

# UNIVERSITY *of* DUBUQUE

## 2024-2025 Graduate Catalog and Student Handbook

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### Traditional Graduate Studies



**Certified as True and Correct in Content and Policy**

A handwritten signature in black ink, appearing to be "J. B. ...", is written over a horizontal line.

School Official's Signature

**06/20/2024**

Effective Date

# UNIVERSITY *of* DUBUQUE

## **2024-2025 Graduate Catalog and Student Handbook**

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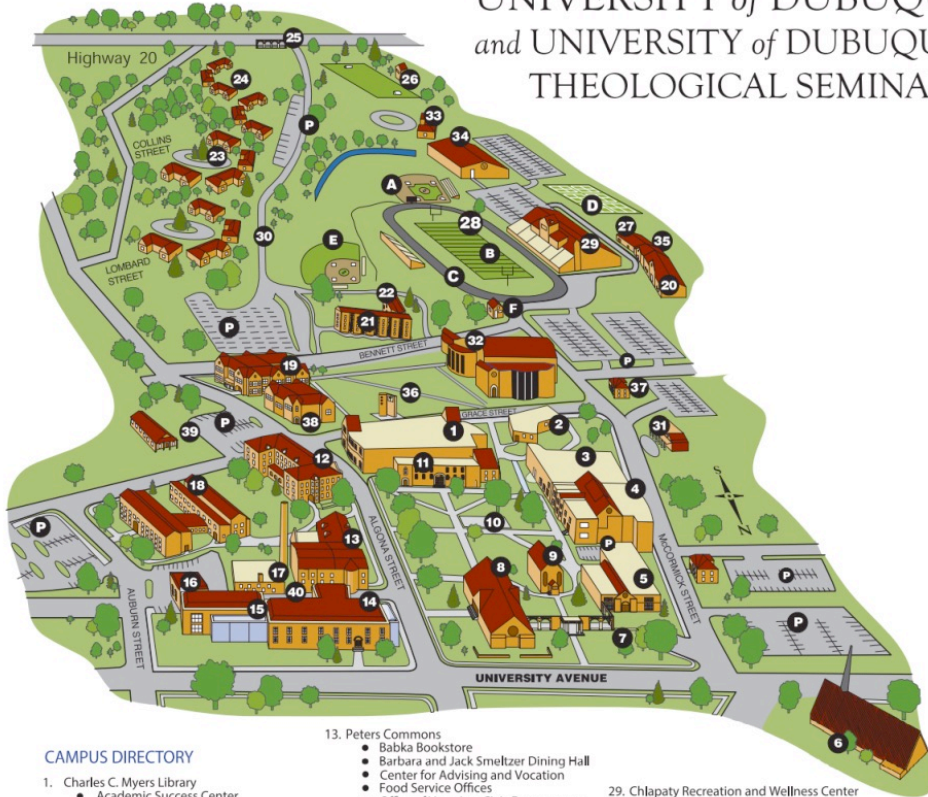
### **Traditional Graduate Studies**

Education is a continuing and changing process. To keep pace with this process, the University of Dubuque reserves the right to make changes in policies, rules, and regulations published in this Graduate Catalog and Student Handbook without obligation or prior notice. The policies, rules, and regulations within the Graduate Catalog and Student Handbook apply to all Graduate students, as indicated. With questions or concerns about this handbook, contact the Dean for Academic Affairs, Graduate and Adult Studies at [rcunningham@dbq.edu](mailto:rcunningham@dbq.edu) or 563-589-3728.

The University of Dubuque does not discriminate on the basis of color, national origin, sex, handicap, disability, sexual orientation, or age. Persons having inquiries may contact the Director of Human Resources, University of Dubuque, Charles and Romona Myers Center, 2000 University Avenue, Dubuque, Iowa 52001-5099.

Revised June 2024  
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# UNIVERSITY of DUBUQUE and UNIVERSITY of DUBUQUE THEOLOGICAL SEMINARY



## CAMPUS DIRECTORY

1. Charles C. Myers Library
  - Academic Success Center
  - Learning Assistance Center
  - Sylvia's Common Ground Coffee Shop
2. Smith Hall
  - Business/Finance
  - Education
  - Human Resources
  - Health Wellness and Sport
  - Safety/Security
3. Stoltz Sports Center
  - Athletic Administrative Offices
  - Jon Davison Court
  - Coaches' Offices
4. McCormick Gymnasium
  - Jacqueline Baldwin Dunlap Technology Center
  - Computer Studies and Mathematics
  - Digital Art and Design (DART)
6. Westminster Presbyterian Church
7. Steffens Colonnade
8. Blades Hall
  - Campus Ministry
  - Sgt. Jeffrey B. Dodge Veterans Center
9. Alumni Hall
10. Quad
11. Van Vliet Hall
  - English
  - History
  - Political Science
  - Speech Communication
  - IT/Technology Help Desk
  - UD for Kids
12. Severance Hall
  - Academic Affairs Office
  - Aviation
  - Economics
  - Philosophy
  - Political Science
  - Psychology
  - Religion
  - Seminary Dean's Office
  - Seminary Faculty and Staff Offices
  - Sociology/Criminal Justice

13. Peters Commons
  - Babka Bookstore
  - Barbara and Jack Smeltzer Dining Hall
  - Center for Advising and Vocation
  - Food Service Offices
  - Office of Vocation, Civic Engagement, and Life Services
  - Student Housing
  - Student Life Office
14. University Science Center (USC)—Goldthorp Hall
  - Nursing
  - Sciences
15. University Science Center—Mary Chlapaty Hall
  - Sciences
16. University Science Center—Linda Chlapaty Hall
  - Physician Assistant Studies
17. Heating Plant
18. Aitchison Residence Hall
19. Charles & Romona Myers Center
  - Business Faculty Offices
  - Cashier
  - College Admission
  - LIFE Offices
  - MAC Graduate Offices
  - MBA Graduate Offices
  - President's Office
  - Registrar
  - Student Accounts
  - Student Financial Planning
  - Wendt Center
  - University Relations
20. Mercer-Birmingham Hall
  - Athletic Coaches' Offices
  - ROTC
21. Cassat Residence Hall
22. Donnell Residence Hall
23. Seminary Village
24. University Park Village
25. Conlon Colonnade
26. Oyen Field (Soccer and Lacrosse)
27. Maintenance/Housekeeping Offices
28. Chlapaty Sports Complex
  - A. Dan Runkle Baseball Field
  - B. Chalmers Field
  - C. Douglas J. Miller Track
  - D. Frank Farber Tennis Courts
  - E. Softball Field
  - F. Ticket Booth

29. Chlapaty Recreation and Wellness Center
  - A.Y. McDonald Indoor Track
  - Birmingham Media Suite
  - Cottingham and Butler Fitness Center
  - DB&T - Presidential Suite
  - Ronald Sagers Conference Room
30. University Park Drive
31. Marge Kremer Childcare Center
32. Heritage Center
  - A.Y. McDonald Performance Lobby
  - Aitchison/Welch Choral Rehearsal Room
  - American Trust Lounge
  - Babka Black Box Theatre
  - Campus Post Office and Print Room
  - CyberCafé
  - Charles and Elizabeth Bisignano Gallery
  - DB&T Fine and Performing Arts Suite
  - Farber Box Office
  - John and Alice Butler Hall
  - Linda Chlapaty Music Education Center
  - Mike and Betty's Ice Cream Shoppe
  - Sparty's Convenience Store
  - Straatmeyer Instrumental Rehearsal Room
  - Susan Magill Smith Student Engagement Suite
    - First-Year Experience Office
    - International Studies
    - Multicultural Services
    - Student Activities
33. Chlapaty Hall
34. Veterans Memorial Indoor Practice Facility
35. Debra Runkle Center
  - Football Locker Rooms
36. Wallace Common
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38. Peter and Susan Smith Welcome Center
  - Office of Advancement and Alumni Relations
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Ed Babka Aviation Learning Center, 10656 Airport Road, Dubuque, IA

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## DEFINITIONS AND TERMS

College: Includes all undergraduate programs and graduate programs in the MM (Masters in Management), MBA (Masters of Business Administration), MAC (Masters of Arts in Communication), and PA (Physician Assistant).

Faculty Member: Any person hired by the University to conduct instructional activities related to academic programs.

Organization: Any number of persons who have complied with the formal requirements for University recognition.

Seminary: Includes all programs within the University of Dubuque Theological Seminary (UDTS).

Student: Any person taking courses at the University of Dubuque, including persons who are not officially enrolled for a particular term, but who have a continuing relationship with the University.

Terms: “Shall” is used in the imperative sense. “May” is used in the permissive sense. “Policy” is defined as written rules or regulations of the University as found in, but not limited to, the Student Handbook and Catalog.

University: The University of Dubuque and all its programs and services related to undergraduate, graduate, and Seminary studies.

University Community: Any person who is a student, faculty member, University official, or any other person employed by the University.

University Official: Any person employed by the University who performs assigned administrative or professional responsibilities.

University Premises: All land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the University, including adjacent streets and sidewalks.

## MISSION, VISION, and VALUES

The University of Dubuque is a private university offering undergraduate, graduate, and theological Seminary degrees, and other educational opportunities with the intention of educating and forming the whole person. The University is comprised of individuals from the region, our nation, and the world.

As a community, the University practices its Christian commitments by educating students, pursuing excellence in scholarship, challenging students to live lives of worth and purpose, and preparing students for service to the church and the world.

Therefore, the University of Dubuque is committed to:

- A hospitable Christian environment which respects other faith traditions;
- Relationships which encourage intellectual, spiritual, and moral development;
- Excellence in academic inquiry and professional preparation;
- A diverse and equitable community where Christian love is practiced;
- Stewardship of all God's human and natural resources; and
- Zeal for life-long learning and service.

*Developed and reaffirmed by the Board of Trustees, May 2017.*

## WENDT CHARACTER INITIATIVE

### Shaping Character for Lives of Purpose

Character is about excellence as a whole human being in every aspect of one's life. It's about being the best person one can be—being all God created us to be. Our goal is to be excellent persons:

- People of integrity whose lives are characterized by truthfulness, honesty and stewardship;
- People of justice who treat all people fairly, respect diversity, and practice Christian love;
- People of compassion who live by the Golden Rule in service of others.

The Wendt Character Initiative seeks to promote a culture of character within the lives of the University of Dubuque's faculty, staff, and students, and to equip them to live out that character in service to the world. The Initiative is integrated into the curriculum, athletics, and student life, as well as sponsors particular programming, such as the Wendt Character Scholars, campus Character Lectures, faculty support, campus orientations, and an on-line research journal.

## COMMUNITY STANDARDS

Grounded in the University's Mission, life in UD's community recognizes that community members' rights are accompanied by responsibilities. We are a community distinguished by a value-laden education which focuses on justice, ethics, and responsible stewardship within a globally diverse community.

We are committed to the Christian faith, and our belief leads us to hold a basic set of principles and standards regarding personal and community behavior. To that end, life in the University's community focuses on five hallmarks:

**Integrity** – We value honesty and truthfulness in every aspect of campus life.

**Worth of the Individual** – We value the intrinsic worth of every individual in our community and seek to honor different opinions, attitudes, backgrounds, and beliefs.

**Self-Discipline** – We value intellectual, spiritual, and moral development and recognize the need for personal responsibility and responsible self-expression as we seek to become life-long learners and of service to the community.

**Respect for Community Authority** – We value our freedom but understand the need to exercise that freedom responsibly within the guidelines set forth by this community.

**Respect for Property and Stewardship of the Campus Environment** – We value the privilege of living together and understand that our responsibility as stewards of the community requires acting in ways that respect the property of others, the environment, and the future of this University.

The *University of Dubuque Code of Conduct* section of this catalog and handbook provides concrete examples of how we value these standards in a community of learners and the consequences of violating these standards.

## 2024-2025 UNIVERSITY OF DUBUQUE TRADITIONAL GRADUATE ACADEMIC CALENDAR

### FALL 2024

GRADUATE COURSES	Session I	Session II
Term Length	August 12 – October 3	October 10 - December 11
Last day to add	August 16	October 17
Last day to drop	August 16	October 17
Last day to withdraw	September 12	November 12
Grades due	October 8 (by noon)	December 16 (by noon)

*All Registrar's office business **DUE by noon** unless otherwise noted*

August 9	Friday	New Student Orientation
August 12	Monday	<b>Fall Session I</b> Courses Begin
August 16	Friday	Last Day to Add/ Drop <b>Session I</b> Course
September 2	Monday	Labor Day - <i>no classes</i>
September 12	Thursday	Last Day to Withdraw from <b>Session I</b> Course with a "W" Grade
October 1	Monday	Graduation applications due in Registrar's Office for Spring 2025 & August 2025 grads
October 3	Monday	Last Day of <b>Fall Session I</b>
October 8	Monday	<b>Session I</b> Grades Due (by noon)
October 10	Thursday	Fall <b>Session II</b> Courses Begin
October 17	Thursday	Last Day to Add/Drop <b>Session II</b> Course
October 28	Monday	Spring '25 Online Registration begins
November 12	Tuesday	Last Day to Withdraw from <b>Session II</b> Course with a "W" Grade
November 25-29	Mon-Fri	Thanksgiving Recess
December 2	Monday	Classes Resume

December 11	Wednesday	Last Day of <b>Session II</b>
December 12	Thursday	Winter Commencement
December 16	Monday	<b>Session II</b> Grades Due (by noon)

## SPRING 2025

GRADUATE COURSES	Session III	Session IV
Term Length	January 6 – February 27	March 10 – April 24
Last day to add	January 10	March 14
Last day to drop	January 10	March 14
Last day to withdraw	February 5	April 7
Grades due	March 10 (by noon)	April 28 (by noon)

*All Registrar's office business **DUE by noon** unless otherwise noted*

January	TBD	New Student Orientation
January 6	Monday	<b>Spring Session III</b> Courses Begin
January 10	Friday	Last Day to Add/Drop <b>Session III</b> Course
February 5	Wednesday	Last Day to Withdraw from <b>Session III</b> Course with a "W" Grade
February 27	Thursday	Last Day of <b>Spring Session III</b>
March 10	Monday	<b>Spring Session III</b> Grades Due (by noon)
March 10	Monday	<b>Spring Session IV</b> Courses Begin
March 14	Friday	Last Day to Add/Drop <b>Session IV</b> Course
March 14	Friday	Graduation applications due in Registrar's Office for Winter 2025 grads ( <i>walking in Dec '25</i> )
March 17	Monday	Fall '25 Online Registration begins
April 7	Wednesday	Last Day to Withdraw from <b>Session IV</b> Course with a "W" Grade
April 18-20	Fri – Sun	Easter Break / <i>classes resume Monday, April 21</i>

April 24	Thursday	Last day of <b>Spring Session IV</b>
April 25	Friday	College Baccalaureate
April 26	Saturday	Commencement
April 28	Monday	<b>Spring Session IV</b> Grades Due (by noon)

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## SUMMER 2025

GRADUATE COURSES	Session V
Term Length	April 28 – June 19
Last day to add	May 2
Last day to drop	May 2
Memorial Day	May 26
Last day to withdraw	May 29
Grades due	June 25 (by noon)

*All Registrar's office business **DUE by noon**, unless otherwise noted*

April 28	Monday	<b>Summer Session V</b> Courses Begin
May 2	Friday	Last Day to Add/Drop <b>Session V</b> Course
May 29	Wednesday	Last Day to Withdraw from <b>Session V</b> Course with a "W" Grade
June 19	Thursday	Last Day of <b>Summer Session V</b>
June 25	Monday	<b>Session V</b> Grades Due (by noon)

# GRADUATE COURSE CATALOG

## MASTER OF BUSINESS ADMINISTRATION (LIFE Program or Online)

The Master of Business Administration program is to extend an individual's undergraduate educational background by offering a set of practical, applied, integrated learning experiences that develops attitudes, ethical behavior, and a portfolio of tools required to effectively function at a management level in today's global business environment. The MBA program emphasizes real-life skills and practices delivered under the guidance of experienced business practitioners. Theory is used as a means to frame application rather than as an end in itself. The program blends theory with professional development and preparation, focusing on topical relevance, curricular appropriateness, and immediate professional application, while maintaining content integrity. Our goal is to provide educational experiences that serve our students for a lifetime and transform them into "ready-to-go" professionals and lifelong learners in all business disciplines. The MBA program serves as a global outreach to demonstrate the uniqueness and vitality of the University's mission. While we seek to serve various populations, our ethos will be driven by a commitment to model in life and professional practice our Christian values.

### Program Mission

The University of Dubuque's MBA program provides students business knowledge and skills informed by a commitment to excellent moral character.

### Graduates are equipped to:

- Lead and manage with in-depth knowledge in key areas of finance, human resources, operations and strategy.
- Exercise character and ethics in decision making.
- Communicate effectively across the global business landscape.
- Think and act both tactically and strategically in complex business situations.

