returned to the Federal Government and the loan lenders. The student will be billed for any funds that are outstanding to Brescia due to the return. Student loan funds are to be repaid according to the terms of the loan agreement. Students who owe a grant repayment or are in Default will be required to make satisfactory repayment arrangements with the U.S. Department of Education before any more funds can be awarded and disbursed.

EXAMPLE: If a student enrolls for the fall semester, which contains 103 days, and withdraws from all of his classes on day 30, then the student has completed 29.1% of the semester and only qualifies for 29.1% of his financial aid for the semester. If the total Federal and State monies he would have gotten equal \$8500, then he would only be able to keep \$2473.50 (\$8500 x 29.1%) towards his bill at Brescia University. After the unearned funds are sent back, the student will be liable for the remainder of his/her bill at Brescia.

*****NOTE: NO FEDERAL (TITLE IV) FUNDS ARE REQUIRED TO BE RETURNED IF THE STUDENT REMAINS ENROLLED FOR MORE THAN 60% OF THE SEMESTER, AND THEN OFFICIALLY WITHDRAWS BY COMPLETING AND SUBMITTING A SIGNED DROP SLIP.**

*****IF AN ATHLETE LEAVES THE TEAM, HIS/HER SCHOLARSHIP WILL BE PRORATED AND THE STUDENT WILL BE RESPONSIBLE FOR THE REMAINING BALANCE.**

RIGHTS AND RESPONSIBILITIES

Students are expected to understand fully their rights and responsibilities with respect to Institutional, Federal, and State financial aid. Information is mailed to the students with their first Official Award Letter, at appropriate times during the year, published in the school newspaper, distributed at registration time, and is available at all times through the Financial Aid Office by paper and on the Brescia website at www.brescia.edu.

INSTITUTIONAL AID

INSTITUTIONAL SCHOLARSHIPS AND GRANTS are awarded annually to incoming traditional students on the basis of academic excellence, leadership qualities, athletic ability, talent, and need. Awards range from partial to full tuition, room and board, and are renewable provided the recipient maintains full-time enrollment as well as all academic requirements associated with the award. To receive institutional aid, the student must complete the Free Application for Federal Student Aid (FAFSA).

CONTRIBUTED ENDOWED SCHOLARSHIPS Through the generosity of alumni, families, and friends, Brescia University is pleased to offer contributed and endowed scholarships to prospective and current students. These scholarships carry with them very specific criteria and funding levels. Many of these scholarships help Brescia University underwrite institutional aid programs. All students are considered for contributed and endowed scholarships at the time of financial aid packaging without a separate application.

BRESCIA UNIVERSITY WORK STUDY is awarded to full time students who do not qualify for Federal Work Study funds. Students will work on campus for an hourly wage, paid once monthly, and can use the funds to help meet the cost of their tuition or can use the money earned as spending money when their bill has been paid in full. Students are paid a wage in accord with federal wage and hour regulations. Continued employment is contingent upon satisfactory academic progress and work performance. This fund is limited and is awarded as funds are available.

BRESCIA UNIVERSITY LOAN is awarded to full time students who need additional aid to meet the cost of tuition at Brescia after all other Federal, State, and Institutional fund options are exhausted. This fund is limited and is awarded as funds are available.

FEDERAL AID

PELL GRANTS provide assistance in the form of non-repayable funds to students attending post-secondary institutions, who exhibit financial need as determined by the FAFSA.

SUPPLEMENTAL EQUAL OPPORTUNITY GRANT (SEOG) is a supplement to the Federal Pell Grant and provides assistance in the form of non-repayable funds to students attending post-secondary institutions, who exhibit extraordinary financial need as determined by the FAFSA. This fund is limited and is awarded as funds are available.

ACADEMIC COMPETITIVENESS GRANT (ACG) provides assistance in the form of non-repayable funds to full time freshman and sophomore students attending post-secondary institutions, who qualify for Pell Grants and have taken recognized college preparatory classes during High School.

NATIONAL SMART GRANT (NSG) provides assistance in the form of non-repayable funds to full time junior and senior students attending post-secondary institutions, who qualify for Pell Grants and are enrolled in certain degree programs in physical, life, or computer sciences, mathematics, technology, or engineering, or in a foreign language determined critical to national security.

FEDERAL WORK STUDY (FWS) allows undergraduate and graduate full time students with financial need, as defined by the FAFSA, to work on or off campus for the University or Community Service to help pay for their tuition costs, or to be used as spending money after their bill has been paid. Students are paid a wage in accord with federal wage and hour regulations. Continued employment is contingent upon satisfactory academic progress and work performance. This fund is limited and is awarded as funds are available.

PERKINS LOANS are federal loans that are open to Pell Grant eligible students at a maximum of \$5500 per year. These loans are non-interest bearing loans (subsidized) while the student is enrolled in an approved College or University at an at least half-time status. These loans may also be partially or fully forgiven after graduation, when the student works in certain specialty areas such as math, science, and special education in Title III areas. This fund is limited and is awarded as funds are available.

STAFFORD SUBSIDIZED STUDENT LOANS are low interest loans for undergraduate and graduate students enrolled in at least a half -time status and demonstrate financial need as defined by the FAFSA. A credit check is not required to receive these loans. The federal government pays the interest on these loans until six months after the student is no longer enrolled in school at least half-time.

STAFFORD UNSUBSIDIZED STUDENT LOANS are low interest loans for undergraduate and graduate students enrolled in at least half-time status. These loans are available to all students regardless of financial need (although the FAFSA still must be filed). A credit check is not required to receive these loans. The student is responsible for the interest, which may be paid while the student is in school or accrued and then added to the principal balance when the student enters repayment, which occurs six months after the student is no longer enrolled in school at least half-time.

PLUS LOANS are low interest loans that parents can obtain to help pay the cost of education for their children. In addition, graduate students may obtain PLUS loans to help pay for their own education. PLUS loans require a credit check and, in some instances, an eligible cosigner. If the parent is turned down for a PLUS loan, the student may be eligible for and additional amount of Unsubsidized Stafford loan up to \$4000. Repayment of PLUS loans begins following the final disbursement for the year. Graduate students may be able to defer repayment of their PLUS loans until after the student is no longer enrolled in school at least half-time, although interest will continue to accrue.

RETURN OF TITLE IV FUNDS

Students who withdraw from class(es) or fail to complete their class(es) may be subject to Return of Title IV Funds regulations. The Federal Title IV student financial aid programs subject to the federal refund regulations are the Federal Pell Grant Program, Federal Supplemental Educational Opportunity Grant Program, Federal Perkins Loan Program, Federal Direct loans (either subsidized or unsubsidized), and Federal Parents Loans for Undergraduate Students (PLUS loans). The benefits under these programs will be recalculated as prescribed by the U.S. Department of Education regulations pertaining to the Return of Title IV Funds. Under these regulations, any adjustment is based on the student's withdrawal date as defined in the regulations. This date and the date of withdrawal reflected in the student's academic records will not necessarily be the same. For further information regarding the adjustment to the Title IV student financial aid benefits, if any, received by the respective student should be directed to the Financial Aid Office.

STATE AID

KENTUCKY EDUCATIONAL EXCELLENCE SCHOLARSHIP (KEES) is administered by the Kentucky Higher Education Assistance Authority (KHEAA), is funded by Kentucky Lottery proceeds. Students who try to get the most from high school by studying hard and making good grades (2.5 GPA or higher) can earn scholarships for college or technical school. The better students do in high school, the more they will earn toward college scholarships. KEES funds continue for eight semesters and are 100% renewed each year with a 3.0cum GPA, or at 50% with a 2.5 to 2.99gpa.

COLLEGE ACCESS PROGRAM (CAP) helps Kentucky's financially needy undergraduate students attend eligible public and private colleges and universities, proprietary schools, and technical colleges. CAP Grants are awarded to Kentucky residents enrolled for at least six semester hours (half time) in academic programs that take at least two years to complete.

KENTUCKY TUITION GRANT (KTG) provides need-based grants to qualified Kentucky residents to attend the Commonwealth's independent colleges. The program is designed to assist students with the higher tuition charges at the independent colleges. Students must be full-time undergraduates enrolled in an associate or baccalaureate degree program and have no past due financial obligations to KHEAA or to any Title IV program. Credit hours attempted by correspondence or internet courses are **not** acceptable for grant enrollment purposes, except for courses taken through the Kentucky Virtual Campus.