Using frameworks such as the Balanced Scorecard and the Triple Bottom Line, a MBA graduate from the University of Dubuque is educated in the business skills and knowledge essential for work in a global market and challenged to develop the moral character needed to manage and lead with integrity, justice, and compassion.

**A. Program Goals:** *(List the goals of the program.)*

1. Lead and manage with in-depth knowledge in key areas of finance, human resources, operations and strategy.
2. Exercise character and ethics in decision making.
3. Communicate effectively across the global business landscape.
4. Think and act both tactically and strategically in complex business situations.

**B. Program Student Learning Outcomes:** *(List the student learning outcomes that will be developed through this program.)*

1. Apply excellent moral character and professional ethics to the practices of an organization. (MBA Goal 2)
2. Communicate effectively through writing, speaking, listening and electronic media by using the language of business coupled with interpersonal and communication skills to lead organizational groups in a physical or virtual presence. (MBA Goal 3)
3. Critically evaluate, analyze, and interpret information concerning human, intellectual, technological and material resources to solve problems and make business decisions occurring in both structured and non-structured environments. (MBA Goal 4)
4. Exhibit a rigorous understanding of core business operations reflecting an integration of functional perspectives. (MBA Goal 1)
5. Utilize methods which foster innovation in organizations and respond effectively to new circumstances, enabling organizations to realize the impact on products and processes. (MBA Goal 3 & 4)
6. Acquire and utilize knowledge of behavioral, policy, and strategic issues to improve the effectiveness of the organization. (MBA Goal 1)

**Required and Elective Courses**

The Master of Business Administration major is a 36-credit program that includes the following required and specialization courses. Master of Business Administration (MBA) - (36 credits)

**24 credits of Core Courses:**

- BUS 602 Financial Decision Making (3)
- BUS 620 Managing the Business Culture (3)
- COM 647 Stakeholder Engagement (3)
- COM 622 Global Business Communication (3)



- BUS 626 Strategic Implementation (3)
- BUS 665 Analytics for the Business Environment
- BUS 668 Innovation & Change Management (3)
- BUS 693 Business Capstone Project (3)

**6 credits of Core Courses for the Analytics, Marketing, Finance and Leadership specializations:**

- BUS 681 Technology and Operations Management (3)
- BUS 690 Business Strategy and Innovation (3)

**6 credits of Specialization Courses for the Analytics specialization:**

- BUS 669 Data Analysis and Visualization (3)
- BUS 667 Statistical Data Analysis (3)

**6 credits of Specialization Courses for the Marketing specialization:**

- COM 635 Integrated Marketing Communication (3)
- BUS 635 Digital Marketing Channels (3)

**6 credits of Specialization Courses for the Finance specialization:**

- BUS 651 Financial Management (3)
- BUS 659 Financial Modeling in Excel (3)

**6 credits of Specialization Courses for the Leadership specialization:**

- BUS 648 Problem Solving & Crisis Management (3)
- BUS 645 Effective People Management (3)

**12 credits of Specialization Courses for the Diversity specialization:**

- DIL 601 Foundations of Diversity & Inclusion (3)
- DIL 610 Cultural and Social Group Identities (3)
- DIL 615 Managing the DI Change Initiative (3)
- DIL 620 D & I Measurement and Accountability (3)

**12 credits of Specialization Courses for the Aviation specialization:**

- AVI 620: Aviation Safety & Risk Management (3)
- AVI 640: Leadership & Management in Aviation (3)
- AVI 645: Crisis Management & Operational Continuity (3)
- BUS 681 Technology and Operations Management (3)

**12 credits of Specialization Courses for the General Business specialization:**

- Any 4 courses from the elective list for specializations

**MASTER IN MANAGEMENT - COMMUNICATION MANAGEMENT (LIFE Program)**

The Master in Management Communication Management (MMCM) degree prepares professionals to design, plan, manage and monitor communication channels in organizations. The program serves multidisciplinary objectives; however, it is specific in training students on the managerial components of communication. The program offers the latest theoretical and practical applications in the field of managerial communication. Students will develop proficiencies in solving problems, creating two-way communication channels between employees and management, identifying and removing communication barriers, and facilitating communication between and within departments. Through real-life case studies, internships and in-class simulations, participants in the program will have a mastery of skills, tools and applications which provides an optimal communication environment for the organization. Ethics and social responsibility are core components in the MMCM graduate degree and are embedded in all the courses in the program. The MMCM is designed based on most recent market research and latest trends in communication and management. The MMCM offers a rigorous theoretical foundation of communication and management courses as well as provides a practical experience through internships, campaigns, and specialized industry projects.

**Program Mission**

The Master in Management program's mission is to help graduates develop an understanding and application of management practices and leadership skills in an organization. In addition to gaining practical competence in a specific field of study through a real-world work experience, graduates will be prepared to think strategically, integrate and construct new knowledge, develop intrapersonal and interpersonal competencies, and apply excellent moral character to the practices of an organization. Specifically, the mission of the MMCM is to prepare students for careers in a variety of businesses, where communication is essential to the success of the organization, as well as help students develop relationships through networking and mentoring opportunities.

**Program Goals**

1. Lead and manage with in-depth knowledge in key areas of finance, human resources, operations, and strategy
2. Exercise character and ethics in decision making
3. Communicate effectively across the global business landscape
4. Think and act both tactically and strategically in complex business situations
5. Facilitating two-way communication in organizations, build relationships between organizations and publics, and across cultures, interact with traditional, social, and emerging media channels effectively, monitor change for forward planning

### **Student Learning Outcomes**

1. Apply excellent moral character and professional ethics to the practices of an organization
2. Communicate effectively through writing, speaking, listening and electronic media by using the language of business coupled with interpersonal and communication skills to lead organizational groups in a physical or virtual presence
3. Critically evaluate, analyze, and interpret information concerning human, intellectual, technological, and material resources to solve problems and make business decisions occurring in both structured and non-structured environments
4. Exhibit a rigorous understanding of core business operations reflecting an integration of functional perspectives
5. Utilize methods which foster innovation in organizations and respond effectively to new circumstances, enabling organizations to realize the impact on products and processes.
6. Acquire and utilize knowledge of behavioral, policy, and strategic issues to improve the effectiveness of the organization
7. Appraise organizational cultures with a clear conception of intercultural communication and corporate culture distinctions and respond with professional skills and analytic insight
8. Employ public relations principles when planning and managing integrated marketing and social media strategies; as well as when problem solving and responding to communication crisis

### **Required and Elective Courses**

The Master in Management - Communication Management major is a 30-credit program that includes the following required and elective courses.

#### **Required (30 credits):**

- COM 605: Managerial Communication (3)
- BUS 620: Managing the Business Culture (3)
- COM 620: Intercultural Communication (3)
- COM 622: Global Business Communication (3)
- COM 630: Effective Professional Communication (3)
- COM 635: Integrated Marketing Communication (3)
- COM 640: Public Relations (3)
- COM 647: Stakeholder Engagement (3)
- BUS 668: Innovation and Change Management (3)
- GRAD 686 Field Experience Capstone Seminar (3)

## **MASTER IN MANAGEMENT - ORGANIZATIONAL DIVERSITY AND INCLUSION LEADERSHIP**

The Master in Management - Organizational Diversity & Inclusion Leadership (MMDI) program is designed from an organizational perspective to identify, recognize and remove barriers that impede productivity for the 21st-century workforce and help capitalize on the diversity of backgrounds, experiences, and worldviews that shape the climate and direction of organizations. Upon completion of the program, students will be prepared to become change agents within their current organizations and/or pursue careers as diversity recruiters, coordinators, managers, and Chief Diversity Officers, as well as careers in higher education and consulting. To qualify for admission into the Master in Management - Organizational Diversity & Inclusion Leadership program, the student must have earned a bachelor's degree and is required to have a 2.75 or higher undergraduate cumulative GPA. Suggested undergraduate field of studies would include (but not be exclusive to) psychology, sociology, multicultural studies, business, and human resource management

### **Program Mission**

The Master in Management program's mission is to help graduates develop an understanding and application of management practices and leadership skills in an organization. In addition to gaining practical competence in a specific field of study through a real-world work experience, graduates will be prepared to think strategically, integrate and construct new knowledge, develop intrapersonal and interpersonal competencies, and apply excellent moral character to the practices of an organization.

### **Program Goals**

1. Lead and manage with in-depth knowledge in key areas of finance, human resources, operations, and strategy
2. Exercise character and ethics in decision making
3. Communicate effectively across the global business landscape
4. Think and act both tactically and strategically in complex business situations
5. Identify, recognize, and remove barriers that impede diversity and inclusion initiatives

### **Student Learning Outcomes**

1. Apply excellent moral character and professional ethics to the practices of an organization
2. Communicate effectively through writing, speaking, listening and electronic media by using the language of business coupled with interpersonal and communication skills to lead organizational groups in a physical or virtual presence
3. Critically evaluate, analyze, and interpret information concerning human, intellectual, technological, and material resources to solve problems and make business decisions occurring in both structured and non-structured environments
4. Exhibit a rigorous understanding of core business operations reflecting an integration of functional perspectives

5. Utilize methods which foster innovation in organizations and respond effectively to new circumstances, enabling organizations to realize the impact on products and processes.
6. Acquire and utilize knowledge of behavioral, policy, and strategic issues to improve the effectiveness of the organization
7. Demonstrate the ability to integrate theory and practice of diversity and inclusion that addresses organizational issues

### **Required and Elective Courses**

The Master in Management - Organizational Diversity and Inclusion Leadership major is a 30-credit program that includes the following required and elective courses.

#### **Required (30 credits):**

- BUS 620 Managing the Business Culture (3)
- BUS 626 Strategic Implementation (3)
- COM 647 Stakeholder Engagement (3)
- BUS 665 Analytics for the Business Environment (3)
- BUS 668 Innovation & Change Management (3)
- DIL 601 Foundations of Diversity and Inclusion (3)
- DIL 610 Cultural and Social Group Identities (3)
- DIL 615 Managing the Diversity and Inclusion Change Initiative (3)
- DIL 620 Diversity and Inclusion Measurement and Accountability (3)
- GRAD 686 Field Experience Capstone Seminar (3) OR DIL 689 Diversity and Inclusion Capstone (3)

### **MASTER IN MANAGEMENT - SPORT MANAGEMENT**

The Master in Management - Sport Management (MMSM) is designed to reflect the latest advances in the field of the business of sport, presenting an applied and practical approach to skills and knowledge critical to success in the industry. Through its broad but rigorous curriculum, the program develops leadership abilities and administrative proficiencies with an eye towards sport management, aiding the development of a specialized and comprehensive skill set. This degree will prepare students for careers in Sport Management, Recreational Management, Facility Management, as well as other administrative careers in the tourism, recreation, and sport areas. As this is meant to be an applied program, students will finish their degree program by completing a comprehensive capstone experience tied to an existing internship. If students have the desire to pursue terminal degree studies after completion of this degree, thesis projects will also be considered in place of the capstone experience.

In order to qualify for the Master in Management - Sport Management, the student must have earned a bachelor's degree. Because this degree is specific to the business of sport, degrees in Business Administration, Sport Management/Administration, or something similar will provide for the greatest

overlap coming in. That said, all undergraduate programs will be considered. Furthermore, qualified candidates are required to have a 2.75 or higher undergraduate cumulative GPA.

## **Program Mission**

The Master in Management program's mission is to help graduates develop an understanding and application of management practices and leadership skills in an organization. In addition to gaining practical competence in a specific field of study through a real-world work experience, graduates will be prepared to think strategically, integrate and construct new knowledge, develop intrapersonal and interpersonal competencies, and apply excellent moral character to the practices of an organization. Specifically, the mission of the MMSM is to prepare students for careers in a variety of sport industries, as well as to help them develop relationships through networking and mentoring opportunities designed to mold well-rounded business professionals.

## **Program Goals**

1. Lead and manage with in-depth knowledge in key areas of finance, human resources, operations, and strategy
2. Exercise character and ethics in decision making
3. Communicate effectively across the global business landscape
4. Think and act both tactically and strategically in complex business situations
5. Research, plan, implement and evaluate the role that sport plays in the global marketplace

## **Student Learning Outcomes**

1. Apply excellent moral character and professional ethics to the practices of an organization
2. Communicate effectively through writing, speaking, listening and electronic media by using the language of business coupled with interpersonal and communication skills to lead organizational groups in a physical or virtual presence
3. Critically evaluate, analyze, and interpret information concerning human, intellectual, technological, and material resources to solve problems and make business decisions occurring in both structured and non-structured environments
4. Exhibit a rigorous understanding of core business operations reflecting an integration of functional perspectives
5. Utilize methods which foster innovation in organizations and respond effectively to new circumstances, enabling organizations to realize the impact on products and processes.
6. Acquire and utilize knowledge of behavioral, policy, and strategic issues to improve the effectiveness of the organization
7. Evaluate and manage the interdisciplinary role that sport plays in society, work with non-sport constituents to achieve larger goals and study the impacts that sport events can leave on communities across the world

8. Analyze the internal and external factors that influence and shape the discipline of sport management including advances in new media, changes in the political landscape, policy issues and current best practices across the field

### **Required and Elective Courses**

The Master in Management - Sport Management major is a 30-credit program that includes the following required and elective courses.

#### **Required (30 credits):**

- BUS 620 Managing the Business Culture (3)
- BUS 626 Strategic Implementation (3)
- COM 647 Stakeholder Engagement (3)
- BUS 665 Analytics for the Business Environment (3)
- BUS 668 Innovation & Change Management (3)
- HWS 610 Contemporary Issues in Sport Marketing (3)
- HWS 615 Contemporary Issues in Sport Law and Risk Management (3)
- HWS 620 Contemporary Issues in Sport Sociology and Ethics (3)
- HWS 625 Contemporary Issues in Sport Administration (3)
- GRAD 686 Field Experience Capstone Seminar (3) OR HWS 689 Sport Management Thesis Project (3)

## COURSE DESCRIPTIONS

AVI 620 Aviation Safety & Risk Management (3 Credits): This course explores aviation safety issues from an operational and management perspective. Students will gain an understanding of effective risk assessment, mitigation and management strategies, and the application of safety management systems within an operation. Upon successful completion of the course, students will have an understanding on how to successfully implement processes and procedures to ensure predictive risk management and create a just safety culture within an organization. Prerequisites: none

Course objectives are:

1. Analyze the ethical and professional responsibilities related to aviation safety
2. Evaluate the implementation of risk management processes/procedures and a just safety culture within an aviation organization
3. Design elements of the Safety Management System (SMS) for an organization.
4. Analyze accidents and incidents in aviation settings in the M R Forum Discussion Case studies pursuit of determining causal factors for the purposes of prevention.

AVI 640 Leadership & Management in Aviation (3 Credits): This course explores contemporary leadership theories. Students will gain an understanding of ethical leadership behaviors, effective and engaging leadership behaviors, and emotional intelligence required to be effective leaders within the aviation industry. Upon successful completion of the course, students will have an understanding of ethical effective management processes and leadership behaviors to ensure engaged and dynamic stakeholders. Prerequisites: none

Course objectives are:

1. Evaluate the ethical and professional responsibilities related to aviation leadership
2. Evaluate the implementation of ethical effective management processes and leadership behaviors within an aviation organization

AVI 645 Crisis Management & Operational Continuity (3 Credits): This course explores theories and pragmatic methods of crisis management to ensure operational continuity. Students will gain an understanding of ethical management behaviors, emergency management techniques, implementing action plans, and ensuring continuity of operations within an aviation context. Upon successful completion of the course, students will have an understanding of ethical, effective management processes and leadership behaviors to ensure operational continuity during a crisis with minimal negative impact on all stakeholders. Prerequisites: none

Course objectives are:

1. Evaluate the ethical and professional responsibilities related to crisis management and leadership
2. Develop an effective crisis management implementation plan



**BUS 602 Financial Decision Making (3 Credits):** The course focuses on basic economic and financial principles required to operate a business. Analysis techniques are quantitatively applied to examine the health of a business through the use of financial statements. Also, managerial decision-making applications are presented from the point of view of a firm (microeconomics). Utilizing the capstone simulation model and Comp-XM exam students will learn to analyze an organization's financial wellness. Upon completion of the course, the student will predict the cumulative effect of changing business inputs on key operating metrics, such as, inventory and labor costs, along with overall costs and revenue. Prerequisites: none

Course objectives are:

1. Examine the fundamental accounting and financial terminology and principles used in operating a firm
2. Identify and apply the tools used to analyze the financial performance of an organization
3. Analyze and recommendation capital budgets and capital asset acquisitions
4. Utilize forecasting techniques in the development of financial budgets
5. Analyze and predict the results of a business simulation model

**BUS 620 Managing the Business Culture (3 Credits):** This course analyzes the factors and conditions in an organization that influence employee, unit, division, and corporate behavior and the integration of structure, strategy, policy, resources, and culture with the achievement of corporate goals and objectives. Topics include the analysis of HR functions in order to determine the best use of human capital in an organization; human behavior in organizations and problems; conflict analysis and resolution, understanding and managing formal and informal behavior; communication psychology and ethics; stress management; culture identification, culture analysis, culture change; and managing organizational change. Upon completion, students will identify and analyze factors which influence organizational conflict, and plan solutions to prevent or resolve them. Prerequisites: none

Course objectives are:

1. Interpret and apply principles and concepts of industrial/organization psychology in the workplace
2. Analyze and develop effective approaches to organization design and structure that are fully integrated with corporate strategies, objectives, and goals
3. Apply organizational analysis techniques in the planning and managing of organizational change
4. Apply the principles of organizational behavior to culture analysis and change, gap analysis, power and influence management, conflict analysis and resolution
5. Identify and evaluate political behavior in corporate decision-making processes
6. Identify the current state of human capital management in reference to both strategic and operational timeframes
7. Analyze HR functions that influences an organization's human capital

**BUS 626 Strategic Implementation (3 Credits):** This course focuses on the various elements of the strategic marketing orientation as a means to develop and implement an organization's strategic plan. Analysis of the external competitive environment, the organization's internal strengths and weaknesses, and the use of strategic planning methodologies will be placed in this course. Upon completion, the student will perform a market-oriented analysis of the internal and external environment of a firm, determine the appropriate business level strategy, and specify the appropriate governance structure.

Prerequisites: none

Course objectives are:

1. Analyze the strategic position of an organization relative to both the overall global environment and its own specific external competitive environment
2. Develop a managerial perspective of the marketing function across business, government and consumer markets in both domestic and global contexts
3. Explain the practical concepts and tools for analyzing market opportunities and company capabilities as the basis for strategic market selection, developing customer value propositions, and competitive differentiation
4. Design a framework that stresses the use of marketing research to make informed decisions from a market orientation perspective to design and implement a strategic plan
5. Evaluate the ethical issues involved in strategy formulation and integrate them into the development of a strategic plan

**BUS 635 Digital Marketing Channels (3 Credits):** This course will help learners examine the importance of digital transformation of organizations in today's world. They will understand the value digital marketing brings by targeting the right audience at the right time and yielding better returns on investment. They will learn about commonly available digital marketing channels, examine the unique opportunities offered by each of them, and map the channels to the stages of the consumer funnel. Lastly, they'll be able to measure digital marketing performance using appropriate metrics.

Prerequisites: none

Course objectives are:

1. Explain the importance of digital transformation in modern organizations
2. Identify and build the appropriate digital marketing channel mix to achieve marketing objectives
3. Recommend metrics for measuring digital marketing performance
4. Analyze digital marketing metrics and translate them to business recommendations

**BUS 645 Effective People Management (3 Credits):** This course will help learners build, manage and motivate high-performing teams. It will teach them how to demonstrate empathy within their managerial and leadership style to promote job satisfaction and motivation in their team. Finally, the learners will understand how to influence and persuade internal and external stakeholders to arrive at the optimal solution for the achievement of their business goals. Therefore, in this course, the learners will study modules on high-performance management, leading with empathy, art of persuasion and influencing without authority.

Prerequisites: none

Course objectives are:

1. Demonstrate strategies which build, manage, and motivate high-performing teams
2. Demonstrate strategies which utilize empathy in your managerial and leadership style
3. Apply techniques which promote job satisfaction and motivation in your team
4. Design systems which influence and persuade internal and external stakeholders to arrive at the optimal solution

**BUS 648 Problem Solving & Crisis Management (3 Credits):** This course covers the strategies and tactics for solving problems and managing conflicts and crises in business. Through case study engagement and the development of alternative thinking, students develop crisis management competencies relevant to problem solving for increasingly globalized business contexts and communication skills for the new media environment. Upon completion of this course, students will develop crisis management templates and make use of web resources that will enable organizations to respond to problems in a globalized business environment. Material covered includes trauma and post-incident management, effective crisis communication, disaster response, media training, social media engagement as a crisis communication tool, business recovery and innovation as a problem-solving tool. Prerequisites: none

Course objectives are:

1. Determine vulnerable areas in an organization and identify potential crisis situations
2. Effectively measure communications with employees, stakeholders, media (both new and traditional), and the public before, during and after a crisis
3. Develop techniques for analysis and problem solving of real-world crises through the use of Harvard Case Studies
4. Create a Crisis Management Plan for an organization that identifies potential crises and provides written procedures for mitigating or resolving crisis

**BUS 650 Financial & Managerial Accounting (3 Credits):** This course examines the financial systems and tools used in controlling and measuring ongoing performance and implementing new strategies in the firm. The course focuses on quantitative techniques to assess both ongoing operations and proposed operation modifications using various analyses of financial statements and project justification metrics. Upon completion, the student will be able to perform a variety of analyses including the Balanced Scorecard, profit/loss and cash flow analysis and risk assessment as examples Prerequisites: none

Course objectives are:

1. Demonstrate a basic knowledge of the terminology of accounting
2. Examine the importance of internal control systems to safeguard information and assets
3. Interpret a financial statement to determine the overall health of the entity by performing basic financial ratio analysis
4. Determine the key concepts that are essential to the effective design of performance measurement systems

5. Apply financial analysis, pricing, and budgeting techniques that create learning and high-performance organizations
6. Utilize tools such as discounted cash flow, internal rate of return, and balanced scorecard and explain how each can be used in decision making
7. Evaluate financial market behavior, asset allocation, capital formation, time-value of money, and the term structure of interest rates

BUS 651 Financial Management (3 Credits): This course focuses on the related financial processes necessary to manage the liquidity of the organization. Primary areas examined include cash collection, cash forecasting, working capital monitoring, credit policy formulation and enforcement, fundraising, and banking relations. Upon completion, the student will apply financial tools and observe the quantitative effect policy changes have on various liquidity measures. Prerequisites: none

Course objectives are:

1. Apply financial and accounting concepts to meet class performance projects to business standards
2. Develop financial leadership/mentoring skills
3. Evaluate an organization's internal capabilities
4. Apply financial analysis, pricing, and budgeting techniques
5. Apply cost analysis techniques that enhance market viability and leadership
6. Apply financial and accounting tools that enhance the attainment of strategic and operating goals
7. Apply working capital and cash management techniques to enhance overall solvency and maximize shareholder value
8. Examine financial market behavior, asset allocation, capital formation, time-value of money, and the term structure of interest rates
9. Identify how advanced technology is revolutionizing the treasury and controllership function

BUS 659 Financial Modeling in Excel (3 Credits): This course will help learners create financial models using historical information and conduct performance analysis like ratio analysis on the models to derive key insights on the feasibility of their proposed plan. They will learn how to create the 3 statement model, including income statement, balance sheet and cash flow statement. Using this model, they will be able to forecast future revenue, sales and profit. They will also understand the role of risk analysis in decision-making using sensitivity and scenario analysis techniques. By the end of this course, the students will learn to create and analyze financial models in excel in order to make effective business decisions.

Prerequisites: none

Course objectives are:

1. Create financial models based on available data and appropriate assumptions
2. Perform financial forecasting in Excel using appropriate modeling techniques
3. Analyze and explain the results of financial models in order to recommend key financial decisions

BUS 665 Analytics for the Business Environment (3 Credits): Developing and implementing a systematic analytics strategy can result in a sustainable competitive advantage within an industry. This course provides practical strategies to collect data and then convert that data into meaningful, value-added information and actionable insights. Upon completion of this course, students will be able to contribute to higher level decisions within an organization. Being able to make sense of the overabundance of information around them will help students to predict future trends and will ultimately help them to make effective and efficient use of company resources. Prerequisites: none

Course objectives are:

1. Apply strategies of data collection to an industry
2. Analyze a phenomenon and develop innovative data collecting strategies
3. Evaluate data and apply information to leverage decision making that will produce a competitive advantage
4. Summarize the results of the empirical analysis in a professional manner

BUS 667 Statistical Data Analysis (3 Credits): The field of statistics finds frequent use in analytical decision making, from unpacking the right type of relationships within your dataset, to its use in the field of experimentation or A/B Testing.

This course enables learners to employ exploratory data analyses on their dataset, uncovering statistical trends that correspond to business outcomes, and to perform / lead decision making using A/B testing.

The course uses a variety of learning modalities such as projects, case studies and assignments.

Upon completion, learners will be able to create an end-to-end A/B testing exercise and use it to select the best performing alternative among a multitude of business decisions/options.

Prerequisites: none

Course objectives are:

1. Identify sources of inaccuracies and corruption in data and clean it as required
2. Perform univariate, bivariate, and multivariate analyses on the data to uncover insights and underlying relationships
3. Recommend the best alternative from a variety of business decisions / options using principles of hypothesis testing and experiment design
4. Present findings from a hypothesis testing exercise in an engaging story.

BUS 668 Innovation & Change Management (3 Credits): This course examines the theories of innovation and change management within organizations to refine and expand students' current problem-solving skills and leadership abilities. Concepts covered include various leadership theories and models, leadership across cultures, leadership ethics and attributes, organizational change/development, and the role of the leader in establishing organizational culture and facilitating change. Methods include a mix of reading, discussion, case studies, team exercises and reflective exercises to achieve a better understanding of leadership and decision-making. Upon completion, students will assess, plan, and manage the process of change within an organization. Prerequisites: none

Course objectives are:

1. Identify the various theories of innovation, change management and leadership necessary to develop organizational change management plans
2. Recognize the ethical issues associated with innovation and change management
3. Develop techniques to analyze how organizations react to change and overcome organizational resistance to change
4. Design and implement an innovative change management process within an industry or organization

BUS 669 Data Analysis and Visualization (3 Credits): Data analysis and visualization have consistently been one of the most desired skill sets for analytics and business professionals in recent years. This course enables learners to employ basic data analysis using commonly used programming languages, and to make powerful yet effective visualizations using standard visualization software. The course uses a variety of learning modalities such as projects, case studies, assignments, demonstration videos and practice coding consoles.

Upon completion, learners will be able to explain and construct end-to-end projects aimed at extracting information from data, and then convert it into a reporting format suitable for effective and concise data reporting.

Prerequisites: none

Course objectives are:

1. Identify and use common data types and structures in programming languages used for analytics.
2. Utilize functional programming to templatize and reuse coding logic efficiently.
3. Design relational databases based on best design principles for storing big data.
4. Analyze data using queries, code, and appropriate chart types / other visualizations, keeping in mind the underlying data
5. Present findings from a data visualization exercise in an engaging story.

BUS 681 Technology and Operations Management (3 Credits): Examines the issues related to the management of operations processes that are used to design, manufacture, distribute, and deliver a product or a service throughout the entire value chain, in any industry group, spanning a spectrum from manufacturing to service. Examples and activities are drawn from multiple disciplines describing how technology has transformed and is continuing to transform business enterprises, large and small, domestic and global. Attention is given to the managerial processes which must be successfully performed to effectively and efficiently design, build, test, implement and deploy computer and communication based operations systems that support the enterprise's mission, goals, and strategies. Upon completion students will be able to perform various analyses including SWOT in identifying ways technology increases value, and serves as a change agent in transforming business processes and products. Prerequisites: none

Course objectives are:

1. Identify the role of technology in managing global business enterprises

2. Build awareness of underlying issues and complexities of technology usage
3. Discuss the factors involved in technology use and implementation
4. Evaluate the risks and ethics that arise in an increasingly technologized business world
5. Analyze the complexity of management information systems in a distributed global enterprise

**BUS 690 Business Strategy and Innovation (3 Credits):** This course focuses on the various elements of the strategic management process in analyzing the external competitive environment, the organization's internal strengths and weaknesses, and the use of these elements in creating, implementing and continually adapting the plan as required by the environment. Emphasis is also given to strategies necessary to support both process and product innovation. Upon completion, the student will perform an analysis of the internal and external environment of a firm, determine the appropriate business level strategy, and specify the appropriate governance structure. Prerequisites: none

Course objectives are:

1. Examine the nature and use of the steps in the business strategy formulation process
2. Analyze the strategic position of an organization relative to both the overall world environment and its own specific external competitive environment
3. Analyze an organization's internal capabilities
4. Evaluate the ethical issues involved in strategy formulation and integrate them into the development of a strategic plan

**BUS 691 Independent Study (3 Credits):** This course reinforces the core concepts of the MBA program curriculum. Students work with faculty to explore an approved topical area of the MBA in further depth. Upon completion of this course, students will be able to demonstrate competency of the course learning outcomes satisfactorily. Prerequisites: none

Course objectives are:

1. Develop in depth knowledge of an approved MBA course topic
2. Explain approved MBA course topic to prove competency in subject matter area

**BUS 693 Business Capstone Project (3 Credits):** This course reinforces the core concepts of the MBA program curriculum. Students work with faculty to demonstrate competencies through an experiential project. Participants are allowed to individualize their culminating experiences by developing and researching a project. Upon completion of this course, students will recommend and defend the experiential project that will have application in a business environment. Pre-requisite – all other required courses of the program, or department director approval. This course may not be transferred in. Prerequisites: none

Course objectives are:

1. Develop a hands-on understanding of key competencies applicable to good business management
2. Reinforce communication skills necessary to present analyses to others
3. Defend experiential project in the execution of a real-life business solution

BUS 905 Transfer Course Equivalent (1 - 3 Credits): BUS 905 is the elective designation for transferring in non-equivalent graduate courses. BUS 905 offers more flexibility for transfer students looking to enroll in the MBA. Students will have the ability to transfer in two courses with a maximum of six hours of BUS 905 Elective credits that count towards program requirements. Students will still be required to take all quantitative MBA courses (BUS 602, 650 or 665, 651, 655) and BUS 693 Business Capstone. Prerequisites: None

Course objectives are:

1. There are no CLOs for BUS 905 as it refers to a transfer course from another institution

COM 605 Managerial Communication (3 Credits): This course provides a basic overview of managerial communication processes in organizations. Course topics include: verbal and nonverbal communication, dyadic and organizational communication, intercultural communication, small-group interactions, conflict resolution, and the roles and relationships when managing negotiations, participating in meetings, and working in teams, as well as conducting interviews. Upon completion of this course, students will be able to describe, analyze, and explain key concepts, roles, and relationships in managerial communication practices. Prerequisites: none

Course objectives are:

1. Describe, analyze, and explain key concepts in managerial communication practice
2. Assess the relationship between managerial practice and one's own communication skills
3. Evaluate the ethical implications of issues in managerial communication as they relate to the development of integrity and ethical conduct in the field
4. Synthesize and demonstrate an understanding of the interpersonal and intrapersonal competencies at play when working in teams
5. Present findings in the context of professional speaking and writing using a mediated technology to enhance oral presentation

COM 610 Organization Communication (3 Credits): This course offers a study of organization systems and the discourse culture within organizations, including consideration of relevance of communication to leadership and management operations, networks, and organizational climates and cultures. Students will learn about organizational cultures, dynamics, and communication flow in the organization. Upon completion of this course, students will be able to identify leadership roles in an organization, plan and coordinate managerial and communication strategies, and will be ready to serve in an executive role in an organization. Prerequisites: none

Course objectives are:

1. Describe, analyze, and explain key concepts in organizational communication theory and practice
2. Appraise the relationship between organizational theory and business practice
3. Evaluate the ethical implications of issues in organizational communication as they relate to the development of integrity and ethical conduct in the field
4. Synthesize and communicate effectively with others in a team environment



5. Present findings in the context of professional speaking and enhance oral presentation writing using a mediated technology tool

COM 620 Intercultural Communication (3 Credits): This course examines the theories and models that govern the interactions among cultures with the aim of enhancing communication flow between them. In this course students will study commonalities, differences and variations in cultural practices and their impact on intercultural exchanges in business, education and media systems. Students will examine and assess the various definitions of cultures, subcultures, emerging cultures and in particular evaluate the new media impact on culture change. Upon completion of this course, students will be able to understand and explain intercultural communication theories and models, compare and contrast media systems across cultures, and build effective two-way communication channels. Prerequisites: none  
Course objectives are:

1. Explain cultural context and its impact on intercultural communication
2. Understand and apply intercultural communication theories to case studies and real-life scenarios
3. Identify and discuss the commonalities that exist between cultures
4. Develop two-way communication channels between the organization and the cultures it serves
5. Develop a literature review and a research proposal that can be executed for a conference or journal manuscript

COM 622 Global Business Communication (3 Credits): This course concentrates on the relevance of global intercultural communication, its relationship to corporate culture communication, and their significance for global business in the new tensions between globalized and indigenous populations. These topics are examined from a business and communication perspective. Upon completion, students will determine the usage of basic cultural and professional competencies in business interactions. Prerequisites: none