ROBERT C. BYRD HONORS SCHOLARSHIP program provides scholarships to academically talented high school seniors, home school seniors, and GED graduates who show promise of continued excellence in postsecondary education. Further information and application information can be accessed at the KY Higher Education website at www.kheaa.com.

TO OBTAIN FORMS OR FURTHER INFORMATION REGARDING FINANCIAL AID, prospective financial aid applicants should contact the Office of Financial Aid, Brescia University, 717 Frederica Street, Owensboro, KY 42301-3023. (270-686-4253 or 1-877-Brescia).

FIRE EQUIPMENT

Brescia University regards tampering with equipment designed for fire safety (alarms, extinguishers, emergency lights, hoses, etc.) a serious offense. Misuse use of fire equipment should be reported to the Dean of Student Development for appropriate disciplinary action.

FOOD SERVICE

DINING HALL (MEAL PLAN)

Brescia University's Dining Services offers a 19 meal a week plan for all resident students and a 5 meal a week plan or meals on a cash basis for off-campus students. Meals include breakfast (7:30 – 9:00 AM), lunch (11:30 AM – 1:00 PM), and dinner (4:30 – 7:00 PM), on weekdays and brunch (10:30 AM – 12:30 PM), and dinner (5:00 – 7:00 PM), on weekends and holidays. Students on the plans should note: Any entrance to the dining hall counts as a meal; missed meals are not credited to the following week, and contracts are not transferable. Meal plans do not cover dining service during semester breaks or holiday periods when classes are not in session. Shirts and shoes are required at all meals. All diners are expected to carry their own trays to the washing window.

The University requires all resident students to purchase the meal plan, and the meal plan is identified by Brescia ID card at the dining hall entrance. All students should be prepared to show their Brescia ID card upon entering the dining hall.

Only extraordinary medical conditions, verified in writing by a physician, may exempt students from the requirement to purchase the meal plan. The written request from the medical doctor must be presented to the Dean of Student Development.

Students withdrawing from the University receive a refund for the remaining weeks of the contract. The cost of meals is calculated on a weekly basis from the first day of the contract through the end of the week in which the withdrawal occurs. A full week is charged for any fraction of the week.

Diners are not permitted to remove food, china, glassware, utensils or filled personal beverage containers from the dining hall.

Students requiring special consideration due to class schedules or job responsibilities may request alternate meal times or box meals from the Director of Food Services. Request concerning special dietary or preparation requirements should be directed to the Director of Food Services.

VENDING MACHINES

Soft drink and food vending machines are located throughout the campus. Vending problems and lost money should be reported to the Student Accounts Office (cashier's office) Room 149, Administration Building.

FUNDRAISING AND SALES

Off –Campus: To insure proper use of Brescia University's name, to monitor requests to donors, and to assure adherence to local law, the Vice President for Institutional Advancement must authorize, in advance, all solicitations by campus organizations or students for money, goods, or services.

On-campus: Funds raised by students or groups can only be used for educational or charitable purposes. These funds cannot be used for personal gain. To protect the privacy of students, no soliciting or selling is permitted in the residence halls. These activities can be conducted in areas designated by the Student Development Office.

Brescia University does not invite sellers, canvassers, or distributors on campus. Anyone attempting to sell on campus is trespassing. On occasion, the Vice President/Dean of Student Development may give authorization to sell or solicit on campus at a given time and a given location.

GRIEVANCE

To support its commitment to equality and due process, Brescia University has established procedures for addressing student grievances. Students always maintain their right to seek legal recourse in public courts of law.

A grievance constitutes a formal complaint contesting the perceived injustice of a specific action or judgment imposed directly upon a student by a Brescia University official or an officially sponsored University organization.

NOTE: The Grievance Procedure is not an avenue for appealing disciplinary sanctions. There is a separate procedure for appealing sanctions resulting from disciplinary proceedings.

Students may file grievance:

Academic Issues: Regarding course grades or academic dishonesty;

Administrative Issues: Regarding application of college policies; decisions pertaining to Brescia's co-curricular program and decisions regarding student records, rights, financial matters, and campus employment;

Discrimination Issues: Regarding unlawful discrimination in the areas of race, color, creed, national origin, gender, age, or disability or discrimination based on sexual orientation or marital status.

For grievances regarding **Academic Issues:**

Grade Review: A student who believes that s/he has received an unfair course grade may use the following procedure:

1. The student should bring the complaint before the instructor who gave the questionable grade.
2. If a student cannot communicate with the instructor or is dissatisfied with the meeting, s/he should bring the complaint to the Chairperson of the appropriate Division/School; if the Division/School Chairperson is the instructor in question, to the Academic Dean.

3. If a student is not satisfied with the results of these steps, s/he may submit a formal written complaint to the Academic Dean, who will consult all persons involved to determine the present status of the problem and then try to resolve the issue.
4. If all attempts to settle the dispute informally fail, the Academic Dean will appoint a review board consisting of
 - a. three faculty members from outside the division/school in question, whose selection will be subject to approval of the student and the instructor involved;
 - b. two students chosen by the Judicial Council of the Student Government Association, also subject to approval of both parties; and
 - c. the committee will select a chair for the proceedings from among the three faculty representatives, who will moderate the meetings of the group, vote only in case of a tie, and submit records of the proceedings to the Academic Dean.
5. This board will hear both sides of the issue, gather information needed, and vote on the appropriateness of the grade. A simple majority (one over half) will be required to approve/disapprove of the grade.
6. The Board may use moral persuasion to have the grade changed. If the instructor refuses, the Academic Dean, at the student's request, will place a memo detailing the resolution of the grade dispute in the student's permanent file. The memo will be attached to the official transcript when the transcript is distributed if the student requests the attachment at that time.
7. The student has six weeks from the start of the following regular semester (fall/spring) in which to submit the formal written complaint to the Dean. The Academic Dean should form the review board and meet within a four-week period after the student has made the request for a formal hearing.

Academic Dishonesty: An instructor who becomes aware of an act of deliberate academic dishonesty, including plagiarism, should report the student(s) involved to the Academic Dean and describe the disciplinary action proposed. (Note: "Plagiarism" is defined as the deliberate use of another's ideas, work, or words as one's own, without properly documenting and crediting the original source). Purchasing or copying another's work and using it as your own are examples of academic dishonesty.

If the incident is particularly damaging to the University community, or if the proposed disciplinary action seems out of proportion to the gravity of the incident, the Academic Dean may interview the student(s) personally. After conferring with the faculty member, the Academic Dean will either support the proposed disciplinary action or recommend an alternative.

Academic dishonesty is so serious that a repeat offense may result in the Academic Dean's decision to suspend or dismiss the student.

Any student who feels that s/he has not had a fair hearing, or that the severity of the penalty is unwarranted, may appeal to the Academic Dean within ten days for a hearing by an ad hoc board similar to that used for grade review appeals. (See Section 3.3.5.)

For grievances regarding **Administrative Issues:**

- 1) The student should approach the person s/he perceives to be responsible for the offense in order to work out a solution.
- 2) If the matter remains unresolved after 7 working days, the student may then bring the issue to the immediate supervisor of the person against whom the grievance is being made.
- 3) If the grievance remains unresolved after 15 working days, the student may ask in writing that the Student Welfare Committee (SWC) consider the complaint and appoint a review board to mediate the grievance. The student's concisely written request should include the substance of the grievance, the avenues that already have been pursued, and the specific relief desired.
- 4) At the earliest possible date and within 15 working days of the receipt of the student's written request, the chair of the SWC will inform both the grievant and the respondent in writing of the committee's decision.
- 5) Once the Review Board has formed and has appointed a chair, the board chair will send letters to the grievant and respondent outlining the specific grievance and suggesting a timeline for the proceedings. Any schedule must consider the time constraints inherent within or between semesters. All parties will receive written allegations.
- 6) Respondents may waive the right to participate in the proceedings of the Review Board.

For grievances regarding **Discrimination Issues:**

- 1) The student should approach the person(s) who s/he perceives to be responsible for the offense in order to work out a solution.
- 2) If the grievance remains unresolved after seven working days, the student may choose one or both of the following actions:
 - a) With the assistance from a member of the SWC, the student may meet with the party(ies) involved to attempt to resolve the matter.
 - b) The student may ask in writing that the SWC consider the complaint and appoint a review board to mediate the grievance. The student's concisely written request should include the substance of the grievance, the avenues that already have been pursued, and the specific relief desired.
- 3) If step 2b fails, at the earliest possible date and within 15 working days of receipt of the student's written request, the chair of the SWC will inform both the grievant and the respondent in writing of the committee's decision. If the SWC recommends that a hearing board mediate the grievance, the chair will send a letter to the student and the grievant outlining the specific issue and will suggest a timeline for a meeting. Any schedule must consider specific time constraints inherent within or between semesters.
- 4) Once the Review Board has formed and has appointed a chair, the board chair will send letters to the grievant and respondent outlining the specific grievance and suggesting a timeline for the proceedings. Any schedule must consider the time constraints within or between semesters. All parties will receive written allegations.
- 5) Respondents may waive the right to participate in the proceedings of the Review Board

The Student Welfare Committee

- 1) The Student Welfare Committee consists of three faculty members, two junior or senior students selected by the Student Government Association, the National Association of Intercollegiate Athletics faculty representative, and the Dean of Student Development. Membership of the Student Welfare Committee consists of three faculty members, two members of the Student Government Association, the NAIA Faculty Athletic Representative and the Vice President/Dean of Students. The committee considers policies governing the out-of-class experience of students and appoints ad hoc committees on allegations of administrative discrimination issues or grievances. Issues and concerns may be brought to the attention of Student Welfare Committee members. Committee members should be viewed by students as approachable persons capable of dealing wisely and compassionately with all parties as well as demonstrating sensitivity, discretion, and skill in mediation.
- 2) Any member of the SWC with a conflict of interest in a filed grievance must withdraw from participating in all matters relating to that grievance.
- 3) The SWC does not itself adjudicate grievances but rather appoints an ad hoc Review Board to mediate a specific student grievance.

Review Boards (for administrative and discrimination issues)

Board Composition:

- 1) The SWC will appoint individuals to serve on the Review Board who have no conflicting interests and who are particularly qualified or appropriate to deal with a specific matter or person.
- 2) A Review Board will be composed of 3 faculty members or administrators and 2 students, each subject to the approval of both parties in the grievance.
- 3) A Review Board will select one of its members to chair the proceedings.

Board Processes:

- 1) Throughout all proceedings, the Board must maintain utmost concern for the dignity, safety, and comfort of all parties involved in the process.
- 2) Both the grievant and the respondent may seek counsel from any member of the Brescia community, excluding those serving on the Review Board.
- 3) The hearing itself is closed. Each party may invite one member from the Brescia faculty, administration, or student body to attend the meeting with them. This person may provide counsel but may not speak for the grievant.
- 4) Each Hearing Board must choose specific procedures for how it will deal with the presentation of evidence, witnesses, and cross examination

- 5) "The Preponderance of the Evidence" will be the standard of proof throughout the proceedings.
- 6) The board chair will insure that both parties have access to all the evidence being presented and sufficient time to examine it.
- 7) The Board should strive for consensus but may settle the case by majority veto
- 8) Proceedings and resolutions of the Review Board must remain confidential unless both parties agree in writing to release information.
- 9) In all cases, the decision of the Review Board is the final action in the Brescia Student Grievance Procedure. This process reviewed by SGA March 1996 and approved by the Faculty Assembly April 1996.

HARASSMENT

Brescia University does not condone harassment of any kind, against any group or individual, because of race, color, religion, national origin, ethnic identification, age, disability, genetic information, gender or sexual orientation. The University's ability to achieve its mission is dependent on the cooperative efforts of its faculty, staff and students. For such cooperation to exist, an atmosphere of professionalism, marked by mutual trust and respect is essential. Harassment, conduct which violates this atmosphere, is unprofessional, illegal and unethical. It is unacceptable behavior and will not be tolerated. Brescia University prohibits such conduct by anyone including but not limited to: faculty, staff, students, managers, supervisors, co-workers or non-employees such as visitors, vendors and contractors.

Harassment is generally defined as an act or communication causing emotional stress specifically addressed to individuals or groups intended to harass, intimidate or humiliate an individual or group. Examples of impermissible harassment include, but are not limited to:

1. The use of physical force or violence to restrict the freedom of movement of another person or to endanger the health and safety of another person based on that person's gender, ethnicity, et al;
2. Physical or verbal behavior that involves an express or implied threat to interfere or has as its purpose or has the reasonably foreseeable effect of interfering with an individual's personal safety, academic efforts, employment, participation in University-sponsored extracurricular activities because of that individual's race, color, etc. and which causes that individual to have a reasonable apprehension that harm is about to occur;
3. Any type of conduct that has the effect of unreasonably interfering with an individual's academic performance or creates an intimidating, hostile or offensive learning environment;
4. Epithets, slurs or derogatory comments based on a person's race, color, etc.

Sexual harassment is defined as any unwelcome sexual advances, requests for sexual favors, and other verbal and physical conduct of a sexual nature, which continues when requested to cease when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a student's academic advancement;
2. Submission to or rejection of such conduct by an individual is used as a basis for decisions affecting such academic advancement; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile, or offensive learning environment. Gender discrimination is defined as derogatory references to gender.

WHAT TO DO IF YOU ARE BEING HARASSED

1. Inform the individual that you feel you are being harassed. Be definitive.
2. If the problem continues, document the facts of the situation and consult the Vice President/Dean of Students, Assistant Dean of Students for Residence Life, or the Counseling Director. All persons involved in the complaint and the investigation will keep all information related to the complaint and the investigation confidential to the maximum extent possible. This means all persons involved will share such information only with persons who have a need to know.
3. The University will conduct an investigation of any formal complaints of harassment using principles of due process.
4. Any proven violation of this policy will result in disciplinary action.

If you believe you have witnessed harassing behavior, immediately contact the Vice President/Dean of Students, Assistant Dean of Students for Residence Life, or the Counseling Center Director.

Brescia seeks to eliminate harassment under its jurisdiction by periodically informing students about this policy statement and the obligations hereunder.

Brescia University prohibits any type of retaliation against any student who in good faith files a complaint under this policy or against anyone who assists in the complaint investigation.

Any student who intentionally makes a false allegation of discrimination or harassment will be subject to disciplinary action, which may include but is not limited to written warning, suspension, or dismissal from the University.

HEALTH AND ACCIDENT INSURANCE

Brescia University offers a health insurance plan underwritten by Nationwide Life Insurance Company of Columbus, Ohio. Brochures with plan details are available in the Student Development Office and at the Cashier's Office. You may visit their [website at www.universityhealthplans.com](http://www.universityhealthplans.com), or the University website under Student Life.

All full-time students are required to have health insurance. You will be charged for the University Health Plans, Inc. Student Accident & Sickness Insurance Program unless a Waiver Form is completed and submitted by the first day of regular semester classes. Students may complete this form and submit to the Cashier's Office or complete online at www.universityhealthplans.com. Each Student Insurance Waiver is for one academic year only and expires at the end of the spring semester. For more information about the program, visit the Student Development Office or www.universityhealthplans.com

IDENTIFICATION CARDS

Students must carry a Brescia University photo identification card (ID) with them at all times while on campus. The ID card serves as a library card for checking out material at the Brescia, Kentucky Wesleyan and Owensboro Community Technical College libraries. It also serves as an admission card for campus events, athletic competitions, for access to buildings, and a meal card for students on the University meal plan. There is no charge for the first student identification card. If a card needs to be replaced for any reason, a fee will be charged. Cards are issued, and updated by the Office of Student Development on the second floor of the Campus Center.

INSUFFICIENT FUNDS

Checks returned to Brescia University for insufficient funds should be made good by the student immediately upon notification. The University imposes a \$25.00 charge to cover the costs of processing checks. When off-campus merchants report returned checks, Brescia University will contact the student to remedy the problem. Brescia University accepts no liability for the debts of its students nor does the University act as an agent for outside organizations seeking to collect student debts.

LIBRARY

The Fr. Leonard Alvey Library of Brescia University is located on the corner of Seventh and Allen Streets. The Library holds over 165,000 volumes and contains a collection of over 60,000 electronic books, which are available 24/7.

The library contains a computer lab and a group study room specifically for student use in addition to several conference rooms, a listening room, a fine arts room and a reading room. Computers are available throughout the library and a wireless network is also available for student use of personal laptops.

An online one credit hour course, IDC 100 Introduction to Information Resources, is offered twice each semester to teach students how to use the library.

The library staff is always available to assist students engaged in research or who need help with library services and resources. In addition to in-house assistance, the library has an online chat service available for students and offers email service to respond to student questions.