Course objectives are:

1. Classify the differences among a wide range of cultures according to established cultural value and communication variables
2. Identify intercultural communication concerns and corporate culture communication concerns.
3. Analyze global organization cases
4. Develop intercultural corporate culture and corporate culture communication and skills communication competencies, and points of view needed by professionals working in a globalized business context
5. Choose an ethical basis for making communication choices in a complex, culturally diverse, globalized business world

COM 630 Effective Professional Communication (3 Credits): This course focuses on presentation skills based on organizational theories and practices, as well as discussions on emotional intelligence. Students will examine and apply classic and contemporary accounts of effective presentations,

facilitating meetings, and developing communication skills related to businesses. Upon completion of this course, students will be able to facilitate meetings, plan and organize events, and prepare and deliver professional presentations. Prerequisites: none

Course objectives are:

1. Demonstrate an understanding of emotional intelligence and explain how it can be used effectively in business
2. Demonstrate effective speaking and communication skills relevant to business
3. Assess and create the appropriate business correspondence and reports for given situations
4. Apply effective team working skills

COM 635 Integrated Marketing Communication (3 Credits): This course examines underlying theory and best practices in communicating brand narratives that foster brand awareness, preference, and loyalty via an integrated marketing approach. The course will integrate advertising and marketing strategies to build optimal marketing communication programs. Students will examine developments in the integrated marketing communication field in light of their long-term potential, relevance to the target audience, and impact on marketing objectives. Upon completion of this course, students will be able to develop a comprehensive marketing communication campaigns, be able to do in-depth SWOT analysis, craft creative and persuasive content and provide means for campaign's assessment. Prerequisites: none

Course objectives are:

1. Develop integrated marketing communication strategic plans
2. Integrate effective strategies to create and design advertisements and promotional materials based on relevant marketing objectives
3. Analyze the ethical and appropriate use of integrated marketing communication strategies to assure the integrity and transparency of the organization to its target audiences
4. Evaluate new developments in the integrated marketing communication field

COM 640 Public Relations (3 Credits): This course examines the history of the profession, characteristics, skills, and ethics required of a public relations practitioner, and necessary communication methods to engage in the two-way dialogue between an organization and its targeted publics. Students develop a baseline knowledge of public relations research, planning, communication and assessments of communication campaigns and programs. Upon completion of this course students will define, plan, communicate, and assess a public relation case. Prerequisites: none

Course objectives are:

1. Demonstrate an in depth understanding of the theoretical foundations of public relations
2. Demonstrate analytical and integrative knowledge of current and traditional public relations role models as practiced in the US and in the world
3. Compare and contrast inter-cultural differences as practiced across cultures
4. Differentiate between ethical and unethical behavior in the practice of public relations
5. Develop social media goals, objectives, strategies and tactics in order to deliver a successful campaign project

COM 647 Stakeholder Engagement (3 Credits): This course is designed to enhance one's skillset when it comes to understanding, influencing and persuading all of the internal and external stakeholders. Students will learn the essential elements of managing the supply-chain through relationships with vendors, outsourcing providers, customers, and colleagues. Securing the buy-in of individuals where you don't have direct authority can support a drive for operational excellence and continuous improvement. Upon completion of this course, students will possess the tools to increase buy-in and engagement of stakeholders relative to the needs of the organization. Prerequisites: none

Course objectives are:

1. Identify the tools necessary to foster buy-in and engagement of stakeholders
2. Recognize the causes of waste that lead to decision-making delays and objections
3. Apply techniques that build stronger business relationships at all levels of the organization
4. Distinguish the personal and cultural preferences of those around you, and how to establish a better rapport with them
5. Apply communication and management practices to reduce the amount of management effort required to support and drive a sustainable change in workplace behaviors
6. Develop programs to improve motivation and retention of colleagues

COM 657 Seminar Topics (1 - 3 Credits): Participant chooses topic courses from the varied selections offered. Examples of topic courses include Technical Writing, Fund-raising for the Non-profit, Interpersonal Communication, Social Media Studies, Customer Relationship Building and Maintenance, International Media, Writing Grant Proposals, and Mass Communication, etc. Upon completion of this course, students will be able to address emerging communication issues and subjects, be ready to serve a professional contemporary communication role in organizations and be able to distinctively compete in a novelty demanding job market. Prerequisites: none

Course objectives are:

1. Demonstrate an understanding of and explain the core theoretical and practical components of the course
2. Design and develop projects and applications relating to course materials
3. Demonstrate a sense of social responsibility in their discussions and projects
4. Compare and contrast what they are learning with materials from other courses in the program

COM 658 Seminar Topics (1 - 3 Credits): Participant chooses topic courses from the varied selections offered. Examples of topic courses include Technical Writing, Fund-raising for the Non-profit, Interpersonal Communication, Social Media Studies, Customer Relationship Building and Maintenance, International Media, Writing Grant Proposals, and Mass Communication, etc. Upon completion of this course, students will be able to address emerging communication issues and subjects, be ready to serve a professional contemporary communication role in organizations and be able to distinctively compete in a novelty demanding job market. Prerequisites: none

Course objectives are:

1. Demonstrate an understanding of and explain the core theoretical and practical components of the course

2. Design and develop projects and applications relating to course materials
3. Demonstrate a sense of social responsibility in their discussions and projects
4. Compare and contrast what they are learning with materials from other courses in the program

COM 659 Seminar Topics (1 - 3 Credits): Participant chooses topic courses from the varied selections offered. Examples of topic courses include Technical Writing, Fund-raising for the Non-profit, Interpersonal Communication, Social Media Studies, Customer Relationship Building and Maintenance, International Media, Writing Grant Proposals, and Mass Communication, etc. Upon completion of this course, students will be able to address emerging communication issues and subjects, be ready to serve a professional contemporary communication role in organizations and be able to distinctively compete in a novelty demanding job market. Prerequisites: none

Course objectives are:

1. Demonstrate an understanding of and explain the core theoretical and practical components of the course
2. Design and develop projects and applications relating to course materials
3. Demonstrate a sense of social responsibility in their discussions and projects
4. Compare and contrast what they are learning with materials from other courses in the program

COM 685 Internship (1 - 3 Credits): This course reinforces the core concepts of the MAC/MMC program curricula. Students work in the field related to their communication studies. Learning outcomes for this field experience follow the standards as published by the Council for the Advancement of Standards in Higher Education (CAS), that include 1) knowledge acquisition, integration, construction, and application, 2) cognitive complexity, 3) intrapersonal development, 4) interpersonal competence, 5) humanitarianism and civic engagement, and 6) practical competence. For MAC graduates, this course may be taken for up to 3 credits. For MM/C majors the internship experience is embedded in their program of study. Prerequisites: none

Course objectives are:

1. Reflect on the knowledge gained through the field experience
2. Apply concepts learned in didactic courses into field practice

COM 689 Communication Capstone (3 Credits): This course enables students to complete the degree program by producing a project designed to solve a communication problem that draws on theoretical and applied skills, literature, and research presented in coursework. The project must reinforce core competencies developed from curricular study and apply this knowledge to the project design under faculty guidance and within an approved framework. All work must have an application component. Students can develop a comprehensive communication campaign for a client to enhance corporate image, provide communication strategy for dealing with customers and the like of projects which serve a communication objective. Course may not be transferred in or applied towards a second master's degree. Upon the completion of this course, students will be able to create a comprehensive project which provides a communication solution to a business problem. Students will be able to define,

analyze and craft communication programs to solve, improve or facilitate business needs.

Prerequisites: Successful completion of COM 660 or MAC Director consent

Course objectives are:

1. Analyze and critically evaluate ideas, arguments, and points of view for a synthesized communication project report
2. Correlate ethical behavior to credibility as a dimension of character in professional conduct.
3. Express oneself professionally both orally and in writing
4. Apply factual knowledge (terminology, classifications, methods, and trends) relevant to a selected concentration of study within the discipline of communication

COM 691 Independent Study (1 - 3 Credits): This course reinforces the core concepts of the MAC program curriculum. Students work with faculty to explore an approved topical area of the MAC in further depth. Prerequisites: none

Course objectives are:

1. Apply ethical and sound research skills in the development and execution of a communication research topic
2. Apply exceptional written and verbal communication skills in the presentation of an approved MAC course topic

COM 692 Independent Study (1 - 3 Credits): This course reinforces the core concepts of the MAC program curriculum. Students work with faculty to explore an approved topical area of the MAC in further depth. Prerequisites: none

COM 693 Independent Study (1 - 3 Credits): This course reinforces the core concepts of the MAC program curriculum. Students work with faculty to explore an approved topical area of the MAC in further depth. Prerequisites: none

DIL 601 Foundations of Diversity and Inclusion (3 Credits): This course will help students to identify the historical foundations of diversity and inclusivity, as well as their impact on the changing dynamics of today's work environments. Topics such as Equal Employment Opportunity, Affirmative Action, and Title IX will be addressed, as well as current policies related to diversity and inclusion in organizations. Theories such as Emotional Intelligence, Implicit Bias, The Bystander Effect, as well as active intervention and training strategies will be addressed. These topics and theories speak to the urgency and push for diversity and inclusion reflective in the demographic shifts of today's workforce. Upon completion of this course, students will be prepared to distinguish best practices in organizational diversity and inclusion and have the foundation to research and develop organizational diversity initiatives. Prerequisites: none

Course objectives are:

1. Identify the historical foundations and their impact on the changing dynamic of diversity and inclusivity within today's work environments
2. Interpret the complexity of diversity and inclusive perspectives

3. Distinguish language for advanced practice in the field of diversity and inclusivity
4. Compare diversity and inclusion case study initiatives amongst today's work environments and industries
5. Organize and apply compilation of research to develop just and ethical diversity and inclusion initiatives for the business case

DIL 610 Cultural and Social Group Identities (3 Credits): This course will focus on theoretical and practical issues regarding relationships between communication processes in contemporary U.S. organizations and socially constructed aspects of identity: gender, race, sexual identity, social class, ability, and age. Course materials and activities will address theoretical perspectives, socio-historical developments, research, and practical issues. Students will focus on how systems of power and privilege shape perceptions of salient social identity groups, and how individuals and groups resist and transform those systems. Upon completion of this course, students will be able to identify and understand the communication issues relevant to the ways we learn about social identity from sources including family, media, and organizations. Prerequisites: none

Course objectives are:

1. Evaluate conceptions of power, power dynamics, and means by which people enact power through communication within organizations and other contexts in which they occur
2. Identify and assess organizational communication issues related to the impact of group identity on diversity and inclusion initiatives
3. Develop a deeper understanding of individual identity and the importance of self as an agent of change in diversity and inclusion work
4. Explain connections between theoretical perspectives of how systems of power and privilege help shape perceptions of salient social identity groups within the U.S. organizational context

DIL 615 Managing the Diversity and Inclusion Change Initiative (3 Credits): This course introduces students to the concepts, frameworks, and theories covered in managing change and inclusive initiatives. Students will examine significant barriers to creating an inclusive environment where a diverse workforce can thrive by examining practices and current research on global diversity and inclusion. Students will learn to differentiate and recognize the roles of resistance, assessing conflict in the diversity and inclusion change management process, and mitigating unconscious bias. Upon successful completion of this course, students will be able to interpret ways in which stagnant diversity and inclusion initiatives might be infused to cultivate a new mindset and advance for revitalization. Prerequisites: none

Course objectives are:

1. Recognize roles of resistance within change initiatives, leading to counterproductive behavior and impacting innovation
2. Interpret strategies for positive recruitment and retention of diverse talent
3. Analyze organizational stagnation amongst change and advanced top-to-bottom strategies for adopting inclusive behaviors and revitalization
4. Compose language for proficient practice in diversity and inclusive management

5. Appraise, analyze, and report out findings of employee resource groups, in an effort to give under-represented populations visibility and support to align with organizational strategy, goals, and enhance an inclusive work environment

DIL 620 Diversity and Inclusion Measurement and Accountability (3 Credits): This course introduces a best practices approach in the development and implementation of organizational diversity and inclusion measures. Students will gain knowledge of and drive organizational diversity and inclusion metrics that impact diversity initiatives. Upon completion of this course, students will understand the impact of organizational diversity initiatives and be able to measure the effectiveness of an organization's diversity practices. Prerequisites: none

Course objectives are:

1. Explain the historical issues in organizational diversity and inclusion, and describe measures that have previously been utilized to assess diversity initiatives
2. Discuss the alignment of current HR measures and analytics, and comprehend the effectiveness of current organizational diversity initiatives
3. Recognize and evaluate the premiere models for measuring effectiveness in organizational diversity and inclusion initiatives
4. Utilize data to analyze the effectiveness of organizational diversity initiatives and determine the risk to the organization's reputation
5. Assess the impact of a proactive focus on organizational diversity and inclusion efforts from an organizational and macroeconomic perspective, and evaluate the negative repercussions of not implementing effective organizational initiatives

DIL 689 Diversity and Inclusion Capstone (3 Credits): This course enables students to complete the degree program by producing a project designed to solve a diversity and inclusion problem that draws on theoretical and applied skills, literature, and research presented in coursework. The project must reinforce core competencies developed from curricular study and apply this knowledge to the project design under faculty guidance and within an approved framework. All work must have the ability to be applied or published. Upon completion of this course, students are expected to demonstrate the ability to integrate applicable diversity and inclusion theory, models and metrics into a real-world application and present the project in a professional setting. Prerequisites: none

Course objectives are:

1. Design a high-quality project to address a real diversity and inclusion problem
2. Demonstrate the ability to integrate diversity and inclusion theory into practice
3. Apply ethical behavior as a dimension of character in professional conduct
4. Explain the project results using appropriate and effective presentation skills in a professional setting

GRAD 686 Field Experience Capstone Seminar (3 Credits): The Field Experience Capstone Seminar is the culminating experience for students studying in any one of the traditionally offered Master in Management programs. Students meet weekly to discuss topics and analyze case studies that highlight

the various learning and development domains and dimensions identified by the Council for the Advancement of Standards in Higher Education, that include 1) knowledge acquisition, integration, construction, and application, 2) cognitive complexity, 3) intrapersonal development, 4) interpersonal competence, 5) humanitarianism and civic engagement, and 6) practical competence. In addition to course work, students must be engaged in an internship at least 6 months prior to the commencement of this course. A minimum of 600 work hours related to one's program of study must be completed before the student can begin this course. Upon successful completion of this course, students will be prepared to use technical skills of the profession, communicate appropriately, reflect, analyze and reason through complex issues, manage relationships, and personal behaviors and attitudes, as well as apply excellent moral character and professional ethics to the practices of the organization.

Prerequisites: none

Course objectives are:

1. Demonstrate an understanding of knowledge from one's discipline/career; connect knowledge to other knowledge, ideas, and experiences; construct knowledge; and relate knowledge to daily life
2. Apply critical thinking, reflective thinking, effective reasoning, and creativity when working through complex problems
3. Perform one's intrapersonal development through realistic self-appraisal, self-understanding, and self-respect in one's identity development, and commitment to ethics and integrity; and spiritual awareness
4. Demonstrate one's interpersonal competency through meaningful relationships, interdependence, collaboration, and effective leadership
5. Demonstrate an understanding and appreciation of cultural and human differences, social responsibility, global perspective, and sense of civic responsibility
6. Demonstrate practical competence, such as: pursuing one's goals, communicating effectively, applying technical competence, managing personal affairs, managing career development, demonstrating professionalism, maintaining health and wellness, and living a purposeful and satisfying life

HWS 610 Contemporary Issues in Sport Marketing (3 Credits): This course discusses the role of marketing within sport organizations and applies core concepts to the larger sport business strategy. This course will cover topics such as the 5Ps, dynamic pricing, market segmentation, the role and function of media in sport businesses, among others. Upon completion of this course, students will identify main issues in sport marketing strategy and research, as well as explore and critically evaluate fundamental ideas and emergent research topics in sport marketing. They will also be able to analyze market data as it relates to social responsibility in helping to weave the sport organization into the larger community. Prerequisites: none

Course objectives are:

1. Analyze contemporary issues in sport marketing
2. Apply theories and concepts of sport marketing to corporate level strategies



3. Design and propose a market research project based on data analysis
4. Analyze the role that media plays in the sport business landscape
5. Evaluate the sport marketing landscape for social responsibility needs

HWS 615 Contemporary Issues in Sport Law and Risk Management (3 Credits): This course is designed to critically analyze the legal structures, statutes, case law, and standards that establish legal responsibilities, rights, privileges, and controls related to the field of sport management. The sport industry's major governing bodies will be discussed with a particular focus on the NCAA and professional leagues. Upon completion, students will know how sporting issues are addressed in the U.S. legal system, be able to apply tools and strategies when conducting sport research, analyze current legal issues in the sport industry, and develop practical risk management strategies to navigate an evolving legal landscape. Prerequisites: none

Course objectives are:

1. Analyze the U.S. legal system for laws that apply in the sport world
2. Apply appropriate tools and strategies in legal research on sport-related research questions, case studies, and interpretation of law
3. Demonstrate an understanding of the sport industry's major governing bodies with a particular focus on the NCAA and professional leagues
4. Analyze current legal issues in the sport industry and develop practical risk management strategies to appraise an evolving legal landscape

HWS 620 Contemporary Issues in Sport Sociology and Ethics (3 Credits): With the visibility of the sport industry and the professionals within it, it is vital that future leaders understand the role of sports in the societal landscape so that they understand and appreciate the full effect of their decisions as sport managers. This course will explore topics related to race, gender, SES, ethical decision making, politics, among others. Furthermore, this course will critically analyze real-world issues across all levels of sport from the structural, interactionist and cultural frameworks. Following completion of this course, students will be able to effectively analyze sociological issues in sport business, evaluate potential decisions with an ethical lens and ultimately become agents of change in their unique sport settings.