A current Brescia identification card is required for circulation privileges, and a Brescia email address is required to logon to library computers and access databases when off campus.

LOCKERS

Students may use lockers, located in the Science Building, for storing book and personal items. Students may use their own locks or rent a key from the Student Development Office for \$1.00. Students must remove all items from the lockers at the end of the spring semester. The University will dispose of any items left in the lockers after graduation each year.

LOST AND FOUND

The lost and found station is located at the reception desk in the Campus Center. All students are encouraged to put some sort of personal identification on all books and other belongings.

MAILROOM

The mailroom, located on the first floor of the Administration Building, is open from 8:00 AM to 4:00 PM on class days. Students may leave messages for instructors by dropping them through the slot outside the mailroom. Campus organizations, SGA and Class Officers have designated mailboxes. The mailroom clerk mails letters and sells stamps. Packages to be mailed should be wrapped. Mail preparation services, printing, copier, FAX, UPS, FedEx and U.S. mail services are available to all departments and organizations on campus. Employees will be charged for personal use of these services. Contact the mailroom clerk for personal mail services. The daily mail, generally, leaves the mailroom at approximately 4:15 PM. Items received after 3:30 PM may not be mailed until the next workday.

MISSING PERSON PROCEDURE

Students will be given the option of identifying contact information, on a confidential basis, of a person(s) to be contacted in the event a student is reported as missing. This may be someone listed as the emergency contact by the students or another person. If the student is under the age of 18, the student's parents or guardians will be notified.

If it is determined that a student has been missing for more than 24 hours, the University will notify the contact person as soon as possible, but no later than the next 24-hour period. In the event a student has not identified a person to be contacted and no emergency contact has been listed, the University will notify local law enforcement officials.

Institutions are required under the Family Educational Rights and Privacy Act (FERPA), upon written request, to disclose to the alleged victim of a crime of violence or a non-forcible sex offense, or to the alleged victim's next of kin (if the victim dies as a result of the crime or offense), the final results of any institutional disciplinary proceeding dealing with that crime or offense.

Brescia security officers have the authority to detain violators until campus staff or local police take control of a situation. If required, police are called to control criminal activity and to assist with any emergency.

HATE CRIMES are reported crimes involving those that must be reported in our annual report and/or those involving bodily injury, that manifest evidence that the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability. In the years of 2007, 2008 and 2009, Brescia University reported zero crimes for each of the aforementioned categories.

NON-DISCRIMINATION

In keeping with its long-standing traditions, beliefs, and policies, Brescia University, in admissions, employment, housing assignments, financial aid programs, athletic teams, judicial process, educational policies, and other University administered programs, considers participants without regard to race, color, religion, gender, sexual orientation, marital status, age, national or ethnic origin, disability, or other factors irrelevant to participation in University programs.

Brescia University pledges to foster a campus community where everyone works and learns in an atmosphere of respect and dignity, free from discrimination. Brescia University will not tolerate actions that could be construed as bias-related. Violations will result in disciplinary actions, including dismissal from the University

NOTARY PUBLIC

Notary services are available to students free of charge from the Office of Student Development on the second floor of the Campus Center.

OFFICIAL EVENTS PLANNING

Official events meet any of these conditions:

1. Held or advertised on campus;
2. Open to all Brescia University students,
3. Use of Brescia's name.

Organizations sponsoring may request authorization to permit alcoholic beverages at a particular event off-campus. The following conditions always apply:

1. Sponsoring organizations must complete an authorization form that can be obtained from the Student Government Association and signed by the Dean of Student Development.
2. As a part of the approval process, sponsoring organizations must present a plan outlining the efforts they will use to enforce the alcohol policy and the ways they will monitor the conditions of departing guests.
3. The sponsoring organization will promote the event and not the alcohol. Notices should display one of the following: No alcohol or cash bar only. No other reference should be made regarding alcohol.
4. No alcohol may be sold or furnished to anyone under the age of 21, by law in the Commonwealth of Kentucky. Brescia requires a valid driver's license for age verification.
5. Professional security guards must be present at functions where alcohol is served.
6. University money may not be used to purchase alcohol.
7. Sponsoring organizations must provide snacks and non-alcoholic beverages free or at reasonable prices.
8. Serving alcoholic beverages must end at least 30 minutes before the conclusion of the event, with no last call announcement.
9. Events with alcohol may not exceed four hours in length.
10. Students may not bring alcohol for their personal use to any event. Kegs, cases, or containers over one liter are never permitted at any event.

An organization permitting alcohol at an event without authorization will be fined \$200, will lose their privileges of sponsoring events for 12 months, and will not be eligible to receive SGA funding. Additionally, the offending organization may be referred for appropriate action under the University's judicial system.

While possession or use of alcohol by students is not permitted on campus, limited exceptions to this policy may be granted by the President of the University provided:

- A sponsored event is approved and sanctioned by an administrative or academic department of the University
- The event is limited to a select group
- The event will have limited and controlled alcoholic selections such as wine or beer
- Alcoholic beverages are limited to those who are at least 21 years of age
- Alternate non-alcoholic beverages, other than water, and food must be available
- The sponsor (host) assumes responsibility for enforcement of all appropriate University regulations and Commonwealth laws
- Failure of the sponsor (host) to enforce all regulations will result in the immediate termination of the event
- A Kentucky certified bartender must serve the alcoholic beverage(s) at any University event, per Owensboro, Kentucky Mandatory Responsible Beverage Server Training Ordinance #1-2004.

Application for an exception to the University policy must be made in writing to the President, and it must outline the sponsor's plan to enforce the established rules.

PARKING

Students may park, with a University parking permit, in all campus lots except the faculty lots behind the Science Building and behind the Library. Parking permit may be obtained, free of charge, at the Campus Center at the start of each semester. A replacement parking permit is available for a \$5.00 fee. After 4:30 pm on weekdays and all day on the weekend, students may park in any campus lot. Residents of Merici and Saffer halls are encouraged to park in the lot in front of Merici, off of Ninth Street.

Students are not to park on lawns or in ways that restrict vehicular or pedestrian traffic. Parking on City streets must comply with City restrictions and ordinances.

Brescia University issues citations for parking violations. The fine is \$10.00, but will be reduced to \$5.00 if paid at the Cashier's Office within five days. Unpaid fines are added to the student's account. The University reserves the right to tow illegally parked cars on the campus at the owner's expense.

PAYMENT

Charges for tuition, fees, room, and meals for full-time students are due by August 15th (fall) or January 5th (spring). Full-time students in good standing who cannot make payment in full by the due date may sign up for a payment plan. For more information on payment plans, contact the Cashier's Office at (270) 686-4238.

Charges for tuition and fees for part-time students are due 10 days before the first class meeting date.

Payments can be made in the Cashier's Office (Administration Building, Room 150) Monday through Friday, 8:00 AM to 4:30 PM. VISA, Master Card, and Discover cards are accepted in person or by phone at (270) 686-4238. Payments can be mailed to: Brescia University, Cashier's Office, 717 Frederica Street, Owensboro, KY 42301.

A late charge of 1.5% per month will be assessed on past due balances. A late payment fee of \$100 will be added to any accounts that have not settled their outstanding balance on the first day of classes. A charge of \$25.00 is imposed for checks returned because of insufficient funds.

Satisfactory settlement of accounts must be made before a grade report or transcript of credits will be issued, and before a student may register for subsequent terms. Students with past due accounts may be excluded from campus activities, including but not limited to, participating on athletic teams, University-sponsored travel, and other University sponsored activities. Non-payment of charges may also affect the student's eligibility to use campus resources including, but not limited to, room, board and access to campus technology.

Students can view their bill online through the Netclassroom link on the Brescia home page at www.brescia.edu. Contact the Registrar (Administration Building, Room 153) or (270) 686-4248 for your username and password.

PERSONAL PROPERTY

Brescia University students and guests must take responsibility for their property, including computers and automobiles. Brescia carries no insurance to cover student losses even in case of fire, theft, or other disasters. Students should insure their property with a homeowners or renters type policy (information is available at the Residence Life Office) or by extending their parents' policy. Students should mark personal possessions and maintain records of serial numbers to discourage theft and aid in filing insurance claims. Loss or damage to personal property should be immediately reported to the Student Development Office.

POSTING NOTICES

All student and student organizational signs, flyers or posters which are to be posted on campus must be approved by the Student Activities Office, or the Campus Center Information desk. BEFORE anything is posted it must be stamped by the Information Desk supervisor or the Student Development Office. Please bring the sign, flyer or poster to be stamped BEFORE it has been duplicated. Stamped items may be posted by students, student organizations, faculty, or staff in approved areas only. A list of approved posting areas is available at the Information Desk.

Posted items not stamped will be removed and discarded. Notices attached to walls, doors, and windows will be removed and discarded. No tacks on wooden surfaces or tape on painted or varnished surfaces are permitted. Failure to receive approval will result in the removal of the items posted, restitution for any damage and may result in loss of posting privileges.

Once a flier/sign has been authorized, it can remain posted for up to 30 days or until the "down" date. All signs/posters must be in good taste, consistent with university policies, and shall not contain sexist, racist, homophobic, profane or derogatory remarks, or nudity. The university retains the right to deny posting of any materials on campus.

All posters must have the name of the sponsoring organization/individual on the poster.

Persons not connected with Brescia University may be limited to one designated area, and are only approved at the discretion of the Student Development Office. A notice posted on campus does not indicate the University's endorsement of the notice, sponsoring organization, or event.

Table Tents: Persons wishing to post information on tables (in the table tent holders provided) must receive approval from the Information Desk supervisor or the Student Development Office. Table tent holders can be utilized in the Dining Hall, Study Pavilion, or Administration Building. Table tent dimensions: 4" width by 6" height.

Loose flyers, posters, or notices are not permitted without authorization from the Student Development Office.

Sidewalk Chalk: Students, faculty or staff who wish to publicize an event by using chalk on sidewalks must obtain permission from Student Development Office at least three days in advance of the advertising date. A sketch/text of proposed chalking must be submitted for approval. No other substance besides chalk may be used and chalking on walls, brick, or within ten feet of a campus building is prohibited.

Failure to follow these guidelines may result in restitution for any damage or necessary cleaning and may result in loss of chalking privileges.

PUBLICATIONS

Brescia University affirms the value that student publications bring to the campus. Publications promote the exchange of information and responsible discussion. They provide opportunities for student learning, creativity, influence and leadership. Publications foster responsible and valued student involvement in the life and decision making of the University.

The Broadcast: The student newspaper is published weekly and reports news involving or affecting Brescia students and provides a forum for campus issues. All students are invited to join the staff to help with writing, editing, layout, and ad sales. Students who are not on the staff may submit letters to the editor by noon on Wednesday of each week.

Open 24 Hours: Published annually by the Brescia Writers Group, this literary journal presents creative writing by current and former Brescia students and faculty/staff, along with writings from authors associated with Brescia's creative writing program. Students are invited to submit their poems, stories, and drawings to the Brescia Writers Group for consideration. Students may obtain complimentary copies of the journal at the Bookstore.

Student Handbook: The student handbook is a guide to campus support services, facilities, governance, and campus life. The handbook outlines the University's standards for a responsible environment and is published annually by the Student Development Office.

Crime Awareness and Campus Security: Published in October each year by the Student Development Office in support of the *Michael Minger Act*. This information is in accordance with the *Jeanne Clerly Disclosure of Campus Security Policy and Campus Crime Statistics Act*.

RECORDS/RIGHTS

Brescia University respects the confidentiality of student records. Normally, data is only released to faculty and staff needing information to perform their duties. The following offices keep records:

Academic and Admissions Records are kept in the Office of the Registrar.

The Office of Residence Life keeps personal records such as health records. Disciplinary records are maintained in the Student Development Office. All personal records, with certain exceptions, may be destroyed after graduation or after five years for non-graduates.

Financial Aid records are kept for five years in compliance with federal regulations.

Placement records are maintained for students and graduates wishing placement assistance. Placement records are not shown to employers without permission and will be destroyed upon request.

During regular office hours, students may inspect all of their records except parental financial statements and teachers' and counselors' notes. Students may waive their rights of access to recommendations in their placement files. Students can challenge the contents of their records to insure accuracy and can ask the University to amend inaccurate records. Students may review Brescia's complete record policy at the Office of the Registrar.

The Federal Register of June 1, 1999 details changes in the Family Educational Rights and Privacy Act (FERPA or Buckley Amendment). The University may now:

1. Notify the parents of any student under the age of 21 found using alcohol or illegal drugs.
2. Disclose the final results of disciplinary proceedings against a student charged with a violent crime who is found to have violated a University rule or policy in the incident. -The University can release the name of the student charged, the violation committed, and any sanction imposed on the student by

the institution. Additionally, the University is required by law (2009), upon written request, to disclose to the alleged victim of a crime of violence or a non-forcible sex offense, or to the alleged victim's next of kin (if the victim dies as a result of the crime or offense), the final result of any institutional disciplinary proceeding dealing with that crime or offense.

3. Disclose educational records to federal law enforcement officials without a student's consent.
4. Release a student's educational records to a court, without the consent of the student or his/her parents, if the student or parent has sued the institution.

REFUND POLICY

The Department of Education requires institutions to establish fair and equitable refund policies for unearned tuition, fees, room, board, and security deposits.

The following is a synopsis of the University refund policy. The full policy is available in the Business Office, the University catalog, the Student Handbook, and at www.brescia.edu, under Academic Calendar & Policies – Refund Policy. Calculations will be based on University refund policy only.

Students withdrawing after classes have started will be charged an administrative withdrawal fee of \$100. There will be no refund/reduction of fees or health insurance.

Full-time traditional students – Tuition will be pro-rated based on the number of days enrolled in the semester, until 60% of the semester has been completed. Once 60% of the semester has been completed, there will be no refund of charges.

Part-time & STARS students – Tuition will be pro-rated based on the number of days enrolled in the class, until 60% of the class has been completed. Once 60% of the class has been completed, there will be no refund of charges.

Students who withdraw from classes may lose all or part of their financial aid and should visit the Financial Aid office to determine the impact on their aid package. The date of withdrawal is the date the student provides official notification to the Office of the Registrar. Non-attendance at class or unofficial notification of withdrawal does not constitute formal withdrawal.

Brescia follows the accepted collegiate practice of not refunding room charges if a student moves off campus.

REGISTRAR

1. The University reserves the right to cancel any class for which there is not sufficient registration.
2. Admission to class for those who pay special tuition or audit is on a "space available" basis.
3. Fees are subject to change without notification. If withdrawal is not made officially, the student will receive an "F" for the course taken and will be charged in full.
4. Check the University Catalog for other academic policies.

RESIDENCE LIFE

Residence Life, an integral part of the Brescia University experience, seeks to foster growth in a living and learning environment where every student is interconnected. As members of the residential and the larger University community, students are in control of their own lives and are accountable for the choices they make. Residents do not live in isolation and are expected to conduct themselves as members of these communities of scholars and learners, demonstrating a caring and respectful approach toward one another.

RESIDENCE HALLS

Merici Hall is an air-conditioned residence hall that features single and double occupancy rooms, a laundry, a recreation room and kitchenettes. Each room has connections for cable television and computer.

Saffer Hall is an air-conditioned, single occupancy residence hall, featuring laundry, lounges and kitchenettes. Each room has cable television and computer connections.

Young Hall and Trustees Hall (University Apartments) are air-conditioned apartment buildings consisting of 12 units each containing 5 single bedrooms, a full kitchen, living room, coin-operated laundry and 2 full bathrooms. Each bedroom and living room has cable TV, phone and computer connections.

RESIDENCE LIFE STAFF

The Office of Residence Life works closely with students, faculty and staff to help students achieve their educational goals. Brescia University employs students as Resident Assistants (RAs) to assist resident students, explain University policies and safety procedures; enforce University rules and regulations; listen to student concerns and respond as appropriate to them; plan hall activities, and serve as a liaison to the Assistant Dean of Students for Residence Life. RAs, as paraprofessional members of the Residence Life and Student Development Departments, are the University's first-line contact with students. They participate in a training session prior to the opening of the fall semester, with additional training provided throughout the academic year. Information on becoming a Resident Assistant may be obtained at the Office of Residence Life.

RESIDENCE LIFE SERVICES

Brescia University furnishes all student residence hall rooms and apartments. Students will need to supply items such as desk lamps, trashcans, alarm clocks, laundry supplies (including quarters for the laundry machines and laundry basket), and personal items and school supplies. Students may bring small refrigerators, if needed. Microwaves are available in the kitchenettes.