Prerequisites: none

Course objectives are:

1. Analyze social issues as they relate to those who manage, participate, and consume sport
2. Identify and apply the theoretical constructs at play in one's personal experiences as well as the experiences of others as they relate to the marginalization of individuals and groups in society and sport cultures
3. Evaluate the potential benefits of and need for diversity and inclusion in sport
4. Formulate resolutions to eliminate or minimize negative impacts of sport on participants, fans, consumers, and society from a local to global level
5. Analyze issues with the ethical decision-making model working towards just and equitable outcomes

HWS 625 Contemporary Issues in Sport Administration (3 Credits): Effectively managing emerging issues and trends contributes to a sustained competitive advantage in the sport industry. This course serves as a mechanism for the introduction and analysis of new administrative and governance issues within the sport industry including: strategic planning, problem solving and decision making, ethical/Corporate Social Responsibility (CSR) issues, new approaches to sport management and leadership, issues across the major sport landscapes, among other topics. Students will utilize resources vital to gaining information about current trends and will become proactive professionals adept at analyzing, predicting and responding to developments in the sport industry. Prerequisites: none

Course objectives are:

1. Proactively search for new administrative trends through sound research techniques
2. Analyze the impact and likelihood of current issues in the sport industry to create a plan of action
3. Synthesize various management elements into a cohesive implementation plan
4. Utilize varied evaluation techniques to measure potential outcomes within an organization

HWS 689 Sport Management Thesis Project (3 Credits): The construction of a sport business thesis project takes the student through the steps of the formal research process. Being able to produce high quality research is a prized skill that many terminal degree granting institutions readily seek. This course will cover the relevant steps of the formal research process, including: literature reviews, methodology, hypothesis creation and testing, preparation of results and evaluation. Following the completion of this course, the student will have a completed research project that will open doors for them to terminal degree programs across the country. Pre-requisite: COM 660 Applied Research Methods. Prerequisites: none

Course objectives are:

1. Define a problem statement that conforms to acceptable research practice
2. Analyze and evaluate available research in the sport business industry
3. Apply formal research skills to plan, organize, design and evaluate a directed study
4. Synthesize and present a formal research project suitable for managerial decision making in sport organizations

## UNIVERSITY POLICIES AND PROCEDURES

This section contains policies and regulations that will help students understand their rights and responsibilities. It is important to understand that, in addition to specific University policies, all local, state, and federal laws pertain to behavior on campus. Students are responsible for familiarizing themselves with the rules and regulations outlined in this catalog and handbook. Students are expected to be responsible for their own behavior at all times.

People who live in communities generally find it necessary to establish rules and regulations governing their behavior. Whether the rules are elaborate codes of law or simply unwritten norms of acceptable behavior, those rules of society are established to afford the greatest safety and comfort possible to the members of the community. In this regard, the University community is not unlike other communities. Written and unwritten standards of conduct have been established over the years to allow the collective group of scholars and students the opportunity to pursue knowledge within a compatible environment. Students at UD are expected to act as good citizens by exhibiting respect for order, morality, personal honor, and the rights of others. The University also expects that in all relationships, students will be guided by a mutual concern for each other's integrity, needs, and feelings. Not only should students be concerned about their own behavior, they should extend support and direction to fellow students whose behavior appears harmful to themselves or the community.

A mutual respect for property (personal and University), individual rights, freedom of expression, due process, freedom of access to University buildings and services, and intellectual growth and development is essential for the wellbeing of the college community.

The University reserves the right to implement its student conduct system for illegal acts of local, state and federal laws, wherever these acts are committed, and for violations of University policies. Nothing contained herein should be deemed a limitation upon the expressed and implied powers or duties of the University of Dubuque's Board of Trustees or the Administrative Officers of the University.

## ACADEMIC POLICIES AND PROCEDURES

### **Graduate Curriculum, Academic, and Admission Committee**

The Graduate Curriculum, Academic Standing, and Admission Committee (GCAAC) oversees the quality and content of the graduate programs, and monitors the satisfactory academic progress of graduate students. The composition of the GCAAC is defined annually at the May faculty meeting and is chaired by the Dean for Academic Affairs, Graduate and Adult Studies.

## Requirements for Admission and Application Procedures

- Bachelor's degree from a regionally accredited or domestically recognized international institution of higher education (official transcript required).
- Undergraduate cumulative grade point average of at least 2.75 (on a 4.0 scale); except Aviation Leadership, which requires at least 3.00 (on a 4.0 scale).
- A formal application
- Approval by Graduate Program Director, Graduate Admission Director, or Graduate Admission Committee, when there is an issue with a candidate who does not meet the above qualifications or has other extenuating circumstances.

Prospective students in the process of completing their bachelor's degree may apply for acceptance into the MM program so long as they are of senior standing with their current school. Applicants may begin their graduate studies once the above Admission's requirements are verified. Applications will remain on file for 2 years. If the student fails to enroll in any graduate courses up to two years after the start date of their initial acceptance letter, they will need to re-apply.

An exception to the above policy is for students of senior status with an overall GPA of 3.0 or higher. These students may be allowed to take graduate courses so long as they are enrolled in a similar program of undergraduate study. Students are limited to taking no more than 1/3 of the program credits as an undergraduate which may be dually applied towards both their undergraduate and graduate programs. After 1/3 of the program credits have been completed, the student will be required to apply to the graduate program of study in order to enroll in any further graduate course work.

Students not meeting the Admissions standards may be **provisionally** accepted in the graduate program of studies. Provisionally accepted students are required to obtain at least a 3.0 on their first two courses taken in their program. Any student while on provision status who fails to obtain a 3.0 or higher GPA will go on Academic Probation and possibly be dismissed from the program.

### Language Proficiency

Applicants who are not from a country where English is the official language or have not studied or worked in institutions where English is spoken as the primary language may be required to take an English Language proficiency assessment. Applicants must demonstrate proficiency by achieving a TOEFL IBT score of at least 213, an IELTS score of 6.5, or a Duolingo score of at least 105.

### Transfer Credit\*

The University of Dubuque will accept courses earned at a domestic regionally-accredited college or university or an international graduate degree-granting institution. All course work completed at other

institutions will be evaluated for equivalency to University of Dubuque courses by the Registrar's Office. For courses to be accepted as transfer credit, the student must have earned a grade of B- or higher. Courses transferred to the University of Dubuque will be recorded on the student's transcript with the grade of CR (Credit).

The maximum numbers of transfer credit hours are:

- Master of Arts in Communication (30 credit program) 15
- Master of Business Administration (36 credit program) 18
- Master in Management (30 credit program) 15

*\*Students who matriculate with an earned MBA from a domestic regional accredited college or university or an international graduate degree-granting institution. will automatically have 15 credits count towards the business core classes required for the MM program.*

### **Matriculation Policy**

Once a student is accepted into one of the traditional master programs of study at the University of Dubuque, they must complete all courses with UD. Exceptions to this policy must be approved by the Graduate Curriculum, Academic Standing, and Admissions Committee. A student seeking to enroll in a course at another institution will need to petition in writing to the Dean for Graduate Studies. Rarely are exceptions made, but when one is granted, it is due to a change in the student's ability to attend class at UD (e.g., military deployment). Transfer courses prior to matriculation are evaluated on a case-by-case basis. See the Transfer policy for more information on restrictions or acceptance of transfer credits.

### **Academic Advising**

The Graduate Program Director or an assigned graduate advisor will assist students in designing a program and scheduling classes to meet the requirements of the University and the objectives of the students. Graduate Program Directors and Academic Advisors are not authorized to change established policy of the University. Any advice which is at variance with established policy must be confirmed by the Dean for Academic Affairs, Graduate and Adult Studies.

Ultimately, it is the student's responsibility for planning their own programs and meeting academic requirements. Students are required to familiarize themselves with curriculum requirements, course sequences, and the normal load limit in order to plan a satisfactory program. The University cannot guarantee that every course will be offered each semester.

Registering for classes, applying for graduation, and other administrative procedures must be accomplished through submission of the proper petition or form, complete with required signatures, to the relevant Graduate Program Office. Start with your Academic Advisor to determine protocol for obtaining approvals.

### **Classification of Student**

Due to the accelerated nature of the delivery format of courses, as well as the integration of field experience into the graduate's plan of study, the University of Dubuque defines full-time load in the Graduate Studies as 6 credit hours in the fall and spring terms. Half-time load is defined as 3 or more credit hours in the fall and spring semesters. All international students in F-1 visa status must be enrolled full-time. Students enrolled full-time in any of the 30 credit hour programs can expect to complete their degree in two years. Upon approval, students may accelerate their degree plans by taking up to 12 credits per term, and no more than 6 credits in any given sub-term.

### **Unclassified Student**

A student who has not fulfilled the admission requirements or is not pursuing a degree is designated as an unclassified student. See individual graduate program for special requirements if applicable. Once a student has earned 9 credits in a 30-credit hour program (or 12 credits in a 36-credit hour program) as an unclassified student, the student must apply for admission to the graduate program in order to continue taking classes.

### **Portfolio of Experiential Learning**

The portfolio program, administered by the Academic Affairs Office, is for those whose prior experiential learning may not have been attained through college credit. Students prepare a portfolio explaining and documenting how they achieved specific learning outcomes that are the focus of UD coursework. The portfolio is assessed for possible credit by faculty in the academic department petitioned. To be eligible, candidates must be admitted students and have earned a minimum of 6 credits taken as a UD graduate student. The maximum number of credits able to be earned via portfolio is 20% of the total number of credits required for the degree program. A fee equal to 20% of the current graduate per-credit-hour tuition will be charged. Students interested in this option should contact their academic advisor.

### **Residency Requirement**

Students are required to complete a minimum of 15 credit hours (or 50% of the program of study) at the University of Dubuque. Individual program requirements may vary - students should consult with the relevant Graduate Program Director.

### **Ground vs. Remote Student Designation**

A ground student is a student upon matriculation who plans to take courses at one of the UD campuses and lives within a sixty-mile radius of the UD campus. \* Ground students will be required to attend all classes on campus and may be required to pay graduate student activity fees. Exceptions to the policy that will allow a ground student to take classes remotely are:

1. The student, after matriculation, moves outside of a sixty-mile radius of one of the UD campuses and is reclassified as a remote student. (graduate assistants excluded)

2. The student is required to perform mandatory duties by a municipality (jury duty or military call-up) that make it impossible to attend ground classes for a designated period of time.
3. Other unforeseeable issues and beyond the control of the student (student or family illness)
4. An issue that was caused by the university (not having a ground instructor or class available) places the student in jeopardy of not completing their program on time
5. The class was designated as a remote class (synchronous or asynchronous)

A remote student is a student upon matriculation who plans to take courses remotely (synchronous or asynchronous) and resides outside of a sixty-mile radius of one of the UD campuses. \*\* Remote students (and ground students attending remotely based on an exception to policy) have the same attendance expectations as ground students. They must adhere to the Graduate Studies remote learning etiquette protocols.

**Exceptions to the policy require prior notification from the student and the Office of Graduate Studies or assigned program director approval.**

\*Graduate assistants are required to attend classes on a UD campus

\*\*The campus or the program must be approved by university to accommodate remote learning

### **Course Numbers**

Courses numbered 600 and above are graduate program courses and carry graduate credit.

### **Class Registration**

Registration dates for the fall, spring and summer terms are published prior to each term. Registration is conducted in consultation with the graduate advisor and is administered through their respective Graduate Program Office. Once registration has been completed, students are responsible to the University of Dubuque, both financially and academically, until they officially change their academic status. Prior to registering for a course, students must meet all prerequisites for the given course. A student who registers for a course without meeting the prerequisites may be requested to drop the course by the instructor. Should the student be requested to drop from the course, the student must immediately and properly complete the course drop process. The instructor's request to drop the course must be made within the parameters of the Add/Drop period. Exceptions to the prerequisite requirement must be obtained from the Graduate Program Director.

### **Final Semester Registration**

Students must be enrolled for a minimum of one credit hour of coursework in the semester in which they expect to complete their degree.

### **Additional Semesters Registration**

Students who require more than one semester to complete their end-of-program requirement (thesis/project/practicum) must register for variable credit based on the amount of faculty involvement required for each additional semester. Students must have a Project/Thesis Learning Contract signed by the course faculty member for this in-progress additional credit work.

### **Student Military Leave Policy**

The University of Dubuque supports its students who are members of a military unit and are called into active military service by the United States. To assist them, as well as protect and safeguard their status as University of Dubuque students, the University has adopted the following guidelines:

#### **Exit Procedures for Students Called to Active Military Duty:**

To initiate a military leave from the University of Dubuque the student must contact the Registrar's Office. This office will collect the proper information and paperwork from the student which must include written documentation of the military instructions. The Registrar's Office will then inform the appropriate offices of the student's military leave. Because every student's situation is different, each leave will be handled on a case-by-case basis. However, certain basic procedures are applicable and these are described in the following paragraphs.

#### **Academic Provisions and Tuition Refunds:**

1. The student will receive a full refund of tuition and fees paid to the University of Dubuque if the request for withdrawal due to military service is filed prior to the last day to drop classes.
2. The student will have a choice of three options if the request for withdrawal is received after the last day to drop classes:
  - a) A full refund of tuition and fees, no credit awarded for work completed during the semester, and receipt of 'W' grades for the term.
  - b) An incomplete grade in all courses with the right to complete all coursework at a future date without further payment of tuition or fees. In this case, there will be no tuition refund for the present term.
  - c) A grade in each course, if the professor of each class believes sufficient work has been completed. In this case, there will be no tuition refund.
  - d) Options b) & c) may be combined should circumstances warrant.

### **Student Military Absence Policy**

The University of Dubuque acknowledges and appreciates the important contributions of our students who have served or are currently serving in our military. In order to support these students, University of Dubuque pledges to make every effort to provide reasonable accommodations for students who must be absent from class due to military obligations or required medical treatment for service-connected conditions.

The policy will provide that students shall not be penalized for class absences due to military obligations or required medical treatment for service connected conditions. Faculty will provide reasonable accommodations to make up missed work. These accommodations may include a selection of comparable coursework as agreed upon by the faculty. If all students have the right to drop a test/quiz grade, military-related absences will not constitute the dropped test and make-up tests unless the student chooses to use this option.

Both student and instructor must agree that the length of the absence is reasonable given the type and structure of the course. Student and instructor will sign a plan which details expectations for successful



completion of coursework. In situations where the length of absences is detrimental to the student's ability to successfully complete the agreed upon plan and remain current with coursework, it may be within the student's interest to withdraw.

### **Procedures and Documentation**

In the case of military training or drill periods, the student should disclose the leave schedule to the instructor and the Office of Graduate Studies as soon as the unit provides such documentation. It is understood that training schedules are subject to change and if a change occurs, the student should submit a memorandum from the reservist's unit to the Office of Graduate Studies. A full eight hours shall be excused before or after the military training or medical treatment to allow for travel time, if travel is required.

In the case of medical treatment, documentation of a VA appointment may be requested to validate the reason for the absence. Documentation should be provided directly to the Office of Graduate Studies.

The Office of Graduate Studies will notify the instructor of the legitimacy of these absences.

If the student chooses to withdraw due to lengthy military training obligations or extended medical treatment during the semester, they should be directed to the Office of the Registrar to proceed with the Student Military Leave withdrawal or other necessary procedures.

### **Independent Research**

With special arrangement and dependent on the program of study, independent research courses may be negotiated. A Learning Contract is required of all independent research courses. Learning Contracts must be approved by the course faculty member and the Graduate Program Director and must be submitted at the time of registration. Learning Contracts are from the Office of Graduate Studies. Independent research courses are offered at the discretion of the Graduate Program Director.