Video game consoles/ Internet capable devices other than computers: The Brescia University information technology department will assist students with connecting devices which are compatible with the institution's network hardware. In Young and Trustees, there will be a limit of one device per apartment unit. In Merici and Saffer, a limit of three per floor on a first-come first-serve basis, and one per theme house, only if the house hardware supports such. The IT department reserves the right to decline setting up any device which may use excessive resources or cause interruptions the resources provided. Maintenance requests may be submitted by residents to their RA or to the Assistant Dean of Students for Residence Life who direct these to the appropriate department. A submitted request gives maintenance staff permission to enter the student's room or apartment for repairs.

The University provides housekeeping services in the common areas. Students clean their own rooms. The Residence Life Staff may arrange for health and safety inspections during the course of the academic year. NOTE: Students living in the apartments are responsible for all cleaning within the apartment.

Letters and packages mailed to a resident student should be address as follows:

Student's Name
Residence Hall Name
Brescia University
717 Frederica St.
Owensboro, KY 42301-3023

Residence Halls close for Fall Break, Thanksgiving, Christmas, Easter and Spring Break (check the academic calendar for specific dates). During these times, students are expected to leave the campus. Students who must, for appropriate reasons, remain on campus over vacation periods are to make arrangements with the Assistant Dean of Students for Residence Life. During the closure times there is no food service, no visitation, and no receptionist on duty. Typically, the residence halls close at 6 PM following the last contract meal and open the day before classes resume. During breaks, those not required by the University to remain on campus will be charged a daily fee.

New students must return a Health Evaluation Form and Immunization Form to the Assistant Dean of Students for Residence Life. The University encourages resident students and their families to share confidentially with the Assistant Dean of Students for Residence Life or the Dean of Student Development any medical information that is critical for understanding behavior and care giving in case of emergencies. Immunizations highly recommended for students must be obtained prior to moving on campus including Meningitis and Hepatitis A & B.

LIVING IN THE COMMUNITY

Residence Life policies protect the rights of individuals and the community. They provide for a healthy and safe environment in which students can make well-considered decisions in an atmosphere of freedom and support. Residents will encounter situations which will force them to make choices about values and to search for lifestyles that fit them.

Residence Life policies build on the foundations of mutual respect and individual responsibility. Brescia University recognizes the personal dignity of students and assumes responsibility for providing a Christian atmosphere, accepting of all others, in which individuals are assisted in the process of becoming contribut-

ing members of society. The University expects students to meet their obligation to the community by respecting the rights of others and upholding the ideals of truth and social justice.

Quiet Hours facilitate study and allow for sleep. Residence Halls may establish their own quiet hours, beginning no later than 11:00 PM and continuing until at least 9:00 AM.

Pets: For health, safety, and cleanliness purposes, pets are not permitted.

Guests: Residents are responsible for the conduct of their guests and must accompany guests at all times in the halls and on campus. Guests must have the approval of the Assistant Dean of Students for Residence Life to stay in the Residence Halls.

Furniture: Students are free to arrange furniture in their room; however, furniture may not be removed from the room.

Laundry: The University maintains washers and dryers in all of the residence halls. Concerns about the laundry facilities should be directed to the Office of Residence Life, Barrow Hall, (270) 686-4324.

Keys: Students receive keys to their apartments/rooms and magnetic cards to the building entrances. Students who fail to return their keys will be charged \$50.00 per key. Students who lose their magnetic card will be charged \$20.00 for the replacement and reprogramming of the new card. The University will replace inoperable magnetic cards at no charge.

Deposits: Students pay a \$100.00 room damage deposit. When students leave campus housing, the University refunds the deposit after the room is inspected. Charges for any expenses to clean or repair damages to the room will be deducted from the deposit. If expenses exceed the amount of the deposit, the balance will be added to the student's account.

Visitation: Co-ed visitation in the residence halls extends from 11:00 AM until midnight Sunday through Thursday and from 11:00 AM until 2:00 AM on Friday and Saturday. The RAs may request that visiting hours be adjusted for special occasions. For security purposes, visitors to Merici, Saffer, Young, and Trustees residence halls are required to check in through the Merici front desk. Visitors to student apartments should call prior to visiting so the student can meet the visitor at the door.

Visitation is a privilege to be exercised judiciously by the students. Students are to ensure that their visitors do not interfere with other student's rights to privacy and quiet enough as not to interrupt study or rest. Any gathering that interferes with these rights will be reported to the Assistant Dean of Students for Residence Life. No large gathering of visitors may be held in the residence halls at any time.

Fire Safety: Students who live in the residence halls are trained for fire safety in the following ways:

1. There are two fire drills which are scheduled, and for which the students are notified. One of these takes place at the beginning of each semester to ensure that students know the proper paths to exit the buildings. There are also two unannounced drills (one each semester) in which students are required to exit all residence buildings, and rooms are checked to ensure that students have learned a means to exit and have adhered to the laws of the Commonwealth of Kentucky and the policies and procedures of Brescia University.
2. Students are provided with fire safety and evacuation policies in their student handbook. These policies are reinforced and the students are verbally notified at their first building meeting each semester.
3. Residence Life staff conducts regular health and safety inspections over break periods (when the halls are closed) to ensure that students have followed the policies as to what they may or may not have in their rooms. These also afford an opportunity to ensure that students have a clear "clutter free" means to exit and that all alarms and detectors are working properly.
4. Student members of the Residence Life staff are trained in fire safety, fire prevention, and the proper use of extinguishers.

In order to protect the health and property of residents, the university has established the following policies and procedures for fire safety in campus housing:

Evacuation: In the event of a fire or fire alarm all students are required to exit the building and stand clear of the structure. No one is to re-enter the facility until an all clear is given by Residence Life Staff, Security, or the fire department.

Before a Fire:

- Know the location of all fire alarm stations and fire safety equipment on your floor.
- Know the location of all exits throughout the building.

Discovering a fire:

- Immediately pull the nearest fire alarm.

- If time permits notify a member of residence life or security.
- Vacate the building as quickly and safely as possible through the nearest exit.

Hearing the fire alarm sound:

- Ensure that you are dressed appropriately to exit the building.
- If there is smoke take a towel to cover your face
- Vacate the room and close and lock your door if time permits
- Vacate the building as quickly and safely as possible through the nearest exit.
- If you encounter smoke on your way to the exit keep as low to the floor as possible.
- Gather outside clear of the building and await further instruction
- Do not return to the building until Residence Life, Security, or the Fire Department has told you to do so.

NOTE: If your doorknob is hot, do not attempt to leave your room. Keep your door closed, place a blanket or towel along the bottom to keep smoke out, and make your presence know by yelling or waving something out of your window.

Brescia University regards tampering with equipment designed for fire safety (alarms, extinguishers, emergency lights, hoses, etc.) a serious offense. Misuse of fire equipment should be reported to the Dean of Student Development for appropriate disciplinary action.

Maximum number of people in a room: For fire safety reasons there should be no more than 3 people in a single occupancy room at one time, 4 people in a double occupancy room at one time, or 10 people in a single apartment unit at one time.

Illegal Items for fire safety include, but are not limited to:

Neon signs, halogen lamps, paint thinner or other solvents, burning of candles, incense, or any open flame is not permitted anywhere in the residence halls

Cooking equipment should only be used in the kitchen areas of the apartments and the basement kitchens or floor kitchenettes in Merici and Saffer Halls.

Smoking: Smoking is not permitted anywhere in the residence halls.

Alcohol Décor: Consumption or possession of alcoholic beverages is not permitted by students or their guests. Brescia University residents are not permitted to display alcoholic containers, posters, or banners anywhere in the residence halls.

Implied Consent: Brescia University holds all students who are in a room or area responsible for the behavior that occurs there, for objects that are there, and for damage that occurs there. This interpretation will be enforced regardless of how long the students have been in the area and whether or not the student is observed participating in the behavior or the possession.

If a student enters an area where a policy violation is occurring or begins occurring, the student should immediately leave. The violation may be reported, anonymously, to a staff member. By remaining and doing nothing, the student acknowledges participation in the policy violation. If a student is a resident of that room, the University will hold the student responsible regardless of his/her actual presence, unless it is demonstrated that the students had no knowledge of the incident or that he/she reported to tried to break up the gathering.

Damage: The University does not charge residents for damage due to normal wear and tear. All other damages will be charged to all hall or room occupants unless specific responsibility can be assigned and the individuals responsible have been identified. Costs include parts, labor, and shipping. Any damages done to residence halls will be assessed within 15 days of the end of the fall semester. Spring damages will be assessed and billed by June 30.

REQUIREMENTS OF RESIDENTS

Brescia University requires that all first time, traditional age (17-19 years old) students live on campus for the first two semesters of their freshman year. Students over the age of 19 are expected to live on campus unless:

1. Live with their parents and commute from a distance no greater than 50 miles.
2. Are veterans with one or more years of active service.
3. Are 23 years of age or older
4. Are married
5. Are single parents
6. Have previously lived on campus for eight (8) consecutive semesters

Athletes attending Brescia University and receiving institutional aid are required to live in campus housing unless they are living with parents, family members, guardian or spouse and can supply a notarized letter of proof.

RESIDENTS WITH DISABILITIES

Brescia University provides equal opportunity and full participation for persons with disabilities. Residence hall accommodations are available for students with disabilities. Adapted housing space is limited and assigned on a first come basis when the completed application and deposits are received. It is the responsibility of the student to inform the Residence Life Office if special accommodations are needed. The Residence Life Office will respond in a timely manner to requests for appropriate and reasonable housing accommodations.

If students with physical or mental impairments feel that their campus housing assignments does not accommodate their disability or endangers them in any way, they should make this known to the Assistant Dean of Students for Residence Life. If the student believes he/she does receive a satisfactory response from the Director, the student may appeal the issue to the Dean of Student Development and/or the Student Welfare Committee.

Residence Life Safety Policy for Students with Disabilities:

- Escape routes are posted in the corridors of the buildings and exists on each floor are marked
- Residents receive instructions on how to respond when the fire alarm sounds
- RAs and the Assistant Dean of Students for Residence Life instruct residents on how to respond to the discovery of a fire in the residence hall
- Fire drills are conducted in the residence halls
- RAs are assigned to anyone with physical or mental impairment to assist in exiting the building or taking shelter during a severe storm
- Names and locations of residents with impairments are given to campus security, RAs, Dean of Student Development, and the Director of Physical Plant and to local emergency personnel

GENERAL GUIDELINES

Brescia University assumes no obligation for the loss of or damage to student's property while on campus.

Double rooms are designed for two people. A resident who does not reserve a private room agrees to accept a roommate or to move to another room at the direction of the Residence Life Office. Private rooms will only be assigned when space is available. A private room does not entitle the resident to make the extra set of furnishings available to another person.

The housing contract may not be transferred to another person. The Residence Life Office reserves the right to make room assignments

The University reserves the right to enter a student's room for emergency, health and safety inspections, and maintenance/repair reasons.

A student withdrawing from the University must follow proper check out procedures from the residence halls, notify the Residence Life Office in person or in writing, and vacate the residence halls within 24 hours after withdrawing.

Cancellation of a room reservation must be made to the Residence Life Office in written form prior to June 30 (fall semester) and December 1 (spring semester). Failure to cancel reservations will result in the automatic forfeiture of the room reservation/damage deposit.

Students may not change rooms without the permission of the Assistant Dean of Students for Residence Life. Any student who has moved without permission will be charged a \$30 fine for doing so.

No furniture may be removed from any residence hall room or apartment. Furniture which is not in place at the end of a residents stay will be billed to their housing deposit with any excess costs being billed to their student account.

BRESCIA UNIVERSITY RESERVES THE RIGHT TO CANCEL THE HOUSING AGREEMENT IF THE CONTINUED RESIDENCY OF THE STUDENT WOULD POSE A THREAT, DANGER OR PROBLEM TO THE INTEREST OF THE UNIVERSITY, THE RESIDENTIAL COMMUNITY, HEALTH AND GENERAL WELL BEING OF OTHER RESIDENTS OR TO THE STUDENT HIM/HERSELF.

RESERVING EVENT SPACE

For normal Brescia functions, schedule use of the campus space needed by contacting the following persons. Give name of the Brescia event or meeting, date, time, purpose, and location of the area you want to reserve. Functions are scheduled on a first come, first served basis. Special rules apply to any non-Brescia event reservation. Contact Housekeeping at 686-4257, for set-up needs in the area to be reserved.

Administration or Science Building classrooms, Call 686- 4248, Office of the Registrar.

Art Gallery – Call 686-4270, Art Department.

Campus Center Commons, Study Pavilion and Upper Lobby, Board Room, Faculty Lounge, Dining Hall, Dining Annex, Honors Lounge, Science Building Taylor Lecture Hall, Cat's Den, and Quad – Call 686- 4332, Administrative Assistant, Student Development

Chapel – Call 686-4255, Office of the Sacristan

Gym – Call 686- 6416, Office of the Assistant Coach.

Laurels, Maples, or Pines, Call 686- 2101, Office Assistant, Development

Library – Call 686- 4212, Office of Assistant Librarian

Ramold Center – Call 686- 4220, Office Assistant, Social Work

Alumni Hall – Call 686-4236, Assistant to the President

If the space is to be used for other than internal events, information and forms for rental are available at: http://www.brescia.edu/about_brescia/room_rental.php

SAFETY, SECURITY, AND WELL-BEING

Brescia University makes the safety and security of its members and guests an institutional priority. Brescia University is private property for the use by the University and its guests. The University employs a professional security staff to protect the members of this community and the campus.

With a valid ID, members of the Brescia University community may enjoy access to academic, recreational, and administrative facilities on campus. Access to the residence halls is limited to students living in those facilities and their guests. Employees may enter the residence halls when required to do so to perform their jobs. The public may attend cultural and athletic events in the facilities where the events are held.

Academic buildings are secured by 10:00 PM and opened at 7:30 AM on class days.

For immediate help, dial 4300 from any campus telephone for Brescia Security and 911 for area law enforcement. For escort service by a security guard, call 4300 from a campus phone and 270/686-4300 from a cell or off campus phone.

Incident Report forms are available from the "Residence Life Forms" page under "Residence Life" on the Brescia web page or from the Office of Residence Life. Always lock your room and car when unoccupied. Remove valuables from your car, or at least keep them concealed. Do not keep large sums of money. Do not leave keys, purses, or other valuables unattended. Remove valuables from the residence hall rooms over vacation periods. Register bicycles with the Police Department. Do not walk alone at night. Walk in well-lighted areas. Never prop open an exterior door and leave it unattended. Let someone know when you are leaving campus and when you intend to return. Report injuries, vandalism, encounters or loss. Let someone know immediately if you see a stranger in the building.

UNIVERSAL PRECAUTIONS

For protection from blood-borne, communicable diseases (Applies to: Blood, semen, and vaginal secretions. Does not apply to: Feces, nasal secretions, saliva, sweat, tears, urine, vomit, breast milk).

1. Gloves should be worn for touching blood and body fluids and for handling items or surfaces soiled with blood or body fluids.
2. Hands and other skin surfaces should be washed immediately and thoroughly if contaminated with blood or body fluids.
3. Hands should be washed immediately after removing gloves.
4. Article contaminated with body substances should be bagged and discarded in appropriately marked receptacles in the bathrooms.

Crime Log: In compliance with the Michael Minger Act (KY HB#322), Brescia University maintains a daily crime log, which is available on line and in the Office of Student Development.

CRIME STATISTICS

In compliance with the Jeanne CLERY Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998, Brescia University reports crimes as defined by the FBI Uniform Crime Reporting System. Listed below are the numbers of incidents per category per year.

CRIMINAL OFFENSES – ON CAMPUS

Criminal offense	Total criminal offenses on campus		
	2007	2008	2009
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex offenses – Forcible	0	0	0
Sex offenses – Non-forcible (incest & statutory rape)	0	0	0
Robbery	0	0	0
Aggravated assault	0	1	0
Burglary	0	1	1
Motor vehicle theft	0	0	0
Arson	0	0	0
Weapon possession referred for disciplinary action	0	0	0
Drug violations referred for disciplinary action	0	0	0
Liquor law violations referred for disciplinary action	0	0	0

CRIMINAL OFFENSES – ON CAMPUS – RESIDENCE HALLS

Criminal offense	Total criminal offenses on campus – in residence halls		
	2007	2008	2009
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex offenses – Forcible	0	0	0
Sex offenses – Non-forcible (incest & statutory rape)	0	0	0
Robbery	0	3	3
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0
Weapon possession	0	0	0
Drug abuse violations	0	0	0
Liquor law arrests	0	0	0

RIMINAL OFFENSES – NON-CAMPUS FACILITIES

Criminal offense	Total criminal offenses – recognized, leased, controlled property		
	2007	2008	2009
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex offenses – Forcible	0	0	0
Sex offenses – Non-forcible (incest & statutory rape)	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0
Weapon possession	0	0	0
Drug violations	0	0	0
Liquor law arrests	0	0	0

CRIMINAL OFFENSES – OFF CAMPUS

Criminal offense	Off campus – Nearby Public property		
	2007	2008	2009
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex offenses – Forcible	0	0	0
Sex offenses – Non-forcible (incest & statutory rape)	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0
Illegal weapon possession arrests	0*	2*	2*
Drug law violations arrests	14*	7*	8*
Liquor law arrests	15*	0*	0*

Caveat: 2009

2 simple assaults

9 burglaries on private property

1 rape on private property

*Arrest information provided by the Owensboro Police Department

REPORTING CRIMES AND EMERGENCIES

Immediately call campus security at Ext. 4300 to report a crime, safety hazard, or suspicious persons. Provide as much information as possible.