### **Tutorial**

A tutorial is defined as an approved course (as listed in the catalog) taken one-on-one between a student and instructor. If there are extenuating circumstances that prohibits a student from graduating on time, the student may petition the Graduate Program Director to take the course as a tutorial. If approved, the student should confer with the instructor for specific guidelines required for a course taken tutorially. A Learning Contract is required of all tutorial courses. Learning Contracts must be approved by the course faculty member, the Graduate Program Director, and the Dean.

### **Academic Transcripts**

UD transcript requests can only be completed online at <http://www.dbq.edu/Academics/Registrar/RequestaTranscript/>. In compliance with the Family Educational Rights and Privacy Act of 1974, transcripts cannot be released when requested by telephone nor do we accept requests via e-mail or fax. University of Dubuque has appointed Parchment Inc. as the designated agent for processing and sending official electronic transcripts on behalf of the University. The PDF transcript that is produced using this service contains the identical

information as the printed transcript and can be certified as unaltered by uploading the file to the company's website that is provided during the delivery process. Parchment Inc. has been granted the authority to deliver all such electronic transcript requests on behalf of the University of Dubuque. Official transcripts will be provided free of charge to students applying for admission to the University of Dubuque's Theological Seminary, MBA, MAC, MM and PA programs.

## ACADEMIC PROGRESS, GRADING, and POLICIES

### Graduate Academic Standing

Graduate students at the University of Dubuque requires a minimum grade point average (GPA) of 3.00 for 30-36 credit hours of course work to remain in "good standing". Any student whose UD GPA falls below 3.00\* will either be placed on academic alert, placed on academic probation or academically suspended from the University of Dubuque. Students must also maintain progress toward completion of their degree by successfully completing a minimum of 3 credit hours each semester.

*\*evaluated on a semester by semester basis*

The Office of Graduate Studies will issue a written notice of probation or suspension to the student and the academic advisor Academic probation or suspension will be recorded on the student's transcript.

**NOTE:** Please see the Financial Planning section of the University graduate catalog for details of the Satisfactory Academic Progress policy as it pertains to financial aid eligibility.

Academic Alert: Students will be placed on academic alert when they have one of the following:

- a cumulative GPA of less than a 3.00 but above the minimum level for academic probation;
- a cumulative GPA of 3.00 or higher but have obtained a semester GPA of less than a 3.00;
- or they do not complete a minimum of 3 credit hours for the semester.

Students who are placed on academic alert will be notified. Students will remain on academic alert until they have achieved:

- a cumulative and semester GPA of at least 3.00, and
- they successfully complete a minimum of 3 credit hours for the semester

The student's academic advisor will meet with the student to work through an inventory of available resources for academic success.

Academic Probation: The following table indicates the minimum GPA needed in order to avoid being placed on academic probation:

<u>Attempted Hours</u>	<u>Minimum Cumulative GPA</u>
------------------------	-------------------------------

0-6	2.60
>6-12	2.80
>12-18	2.90
>18+	3.00

\*A student will not be penalized if one of the following applies to him/her:

- He/she has an incomplete grade(s) that will be completed by the end of the following semester.
- He/she has completely withdrawn from the university earning all 'W' grades.

Students who are placed on academic probation must meet with their academic advisor in order to develop a plan for improved academic performance.

### **Academic Suspension**

Students on academic probation who do not perform satisfactory work towards removing themselves from academic probation during the next semester in which they are enrolled are subject to suspension or dismissal by the Office of Graduate Studies. The Office of Graduate Studies reserves the right at any time to suspend any student who is not making satisfactory academic progress towards a degree. The time period of suspension will be for at least one semester. Students requesting to return to the University of Dubuque after the suspension period should contact the Office of Graduate Studies to apply for re-admission. Students returning to UD after being academically suspended will be re-admitted on academic probation.

### **Add/Drop**

Students may add or drop a course during the official Add/Drop period with the written approval of the Office of Graduate Studies. Dates are published on the academic calendar for each respective program found on the University's website, located under the Registrar tab. Contact the Student Accounts Office for any financial implications related to adding or dropping a course.

### **Attendance Expectations**

Class attendance is critical to a student's mastery of the knowledge and skills that are taught in a specific course, as well as one's contribution to a community of learners. Therefore, regular attendance and participation is an obligation assumed by every student registered for courses in the University of Dubuque's Graduate Studies.

### **Course Absence**

The instructor should encourage students to notify him or her prior to class if an absence is anticipated.

- Upon the first absence, the instructor shall assign makeup work to cover the materials presented that week. If makeup work is not submitted to the instructor by the following class period, the

instructor has an option to lower the student's earned grade by one letter grade (e.g., A- to B+).

- Upon a second absence, the student will be required to meet with their Academic Advisor in consultation with the respective Program Director and give a reasonable explanation for their absence. If the student is allowed to remain in the course, they will be assigned make-up work to be completed prior to the next class meeting. Failure to complete the make-up work will result in a grade of "F" for the course.
- No student may have three absences in any given course. The student may withdraw from the course if before the close of the withdrawal period. If the withdrawal period has ended, the instructor will assign a grade of F and inform the student of their failure in the course.

The Office of Graduate Studies makes no distinction between excused and unexcused absences.

### Grade Point Average (GPA)

The GPA is a quantitative index of a student's scholarly achievement. The GPA is determined by dividing the total number of grade points by the total credit hours for which the grade points were assigned. Courses in which grades of AU, CR, I, IP, P, or W have been assigned are not included in computing the GPA. A grade of F is included in the computation.

The UD GPA will be used in determining academic standing and eligibility for graduation, graduate assistantship, and any co-curricular activity. The UD GPA will include only those credits earned at UD.

### Grades

Final grades are recorded on a transcript of record located in the Office of the Registrar. The following system of grading is used in reporting the quality of student work:

A	4.00	C	2.00	AU	Audit
A-	3.67	C-	1.67	CR	Credit
B+	3.33	D+	1.33	I	Incomplete
B	3.00	D	1.00	P	Pass
B-	2.67	D-	0.67	W	Withdrawal
C+	2.33	F	0.00		

### Grading Terminology

- **Audit**

Students wishing to enroll in a course without earning graduate credit may, with permission of the relevant Graduate Program Director, register as an audit. Tuition is charged at a reduced rate per credit hour, as shown in the cost section. Course requirements shall be arranged with the course instructor. An audit course will not count in the number of total hours attempted, and the grade assigned at the end of the term shall be AU (Audit).

- **Credit**

A grade of CR (Credit) has no grade point value and therefore no effect on the calculation of a student's grade point average.

- **Incomplete Grade**

A grade of "I" (Incomplete) may be assigned in a course when a student, because of circumstances beyond his or her control, is unable to complete the required work by the end of a grading period. An "I" will not be assigned unless the faculty member and the student complete and sign a Request for Incomplete Grade contract. This Request will state the reason for the requested Incomplete, outline the work to be successfully completed, and may designate the period for work completion. Prior to the end of a grading period, the student will complete the Incomplete Grade Request form: Graduate which is located in MyUD to request to assign an "I." Once the course work is completed, as outlined on the Incomplete Grade Request form, the instructor will assign a final grade and report it by completing a Change of Grade form found online at MyUD, by the conclusion of the following term (fall/spring). No graduate student will be permitted to have 6 credit hours or more of "I" grades at any one time, and any expense incurred with an "I" is the responsibility of the student. Completion of work is not to exceed 30 days beyond the grading period. An "I" left unchanged beyond the 30 day period will result in an "F" grade for the course, unless the Incomplete Grade contract specified an alternate grade. Any extensions beyond the 30 days must be discussed with and agreed to by the course faculty member and approved by the Dean for Academic Affairs, Graduate and Adult Studies.

- **Pass**

Students who satisfactorily complete a graduate course designated as Pass/Fail will receive the grade "P" (the equivalent of a grade of C or better) for the course. The grade of "P" has no effect on the calculation of a student's grade point average. A student who fails a course designated as Pass/Fail will receive the grade of "F" for the course and the grade will have an effect on the calculation of the student's grade point average.

- **Withdrawal from Course**

Students may withdraw from a course or courses any time after the Add/Drop period up to shortly after the course's midterm point (roughly the 60% mark). The withdrawal deadline is published in the academic calendar. A grade of "W" will be recorded for any withdrawn course and the student will be obligated for paying the tuition costs associated with the course.

Students enrolled under special conditions, such as Graduate Assistants or fellowships, should consult with the Dean for Academic Affairs, Graduate and Adults Studies on the consequences to their contract when withdrawing from a course.

## **Change of Grade**

After a grade has been recorded by the Registrar, a change of grade is allowed if there was faculty error in determining or recording the grade. To change a grade, the faculty member must complete a Change of Grade request form indicating the cause of the error and must submit that form to the Graduate Program Director. If the request is approved by the Graduate Program Director, the grade change will be submitted to the Registrar. In the event the instructor and Graduate Program Director are the same person, the Dean for Academic Affairs, Graduate and Adult Studies' approval will be required.

### **Final Grade Appeal**

Students may appeal the final grade from a course if they believe 1) there has been a violation, misapplication or non-application of a University rule or policy, or 2) there has been a violation, misapplication or non-application of a specific course's rule or policy according to its syllabus. Since appeals involve questions of judgment, recommended action that a grade be revised in the student's favor will not be made unless there is clear evidence that the original grade was based on inaccurate, prejudiced or capricious judgment, or was inconsistent with official University policy or the policies set forth in the syllabus for the course. Students shall have protection against inaccurate, prejudiced or capricious academic evaluation through the publication of clear course objectives, grading procedures, and evaluation methods. At all levels of this final grade appeal process, students will provide written documentation (e.g., copies of assignment instructions, rubrics, syllabi, graded papers, graded tests, other graded assignments, etc.) to substantiate the appeal.

Students who wish to appeal a final grade should file the appeal with the relevant Graduate Program Director. The process specifies informal procedures and formal procedures that culminate, when necessary, in a final grade appeal hearing before the Graduate Curriculum, Academic Standing, and Admission Committee. Deadline for initiating a final grade appeal is no longer than 30 calendar days after the end of term or when a final grade was officially posted, whichever is the later date. Where a specific program of study (e.g., Physician Assistant Studies) has its own Student Handbook to address policies for appealing adverse academic outcomes, the policies of the specific program will take precedence.

### **Repeat of Course**

In order for course credits to count toward the degree, a student must repeat any course in which they have earned below a C- as their final course grade.

A student who has earned a C- in a given course may elect to repeat the course in order to improve their cumulative GPA. This option may be necessary for a student to meet the graduation GPA standard of 3.0.

A student may not use a repeated course to meet the minimum credit hour completion requirements when a grade below the standard was previously earned. Once a course is repeated, the grade, the credit hours, and the grade point results from the repeated course will be used to recalculate the student's total credits earned and cumulative GPA. The grade earned for the repeated course will

stand as the official grade for the course and the previous grade earned in the course will be removed from the student's total credits earned and cumulative GPA. However, the previous course and grade earned will continue to display on one's transcripts as a record of the student's course history.

Individual courses may be repeated only once, and during academic enrollment in the University of Dubuque graduate program no more than four courses may be repeated. Any student who needs to repeat a fourth course will be subject to academic probation or academic suspension. In rare cases it may be necessary for a student to repeat a course where a grade higher than a C- has been earned in order to improve one's cumulative GPA. Should this situation occur, the student may seek permission from the Graduate Program Director for the best course of action to take.

A student who wishes to repeat a course that was transferred to the University of Dubuque from another college or university must contact the Registrar's Office to determine what effect, if any, there may be to the student's total credits earned or cumulative GPA.

## **DEGREE APPLICATION AND GRADUATION REQUIREMENTS**

### **Academic Requirement Completion**

A student has six (6) years from the date of matriculation to complete all the academic requirements for his or her graduate program.

### **Change in Degree Requirements**

Should catalog requirements for a degree change at any time within six (6) years subsequent to a student's matriculation, the student shall have the option of continuing either under the graduate catalog used at the time of the student's matriculation to the graduate program or under the new requirements of the current graduate catalog. Only successfully completed coursework taken for the completion of all degree requirements within six (6) years from the date of matriculation will be counted toward graduation total credits earned and cumulative GPA requirements.

### **Application for Degree**

There are two commencement ceremonies, in Winter and Spring. A student intending to graduate from the University must apply for their degree by submitting a completed Graduation Application form according to the application deadlines:

- For Spring and August graduates (participating in Spring ceremony) October 1st
- For December graduates (participating in Winter ceremony) March 14<sup>th</sup>

Graduation Application forms are available online in MyUD. Applications are good for one year after the initial intended date to graduate. For example, if you intend to graduate in Spring 2023 and fail to meet the requirements at that time, your application will remain on file until Spring 2024. If you have not met the requirements by that time, you will need to re-apply and pay the full graduation fee. If you

would like an additional diploma for another major or degree (after you have received a diploma), you will need to complete a Graduation Application with the new major and/or degree and pay the full graduation fee. A student may participate at Commencement once per degree.

#### Spring Commencement Participation Policy

Students in any one of the following categories may participate in the Spring commencement ceremony:

- Students who, with the successful completion of the courses scheduled for spring term, will have completed all degree requirements at the conclusion of the spring term.
- Students who successfully completed all degree requirements the prior fall, or will at the end of the summer session, and did not participate in the prior Winter ceremony.

#### Winter Commencement Participation Policy

Students in any of the following categories may participate in the Winter commencement ceremony:

- Students who, with the successful completion of the courses scheduled for fall term, will have completed all degree requirements at the conclusion of the fall term.
- Students who successfully completed all degree requirements the prior August, and did not participate in the prior Spring ceremony.

### **Graduation Requirements**

A student must complete the required amount of credit hours for the program in which he/she is enrolled. The MAC and MM programs require 30 credit hours, the MBA requires 36 credit hours. Additionally, international students must complete all ESL courses with a passing grade. Students enrolled in the MAC, MBA and MM Programs require a minimum cumulative grade point average of 3.0 in their program of study and a grade of C- or better in all courses to be eligible for graduation.

### **Baccalaureate**

The Baccalaureate Worship Service celebrates the graduation of college and Seminary students from the University of Dubuque. It is usually held before commencement in Spring. The Seminary and College typically hold separate Baccalaureate services on the same day. Questions concerning Baccalaureate should be directed to the Campus Chaplain (563.589.3582).

### **Multiple Academic Majors**

With proper planning of academic class scheduling, students may be able to complete multiple majors when acquiring their graduate degree. To declare additional majors, students are requested to meet with their assigned Academic Advisor to develop a plan of study. Students seeking a second major must complete all requirements of both programs. There must be a minimum of 12 credits uniquely different between the first and second major. Only one capstone course is required. Should the two programs have different capstones, the student is encouraged to discuss options with their Academic Advisor to determine which is more suitable to their professional interests.



## **Double Degree**

Students currently enrolled at the University of Dubuque Graduate Studies who wish to pursue two graduate degrees (e.g. MBA and MM-CM) must satisfy the academic requirements of both programs. A minimum of 50% of course work must be unique between the two programs. The student is required to complete both capstones. Two majors under the same degree is considered “Multiple Academic Majors” and not a “Double Degree”. For example, the MM-CM and the MM-SM is the same degree, therefore, the student can only declare multiple academic majors. Whereas, the MBA and the MM-CM are two separate degrees, and thus the student can seek a double degree.

## **Duplicate Diploma Policy**

A duplicate diploma may be issued upon request. The graduate must log into Parchment to make the request, available at <https://www.dbq.edu/Academics/Registrar/Forms/>. The duplicate diploma will show the date of the original diploma and will have the signatures of the current University officials and be the current format and size. The fee will be one-half the current fee for graduation to be paid prior to the ordering of the duplicate.

## **FERPA (Family Educational Rights and Privacy Act)**

As custodian of student records, in compliance with the Family Educational Rights and Privacy Act (FERPA) of 1974 and amended in 1998, the University assumes the trust and obligation to ensure the full protection of student records which includes maintaining the confidentiality of educational records. The University has developed policy guidelines for access to educational records with respect to the rights of eligible students and parents of dependent eligible students. Educational records maintained by the University are considered confidential, except for directory information and information that is exempt from the need for consent. Information that may be disclosed may be released publicly in verbal, printed, electronic, or other form. The administrative procedures outlined in this section are to be compiled by University personnel who have or accumulate educational records, which are in a personally identifiable form. Students may direct questions regarding FERPA and the regulations to the Registrar and the Dean for Academic Affairs.

### **A. Access to Student Records**

The FERPA policy affords students certain rights with respect to their education records. They are:

1. The **right to inspect and review the student’s education records** within 45 days of the day the University receives a request for access. Students should submit to the Registrar, Dean for Academic Affairs, Graduate Program Director, or other appropriate official, written requests that identify the record(s) they wish to inspect.

The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, the official shall advise the student of the correct official to whom the request should be addressed.