UNIVERSAL PRECAUTIONS

For protection from blood-borne, communicable diseases (Applies to: Blood, semen, and vaginal secretions. Does not apply to: Feces, nasal secretions, saliva, sweat, tears, urine, vomit, breast milk).

1. Gloves should be worn for touching blood and body fluids and for handling items or surfaces soiled with blood or body fluids.
2. Hands and other skin surfaces should be washed immediately and thoroughly if contaminated with blood or body fluids.
3. Hands should be washed immediately after removing gloves.
4. Article contaminated with body substances should be bagged and discarded in appropriately marked receptacles in the bathrooms.

EDUCATIONAL PROGRAMS

Brescia University seeks to educate students on issues of personal safety and to promote awareness of the dangers and complexities of sex offenses.

Precautions to take to reduce the risk of being drugged

Never leave beverages unattended

Take no beverages from someone you do not know well and trust

At a bar, accept drinks only from bartenders and servers

At parties, do not accept open container drinks from anyone

Be alert to the behavior of friends and ask them to watch out for you

Brescia University defines sexual assault as any actual or attempted non-consensual sexual advance that injures or threatens to injure another person physically or verbally. Non-consensual includes situations in which the victim is mentally incapacitated unconscious, or helpless due to drug or alcohol intake.

Brescia University urges the reporting of all incidents of sexual assault. Charges of sexual assault are handled confidentially by the Student Development Office. Both parties will be informed of the final disposition of any disciplinary action taken, as appropriate.

Consent means the mutual, deliberate and voluntary agreement to engage in sexual activity. Consent is an ongoing process and must be obtained for each level of sexual contact. If a victim does not resist or if the victim knows the offender, the law does not presume consent.

In the event of a sexual assault:

- Go to a safe place. Call security at 270/686-4300, call the RA on duty, dial 911 (8-911 if using a campus phone).
- Tell the first person you see what has happened (helpful to corroborate your testimony in the event of prosecution)
- Talk with someone you trust
- Seek medical attention at the emergency room. Request tests for pregnancy and sexually transmitted disease.
- Do not shower, bathe, or douche. Preserve physical evidence such as clothing
- Request a urine test as quickly as possible to detect the presence of sedating substances

STUDENT ACTIVITIES & LEADERSHIP DEVELOPMENT

The Student Activities and Leadership Development office is located in Room 205 of the Campus Center. This office offers a wide array of events and activities designed to help students be engaged in their campus experience. Events include leadership development workshops, musical performances, comedians, lectures, film screenings, game nights, off-campus excursions, etc.

Student Activities Program Board (SAPB) is a group of student leaders responsible for event planning, marketing, implementation and assessment. They review dozens of acts and attractions, identifying the ones that would appeal most to students. If you would like more information about how to get involved with SAPB, or have suggestions for future activities, contact the Assistant Vice President/Dean of Students & Director of Student Activities, Lucas Langdon, at (270) 686-4336 or lucas.langdon@brescia.edu.

Also, check the "Brescia SAPB Facebook page for event info, photos, contests, and more. All Brescia students are welcome, invited and encouraged to participate in events and activities sponsored by the Office of Student Activities and the SAPB. However, students who cause disruption, show signs of intoxication, or are in any way disrespectful to those involved in the event may be asked to leave. This is to ensure the most positive, safe and enjoyable atmosphere possible.

STUDENT SUPPORT SERVICES

Student Support Services (SSS) provides academic support for eligible Brescia students while they pursue a baccalaureate degree. SSS students are twice as likely to graduate as students from similar backgrounds who do not participate in the program. Students are eligible for SSS if they are first generation college students, or if they have documented disabilities, or if their family income meets specific guidelines. SSS provides academic counseling, one-on-one subject tutoring, basic skill tutoring, career counseling, cultural enrichment, financial aid advising, and self-improvement workshops, and technology loan program. To find out more about SSS or to see if you are eligible, check in Room 247 of the Administration Building or call (270) 686-4256.

TENNIS COURTS

The tennis courts are located next to the residence area of the campus; therefore, lights are to be turned off by 11:00 PM each night. Members of the Brescia University community who want to use the tennis courts should contact the Athletic Department regarding practice times for the tennis team. Tennis players need to furnish their own equipment.

VEHICLES

Brescia University maintains van and buses that student organizations or faculty/staff members may reserve for class, club and Student Government Association sponsored events. Procedures for using vehicles are:

1. Reserve vehicles through the Coordinator of Vehicles in the Athletic Department.
2. Upon return, the sponsoring group should clean the vehicle, fill the gas tank, park the vehicle in the proper area and report any mechanical problem. The sponsoring group will be assessed \$25 for failure to carry out these procedures.
3. Authorized drivers (University faculty and staff) must have a valid licenses and a record free of moving violations. Driving a bus requires a Commercial Driver's License. Students may not drive Brescia vehicles.

SAFETY PROCEDURES FOR DRIVERS

1. Coaches or other University personnel are the only authorized drivers of Brescia vehicles.
2. The Coordinator of Athletic Vehicles (CAV) must confirm annually that each driver has a valid (not suspended or revoked) license and carries current liability insurance.
3. All University trips must be planned carefully, allowing for plenty of time for safe arrival.
4. When traveling with more than one vehicle, the team/group must stay together in one convoy.
5. Drivers must stay within posted speed limits.
6. Drivers must stop for at least 10-minute rest period after driving for 4 consecutive hours.
7. Drivers must not drive more than 8 hours or 520 miles in any given 24 hour period.
8. Only University vehicles (owned or leased) can be used for school trips, exceptions are permitted for rented vehicles or for companied providing transportation services with trained drivers. Exceptions require the approval of a member of the University's Executive Staff (Cabinet).
9. Head coaches or faculty/staff moderators must always travel with the group.
10. Drivers must conduct posed safety checks prior to departure and during regular intervals on the trip.
11. All vehicle or safety problems must be reported by the trip coordinator to the CAV as soon as possible upon return to the campus.
12. With the support of the Maintenance Department, the CAV regularly will have the vehicles check for safety.
13. The trip coordinator must carry phone numbers of a contact person at the destination site, a Brescia contact person, and an emergency help number.
14. The trip coordinator must carry a University or personal cell phone.

15. No alcohol or controlled substances shall be consumed or carried in vehicles while on University related trips.

NOTE: Although Brescia approved trips are covered by the University's insurance, drivers may be held accountable should litigation occur due to driver negligence or error. Brescia's liability coverage extends only to travel related to University functions.

VETERANS

Veterans of the United States Military Service may apply through the Registrar for financial benefits available in the veteran's bill. Since a six to eight week period is customary between filing and receipt of the first payment, veterans are encouraged to file early. Questions regarding veteran's affairs may be directed to the Registrar. Veterans making any changes to their schedules should notify the Office of the Registrar, Room 153 of the Administration Building.

WEAPONS AND EXPLOSIVES

Devices that can harm such as pellet and Firearms, knives, and legally defined weapons are forbidden everywhere on campus and at all Brescia University events. Possession of weapons is cause for immediate suspension from the residence halls and further judicial action. All explosives such as ammunition and fireworks are forbidden on campus, as are recreational BB guns, swords, bows, arrows, etc.

WORK STUDY PROGRAM

The Student Work-Study Program helps students meet school expenses through on-campus employment. Students seeking a campus job must file the Free Application for Financial Aid and a Brescia University application for employment. Student employees are paid monthly by check, which is obtained at the Cashier's Office. Prior to the first day of employment, student employees are required to attend an employee training program sponsored by the Human Resources Office.