2. The **right to request the amendment of the student's education records** that the student believes to be inaccurate or misleading. Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The **right to consent to disclosures of personally identifiable information** contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person, company, or agency with whom the University has contracted (such as an attorney, auditor, or collection agent); a person on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. The **right to refuse to let the institution disclose designated directory information**. The University has designated the student's name, UD assigned e-mail address, academic program, academic level, current enrollment status, attendance dates, degrees and awards received as directory information. If a University student does not want any or all the information designated as directory information, he/she must complete the *Non-Disclosure Form* (available in the Registrar's Office).
5. The **right to file a complaint with the U.S. Department of Education** concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

## **B. Confidentiality of Student Records**

The University of Dubuque follows the general policy of not releasing personal student information to outside agencies without the expressed written consent of the student. The University will make periodic evaluations of the information placed in student records to assure that only information related to the specific purpose of the educational program be collected and maintained. A student's record shall be construed as containing the academic record, the health

record (not including counseling files), the placement files (unless a waiver of right to see references has been signed), along with any record of official University response to disciplinary or academic problems.

## **PROGRAM WITHDRAWAL, SUSPENSION, READMISSION**

### **Administrative Withdrawal**

A student may be administratively withdrawn from a course by the Dean for Academic Affairs, Graduate and Adult Studies in consultation with the relevant Graduate Program Director and Graduate Curriculum, Academic Standing, and Admission Committee for failing to regularly attend classes as required by course faculty, or for behavior that is disruptive to the learning community. A student may also be administratively withdrawn from the University should it be determined he or she has not taken courses for one calendar year from the date of last enrollment. A graduate student wishing to appeal the decision to be administratively withdrawn may do so through a written petition to Vice President for Academic Affairs within 5 business days providing evidence as to why the decision of the Dean for Academic Affairs was erroneous, capricious or prejudiced. The decision of the Vice President for Academic Affairs is final and no longer appealable.

### **Disruptive Behavior in the Classroom Policy**

Disruptive behavior is that which the University regards as speech or action which is threatening, or substantially impedes the delivery of university services. Disruptive behavior includes harassing, threatening, or acting abusively toward an instructor, staff member or toward other students in any activity authorized by the University. Disruptive behavior also includes any other behavior covered by the University of Dubuque Code of Conduct section of this Catalog and Handbook.

Instructors are advised to keep careful written records regarding any incident of disruptive behavior, including dates, times, names of those present, and details of the incident. Instructors should inform the relevant graduate program director and the Dean for Academic Affairs, Graduate and Adult Studies of any such incidents and provide written documentation, if requested. The parties involved, in conjunction with the program director and Dean for Academic Affairs, should strive for acceptable solutions or mediate appropriate intervention strategies.

In consultation with the graduate program director and Graduate Curriculum, Academic Standing, and Admission Committee, the Dean for Academic Affairs may administratively withdraw the student by notifying him or her in writing (with copies to the Registrar and the instructor) if:

1. a solution cannot be achieved
2. the disruptive behavior continues

3. the student conduct seriously disrupts the learning process.

If administratively withdrawn for disruptive behavior, a student may appeal to the Vice President for Academic Affairs within 5 business days. If the student appeals, the Office of Graduate Studies staff will keep the instructor, the program director, academic advisor, Registrar, and the student informed of the status of any action to be taken.

### **Electronic Devices in the Classroom**

The University of Dubuque aims to provide an optimum environment for teaching and learning. To this end, we encourage all members of the campus community to be considerate in their use of cell phones and other electronic communication devices. No conversation on a cell phone should take place when a class, meeting, or other public event (such as convocation or concert) is in progress. In general, all electronic devices should be turned off inside the classroom. When it is necessary to leave such devices turned on, however, all members of the University of Dubuque community should make every effort to receive only non-audible signals. Faculty members may establish specific policies for the use of electronic devices in their classrooms. Students will be informed of the policies by the individual instructor at the beginning of the course.

### **Withdrawal from Program**

Graduate students, whether full time or part time, who plan to withdraw from their academic program either by transferring to another institution or discontinuing the program of study must complete a Withdrawal form available from the Office of Graduate Studies. Students who withdraw or students who have been administratively withdrawn are required to reapply for admission (see Readmission).

Students leaving the University before the end of the term, without officially withdrawing, will have their work evaluated on the same basis as other students, and appropriate grades will be assigned by their course instructors. Students should consult with the Financial Aid Office prior to withdrawal from the University.

### **Involuntary Medical Withdrawal**

The University reserves the right to withdraw a student if it feels that the safety of the student and/or its members could be jeopardized and has documented information which could suggest a serious medical condition that has obstructed one's educational attendance, participation, or residential life in a designated semester. A recommendation in favor of an involuntary medical withdrawal will be submitted to the Dean for Academic Affairs, Graduate and Adult Studies. A student who is involuntarily medically withdrawn by the Academic Dean may appeal to the Vice President for Academic Affairs within 5 business days. The decision of the VPAA is final and no longer appealable.

Recommendations for Involuntary Medical Withdrawal are made only after extensive involvement with a student in an effort to support voluntary withdrawal has been established and after alternative

actions have been exhausted.

### **Probation, Suspension and Dismissal**

At the end of each subterm (fall 1, fall 2, spring 1, spring 2, and summer) the academic performance of each student is reviewed for satisfactory academic progress. A student not meeting the cumulative GPA requirement of their respective program of study may be placed on academic probation or may be suspended at the close of the subterm. Additionally, any student who needs to repeat a fourth course in the program will be subject to academic probation or suspension.

If the student remains on academic probation at the conclusion of the following subterm, he or she is subject to suspension. Some programs of study may have specific progression requirements that supersede these general guidelines.

A MAC, MBA or MM student suspended from the University for academic reasons has the right to appeal to the Graduate Curriculum, Academic Standing and Admission Committee (GCAAC). The information provided by the student for an appeal and the records collected by the University (such as transcripts and faculty testimony) will serve as the basis for the GCAAC's decision. The appeal decision of the GCAAC is final and may not be appealed. Students who are readmitted after suspension and fail to meet the graduate program's requirements may be suspended once again. A second suspension will result in dismissal from the University and may not be appealed. Academic probation, suspension, and dismissal will be officially recorded on the student's academic transcript.

A person academically suspended or dismissed from a graduate program at another institution is ineligible for admission to the University of Dubuque for one calendar year from date of suspension or dismissal. If admitted to UD, the student will be placed on academic probation. An admitted student who was on academic probation at another college shall begin on academic probation at UD. The length of the student's academic probation in both situations will be determined by the Dean for Academic Affairs, Graduate and Adult Studies, in consultation with the Graduate Program Director.

### **Readmission**

A student previously registered in a graduate program at the University of Dubuque who has withdrawn or been administratively withdrawn from the University and wishes to resume his or her academic studies must contact the Graduate Program Office. If the student has attended any other college or university during the period when not registered at the University of Dubuque, official transcripts of the student's work must be submitted to the Graduate Program Office. An application for readmission is treated in the same manner as an application for initial admission, including the requirement of payment of the application fee. A student who is readmitted to the University will be required to follow the requirements of the catalog in effect at the semester of re-enrollment.

### **Academic Integrity**

The University of Dubuque expects students to be honest in academic matters. We expect each person whether on campus or on-line, to be forthright and direct, and to value integrity in all his/her

dealings. Activities and attitudes should be consistent with high academic standards, Christian commitment, and with the Mission and Values of the University.

Please see the Values Violations section for appropriate definitions, procedures, and possible sanctions related to Academic Dishonesty.

Academic dishonesty is any fraudulent actions or attempts by a student to use unauthorized or unacceptable means in any academic work. At the heart of academic dishonesty is the violation of academic integrity, which compels us as an academic community to represent the five values of academic integrity- honesty, trust, fairness, respect, and responsibility. Copying or using work or ideas that are not the student's own without acknowledgment or the work of another as their own or in any way misrepresenting their own work or the work of another violates our academic integrity. Any outside source, whether of an idea or paraphrase, shall be properly acknowledged.

Academic dishonesty includes and is not limited to cheating, plagiarism (including self-plagiarism), fabrication of information, non-permitted collaboration on assignments, and misrepresentation of student status. Knowingly making false allegations of academic dishonesty against any student will itself be considered a form of academic dishonesty.

#### Artificial Intelligence addendum

Artificial intelligence (AI) is a remarkable tool that, if used properly, can solve problems, save time, and increase productivity. However, AI can also stymie creativity and the development of cognitive functions that can be developed during graduate-level work, thereby reducing the value of your graduate education. The below addendum was created in part utilizing ChatGPT to show the tool's value but was also vetted and adapted by the Department of Graduate Studies.

1. Definition of AI Plagiarism: Plagiarism in the context of this policy refers to the use of any form of Artificial Intelligence (AI) or machine-generated content without proper attribution or permission, leading to the submission of work that is not the original work of the student.
2. Prohibited Use of AI: Graduate students are strictly prohibited from using AI or any other machine-generated content for completing assignments, projects, research papers, theses, or dissertations without proper authorization or citation. This includes but is not limited to using AI-powered writing tools, paraphrasing tools, content generators, or other software or services that generate content on behalf of the student.
3. Original Work Requirement: Graduate students are expected to submit original work that reflects their own thoughts, ideas, and research. The use of AI-generated content, whether partially or in its entirety, without proper attribution or authorization is considered academic dishonesty and is not acceptable.
4. Proper Attribution: If a graduate student uses AI-generated content for legitimate purposes, such as data analysis or computational modeling, they must provide proper attribution and

citation to acknowledge the use of AI in their work. Failure to provide proper attribution may be considered a form of plagiarism.

5. **Academic Consequences:** Any graduate student found to have violated the AI plagiarism policy will face academic consequences, which may include but are not limited to, receiving a failing grade for the assignment or course, being required to redo the work, or facing disciplinary action, including suspension or expulsion from the graduate program.
6. **Education and Awareness:** The Department of Graduate Studies will provide education and awareness programs to inform students about the responsible and ethical use of AI in academic work. This may include workshops, seminars, or online resources on topics related to academic integrity, plagiarism, and the proper use of AI in scholarly work.
7. **Detection of AI-Generated Content:** The Department of Graduate Studies may use plagiarism detection software or other tools to detect the use of AI-generated content in student submissions. Students may be required to submit their work to such software or tools as part of the submission process.
8. **Student Responsibility:** It is the responsibility of graduate students to be aware of and adhere to the AI plagiarism policy of the Department of Graduate Studies. Students should seek clarification from their instructors or advisors if they have any questions or concerns about the use of AI in their academic work.
9. **Review and Revision:** The AI plagiarism policy may be periodically reviewed and revised by the Department of Graduate Studies to ensure its effectiveness and alignment with evolving academic standards and technological advancements. Any changes to the policy will be communicated to students in a timely manner.
10. **Compliance:** All graduate students are expected to comply with the AI plagiarism policy of the Department of Graduate Studies. Non-compliance may result in academic consequences and disciplinary action as per the policy.

In any case of suspected academic dishonesty, the instructor will initiate a meeting with the student. If an allegation of academic dishonesty is founded, the instructor will notify the student of the finding in writing or by email and send a copy of the notification, along with the evidence to the Graduate Program Director and Registrar, where a file will be kept of all substantiated offenses. Each semester, the Graduate Program Director will report all offenses to the Graduate Curriculum, Academic Standing and Admission Committee. See more specific details regarding first and second offenses in the section on Processes and Consequences of Academic Dishonesty. Students are allowed to have a non-legal support person present during any meeting or appeal hearing. The non-legal support person may only communicate with the student and should refrain from addressing the instructor, Graduate Program Director or Dean. The student must provide the name and relationship of the non-legal support person to the Graduate Studies Office a minimum of 24 hours in advance of any meeting or hearing. A language translator, arranged by the student, is allowed to be present.

#### General Evidentiary Policy:

The faculty member alleging academic dishonesty must present evidence to the student to support the

faculty member's finding. If the student chooses to appeal a finding of academic dishonesty, he or she must produce evidence to support the appeal. At each stage of the decision process, the student and the faculty member may present additional evidence that is directly relevant to the finding.

Course Withdrawal Restrictions:

Once a student is informed in writing of an allegation of academic dishonesty, the student may not withdraw from the course. However, if the student appeals and is found to not be *in violation* of the allegation, the student may then withdraw without penalty within five (5) calendar days after the student is notified of the decision (but only if the withdrawal deadline had not passed since the allegation was first initiated.)

**Processes and Consequences of Academic Dishonesty**

A determination of academic dishonesty will result in the imposition of the following sanctions, unless particularly severe or egregious cases result in the imposition of a higher level or other sanction(s).

First Offense: The graduate student will be required to meet with the instructor to discuss the alleged Academic Dishonesty offense. The instructor will determine a finding of *in violation* or *not in violation*. For findings of "in violation", the graduate student will be required to meet with the Graduate Program Director. The student should be prepared to provide evidence during the meeting to explain his/her actions and whether disputing or affirming the instructor's finding. Before making a decision regarding the finding and consequences of the action, the Graduate Program Director will discuss the incident with the faculty member and student. Depending on the egregiousness of the offense, the student may receive a grade of zero on the assignment, fail the course, or be dismissed from the program. The decision of the Graduate Program Director is appealable to the Dean for Academic Affairs, Graduate and Adult Studies (Dean).

If the student fails to meet with the instructor or the Graduate Program Director, the matter will be resolved with the evidence presented and the student will lose the right to appeal the case any further.

To challenge an *in violation* finding by the Graduate Program Director, the student must submit their appeal in writing to the Dean. An appeal will only be considered if there is a clear demonstration of either an error in the original finding, the appeal process policy was not followed, or new evidence surfaced since the *in violation* finding was made that could possibly change the outcome of the prior decision. Additionally, the appeal letter should include any evidence the student expects to submit to the Dean. Students have 7 calendar days from the date on which the *in violation* finding by the Graduate Program Director was made to submit an appeal to the Dean. Once an appeal has been submitted, the faculty member will be invited to respond to the appeal documents, and then a meeting with the student, instructor, and Graduate Program Director will be scheduled with the Dean. The decision of the Dean is final.

Second Offense: The graduate student will be required to meet with the instructor, Graduate Program Director, and Dean to discuss the student's alleged violation of the Academic Integrity policy. After



examining the evidence provided by the instructor and discussing the matter with the student, the Dean will determine whether or not the student was *in violation* of the Academic Integrity policy. If the student fails to appear at the meeting with the Dean, the matter will be resolved with the evidence presented, and the student will lose the right to appeal the case further. A decision in support of the *in violation* finding will result in a failure in the course and the student will be dismissed from the program. The decision of the Dean is appealable to the Graduate Curriculum and Academic Standing Committee.

If the student fails to meet with the Dean, the matter will be resolved with the evidence presented and the student will lose the right to appeal the case any further.

To challenge an *in violation* finding by the Dean, the student must submit their appeal in writing to the Graduate Curriculum and Academic Standing Committee, clearly demonstrating that there was either an error in the original finding, the appeal process policy was not followed, or new evidence surfaced since the *in violation* finding was made that could possibly change the outcome of the prior decision. Additionally, the appeal letter should include any evidence the student expects to submit to the committee. Students have 7 calendar days from the date on which the *in violation* finding by the Dean was made to submit an appeal to the committee. Once an appeal has been submitted, the faculty member will be invited to respond to the appeal documents, and then a meeting with the student, instructor, Graduate Program Director, and Dean for Graduate and Adult Studies will be scheduled with the Graduate Curriculum and Academic Standing Committee. The decision of the committee is final.

### **Identity Fraud**

All forms of academic dishonesty are considered serious violations of the ethical standards of the University of Dubuque, but one that is considered particularly egregious is identity fraud. Any student who has another person impersonate him or her, or in any other way commits identity fraud in any course, exam, or other academic exercise, will be dismissed from the school. Whether a first or second offense, the student should follow the appeal process identified under the Second Offense outlined above.

### **Reducing Academic Integrity Violations**

To help combat acts of academic dishonesty the Graduate Studies programs have developed the following study tips and software program:

Develop Positive Study Habits:

1. Read the syllabus. Learn the expectations of the course, paying attention to deadlines and rules on collaboration, or other course policies.
2. Plan ahead. Students that wait until the last minute to complete an assignment have a higher tendency to cheat or plagiarize the assignment.
3. Seek help if you need it. Schedule an appointment with the Academic Support Center for help

- on writing.
4. **Learn How to Cite.** Improper citation is one of the most common errors students make. Work with the library staff or review online resources on how to properly cite your papers.
  5. **Talk with your Instructor.** Clarify expectations for your assignment. If you can't make a deadline perhaps your instructor will allow an extension. And if no extensions are permitted, it's better to take an "F" on the assignment than to be found having plagiarized your paper.

### **Proctorio**

A software program used for proctoring online exams and quizzes. A live proctor is present while students take their exams. Requires students to have a working webcam and microphone.

### **Turnitin**

A software service used for evaluating papers for authenticity. Through the course learning management system (Moodle), students submit their papers to have checked for plagiarism. An originality report is produced for students to review so they may revise their work prior to final submission.

### **Grievance Procedures**

In any disagreement over the interpretation of academic regulations or the existence of extenuating circumstances that might justify special consideration, the student may file a grievance. Students wishing to file a grievance should do so within 15 business days of the event by submitting their concerns in writing to their respective Graduate Program Director.

A grievance is a complaint by a student of UD involving an alleged misapplication or violation of any UD policy or procedure that adversely impacts the student, or any other dispute within UD that directly impacts the student in an adverse manner.

A Grievance may include, but is not limited to, complaints alleging:

- (a) unfair treatment by a University employee,
- (b) errors in the assessment of fees or other financial obligations,
- (c) registration errors, and/or
- (d) loss of financial aid eligibility.

The primary objective of a student grievance procedure is to ensure concerns are promptly dealt with and resolutions reached in a fair and just manner. It is essential each student be given adequate opportunity to bring complaints and problems to the attention of the University with the assurance each will be heard and due process afforded the student.

Issues and Disputes **Covered under their Own Process:**

1. Requests to review and challenge contents of student records (see Family Educational Rights and Privacy Act and Access to Student Records section).
2. Grievances or concerns involving harassment or discrimination on the basis of race, color, religion, sex, age, national origin, disability, or Vietnam-era veteran status (see Graduate Student Handbook section on Values and Values Violations).
3. Grievances relating to sexual harassment (see section on Sexual Harassment Policy Title IX).
4. Appeals to adverse decisions in regard to instructional or academic issues, or behaviors that are addressed in a specific program of study's student handbook (e.g., Physician Assistant Studies).
5. Unless identified as no longer appealable, appeals to adverse decisions in regard to instructional or academic issues, or behaviors resulting in disciplinary actions taken by the Dean for Academic Affairs, Graduate and Adult Studies (unless the Dean is party to the complaint. Where this may be the case, the grievance is heard by the GCAAC in consultation with the Vice President for Academic Affairs) will be submitted within 15 business days.
6. Complaints that, on their face, are not subject to possible resolution in a student grievance context. (An example would be a student complaint where the student's requested relief is prohibited by state or federal law.)

### **Informal Resolution**

1. Before initiating the formal grievance process, the student is encouraged to make every effort to resolve the problem informally with the person(s) alleged to have caused the grievance.
2. Alternatively, or additionally, the student may present the informal grievance in writing to the person(s) alleged to have caused the grievance. This attempt to resolve the grievance informally should be started as soon as the student first becomes aware of the act or condition that is the basis of the grievance.
3. The student may present the informal grievance to the direct supervisor of the person alleged to have caused the grievance. Students uncertain about how to identify this person or determine how to proceed may consult the Graduate Program Director, who shall identify the appropriate person.

### **Formal Complaint Resolution**

1. When appropriate, students are encouraged to work with their academic advisor and other parties involved to arrive at a solution before filing a formal complaint. If the student desires to request a formal complaint, the student is to complete the Student Grievance Form and submit to the Graduate Program Director, or their designee, for evaluation.
2. The Graduate Program Director, or their designee, will review and act on the issue within fifteen (15) business days of receipt.
3. When an adverse decision by the Graduate Program Director is made, the student may elect to appeal the Graduate Program Director's decision to the GCAAC, which will review and act on the issue within thirty (30) calendar days of receipt. The committee's decision is final.

If the student complaint cannot be resolved after exhausting the Institution's grievance procedure, the

student may file a complaint with the Iowa College Student Aid Commission. The student attending a location in Iowa must contact the Iowa College Student Aid Commission for further details. The Iowa College Student Aid Commission address is:

Iowa College Student Aid Commission

430 East Grand Ave., FL 3

Des Moines, IA 50309

Phone: 877.272.4456

Website: <https://www.iowacollegeaid.gov/content/constituent-request-review>

Please see "Student Grievance Form" (Appendix A) on pages 132-135 of this document for guidance in following the grievance process.

## **ACADEMIC AFFAIRS & GRADUATE STUDIES OFFICES**

### **OFFICE OF ACADEMIC AFFAIRS**

**Dean for Graduate & Adult Studies** 563-589-3728

Dr. Ricardo Cunningham serves as the Dean. His office is located in 115B Severance Hall. The Dean oversees all graduate and LIFE programming with the exception of Seminary. The Dean reports to the VPAA.

**Vice President for Academic Affairs** 563-589-3202

Dr. Debra Stork serves as Interim Vice President for Academic Affairs. The VPAA oversees all academic programs, Registrar's Office, ASC, and Library. The VPAA is a member of the President's Cabinet and reports to the President of the University.

### **Convocation**

Opening Convocation is the first opportunity in the academic year for the entire University community to gather. The Latin word "convocare" means to call together. Opening Convocation calls all of us together to celebrate our heritage and Mission as a Christian academic community.

### **Graduate Assistantships**

A limited number of graduate assistantships may be available each year. Each graduate department shall determine the specific duties and responsibilities of graduate assistants. The Directors of the graduate programs, in consultation with the Dean for Academic Affairs, will decide on all graduate assistant appointments. Graduate assistants must maintain a minimum grade-point average of 3.00 to continue as graduate assistants. Applications may be requested or picked up from the Office of Graduate Studies.

### **ADMISSION OFFICE – Graduate Studies 563-589-3664**

The Admission Office for the Master in Management, and the MBA online programs is located in 115 D Severance Hall.

## ACADEMIC SUCCESS CENTER

The Academic Success Center (ASC) at the University of Dubuque is located on the second floor of the Charles C. Myers Library. The mission of the ASC is to assist students to become self-determined, motivated, and independent learners and to connect them with the resources necessary to achieve both academic and personal goals. Services include the following:

- Academic Coaching
- Disability Services
- Testing Services
- Subject Tutoring and Writing Center

Additional information on the Academic Success Center can be found at

<http://www.dbq.edu/Academics/AcademicSupportSuccess/> or you can contact the Academic Success Center at 563.589.3262.

### Academic Coaching

The Academic Success Coach works with students to develop their personal study habits. Students can work one-on-one with the Success Coach on areas such as time management, test-taking strategies, reading comprehension, or other academic topics of concern.

### Testing Services

The ASC is the alternative testing site for students who have a documented disability and are eligible for a specific accommodation(s) for testing. The testing site also offers fee-based CLEP testing (College-Level Examination Program) and DSST exams for the opportunity to earn college credit.

### Tutoring – BE SMART and Writing Center

During the academic year, the ASC provides peer and professional staff to help with subject tutoring and writing consultations from 8:00 a.m. - 8:00 p.m. Monday through Thursday, 8:00 a.m. - 5:00 p.m. Friday, and 4 p.m. – 8 p.m. Sunday.

BE SMART Tutoring offers assistance in the following subjects: Business, Economics, Science, Mathematics, Aviation Regulations, and Technology. For help with other subject areas, please contact the ASC.

The Writing Center encourages students to become self-determined, motivated, and independent writers, equipping them with the confidence and strategies to engage successfully in the writing process.

All services are free to University of Dubuque students. Students may schedule appointments with tutors and writing consultants at <https://dbq.mywconline.com>. You must register your account upon your first visit to the site, and then may log in and schedule appointments.

## **DISABILITIES SERVICES**

The University of Dubuque provides accommodations to students with documented disabilities upon request by the student. The accommodations the university can provide are based on the written recommendations of a licensed diagnosing professional.

Common accommodations coordinated for students include, but are not limited to, extended time on exams, supplemental note-taking services, a reader or scribe for exams, and alternative textbooks.

University of Dubuque Policy on Reasonable Accommodation for Qualified Students with Disabilities. The policy below is a shortened form of UD's full policy. For the full text, please visit: [www.dbq.edu/academics/academicsupportsuccess/disabilityservices/](http://www.dbq.edu/academics/academicsupportsuccess/disabilityservices/).

The University of Dubuque (UD) encourages qualified students with disabilities to fully participate in the community of the University of Dubuque. All faculty, staff, and administrators will actively support qualified students with disabilities in all the University's educational programs, services, and activities. UD prohibits unlawful discrimination against qualified students with disabilities.

### **Responsibility for Identification and Request for Disability Services**

It is the responsibility of the qualified student with a disability to disclose information regarding the nature and extent of the disability to the Director for Learning Support Services (DLLS) in the Academic Success Center when requesting accommodations. The DLLS will help the qualified student determine which UD personnel, i.e. faculty advisor, teaching faculty, administrators, etc., should be aware of the disability in order to provide the accommodations that are necessary and appropriate. UD will assist the qualified student in identifying potential accommodations taking into consideration, among other matters, the qualified students' needs, preferences, and available resources. Although every appropriate effort will be made to provide qualified students with requested accommodations, UD does not guarantee that a qualified student will automatically receive his or her choice of accommodations and reserves the right to make the final decision on the accommodations to be provided.

The State of Iowa has developed documentation guidelines for individuals with disabilities. The guidelines provide criteria regarding qualified diagnosticians as well as a time line for the documentation process. UD typically applies those guidelines, which are available from the Director for Learning Support Services (DLLS) or can be found at [www.dbq.edu/academics/academicsupportsuccess/disabilityservices/](http://www.dbq.edu/academics/academicsupportsuccess/disabilityservices/).

It is the responsibility of the qualified student with a disability to regularly provide appropriate current medical documentation of the nature and extent of the disability and the need for specific services or accommodations to the DLLS and to cover any costs associated with acquiring the appropriate medical documentation. If the University has reason to doubt the validity, accuracy, or completeness of the medical documentation, UD may require, at its own expense, the re-examination of the qualified student and/or his/her documentation by a service provider designated or approved by UD.

The process for identification should begin with the qualified student registering with the DLLS, where the student will receive procedural information and assistance in arranging needed services and accommodations. Qualified students with disabilities are expected to follow standard office procedures for requesting and acquiring services relative to a disability. Standard office procedures will include:

1. A meeting with the DLLS to review the student's medical documentation.
2. The DLLS will provide a Verification of Individualized Student Accommodations (VISA) form once the appropriate documentation has been provided.
3. The qualified students will provide the VISA form to the professor/ instructor of a course in which they are requesting specific accommodations.
4. An instructor who has concerns regarding the provision or nature of the requested accommodations should address those concerns with the DLLS who will act as a liaison with the qualified student.
5. Requests for additional accommodations should be directed to the DLLS.
6. It is the responsibility of the qualified student requesting an accommodation to follow up with a professor/instructor or other UD department(s) to ensure the accommodation is provided in a timely manner.
7. Faculty members who are not familiar with specific disabilities or appropriate accommodations should contact the DLLS for clarification and assistance.
8. In the event a faculty member denies an accommodation, the qualified student may request a joint review of the decision by the DLLS and the office of the Vice President for Academic Affairs. Findings and recommendations will be forwarded to the President for a final decision.

A copy of the Request for Accommodation form and response must be forwarded to the DLLS to be included in the qualified student's file.

### **Tests and Examinations**

Examinations, tests, and other methods of evaluating qualified students with disabilities will be conducted in a manner to ensure that the results of the evaluation represent the qualified student's achievement in the course rather than reflecting the qualified student's disability. Appropriate methods of alternative testing for qualified students with disabilities will be determined on an individual basis, taking into consideration the type and extent of the qualified student's disability, the nature of the course material, provided that the alternative method of testing must be practical and not cause an undue burden or fundamental alteration in the nature of the testing program objectives and outcomes. Testing formats that can be demonstrated as essential to the integrity of the program of instruction being pursued by such qualified student or to any licensing requirement will not be considered as unlawfully discriminatory within the confines of this policy. Alternative methods of testing may include, but are not limited to: additional time; use of a reader and/or scribe; alternative forms of the test such as large print, Braille, taped or oral versions; use of special equipment such as a computer or closed circuit magnifier; alternative test location; or any necessary combination of these alternatives. While it is necessary at

times to have differences in specific requirements and in methods of evaluation, the overall level of academic challenge for qualified students with disabilities shall be equivalent to that for other students.

### **Auxiliary Aids**

UD will provide qualified students with disabilities access to the appropriate auxiliary aids necessary to allow reasonable participation in UD's educational programs and activities, unless it fundamentally alters the nature of the program or activity in a way that interferes with the integrity of the program of instruction being pursued by such qualified students or to any licensing requirement. Auxiliary aids include services, adaptive equipment, or other educational assistance that enables a qualified student with a disability to participate in or benefit from the educational process. Auxiliary aids may include, but are not limited to: readers, sign language interpreters, note takers, tutors, and special equipment. The DLLS will assist qualified undergraduate and graduate students in locating tutors and readers. UD does not provide personal attendant care. The DLLS will help identify service providers and special equipment on campus or in the community. Rules may not be imposed on a qualified student's use of auxiliary aids if the rule would have a limiting effect on the qualified student's participation in the educational process (e.g., prohibiting guide dogs, interpreters, tape recorders, or other necessary special equipment in the classroom).

In unusually difficult cases, UD may provide alternative methods by which the qualified student with a disability may effectively meet educational requirements. Any such alternatives must be practicable and not interfere with the integrity of the program or activity or any licensing requirement. Such alternative methods may include, but are not limited to the following: course substitution, curricular modification, and extended time to meet requirements. Such accommodations will be employed only when deemed necessary and so long as the alternative method is nondiscriminatory in nature, is not unduly limiting to the educational process of the qualified student with a disability, and is reasonable under all of the circumstances.

Qualified students requesting auxiliary aids are expected to provide the DLLS access to medical, educational, psychological, or other information as necessary to assess the need for auxiliary aids. UD reserves the right to disallow the use of auxiliary aids that are or are reasonably likely to be disruptive to the academic environment.

### **Complaint Process**

Students with disabilities have the right to have access and accommodation complaints addressed through a formal appeals procedure. Relief may be sought from decisions, actions, or conditions that are believed to be in violation of the law or this policy statement.

Any member of the student body who believes she/he has not been reasonably accommodated as required by law or this policy, or who believes she/he has been unlawfully discriminated against on the basis of a disability, may initiate informal or formal actions for complaint resolution as outlined in the University of Dubuque's Harassment Policy. These procedures are published in the Student



Handbook or may be obtained from Student Life. The Director for Learning Support Services can be contacted at 563.589.3757.

### **LIBRARY 563.589.3100**

The Charles C. Myers Library is an integral part of student learning at the University of Dubuque, providing students with a high-quality collection and reference librarians dedicated to teaching them how to find, evaluate and use those resources. The beautiful building is a center for learning on campus, encouraging group and individual study and providing the databases, books, and journals students need to be successful in research assignments.

The collection is a blend of print, electronic and media resources, with 128 specialized databases, 182,000 print volumes, 233,000 electronic books, and 40,000 electronic journals. The media collection includes 6,400 DVDs and 33,000 streaming educational films. Items not available through the collection may be ordered via interlibrary loan free of charge.

Along with material that support students' academic work, the library has an extensive leisure collection, including feature films, television series, magazines, graphic novels, and fiction, including a large young adult collection.

Reference librarians are available for individualized research assistance at the reference desk Monday through Thursday from 8:00 a.m. to 10:00 p.m. and Friday 8:00 a.m.-noon, online via the library web page ([www.dbq.edu/library](http://www.dbq.edu/library)), and by individual appointment.

The building has both wireless access and many easily-accessible network ports. Computers are available throughout the building.

Sylvia's Common Ground Coffee Shop, located on the first floor, is a popular destination for study breaks, snacks, and fellowship.

The library sponsors and co-sponsors a variety of programming, including Finals Study Breaks and Doggie De-stress.

During the academic year, the library is open 109 hours per week with extended hours at the end of the term.

#### Library Hours (Academic Year)

Monday—Thursday .....	7:00 am – Midnight
Friday .....	7:00 am—9:00 pm
Saturday .....	8:30 am—9:00 pm
Sunday .....	10:00 am—Midnight

For more information on library hours visit us at <https://www.dbq.edu/Library/AboutUs/LibraryHours/>

### **REGISTRAR'S OFFICE 563.589.3748**

The Office of the Registrar is located on the third floor of the Charles and Romona Myers Center. This office maintains academic records for all students. These records are updated as additional credits are earned. Students register for classes, drop or add courses as necessary, make directory information changes (such as address, name, parents' address, and phone numbers), and formally change advisors and major areas of study through this office. Forms for veterans and other persons eligible for veteran's benefits are initiated and maintained by the Office of the Registrar. This office also certifies enrollment for social security, vocational rehabilitation, and social services. Other responsibilities of the Office of the Registrar include posting of grades, issuance of transcripts, evaluation of transfer credit from other colleges and universities, and certification of students for graduation and academic honors.

# CAMPUS LIFE

## STUDENT LIFE DEPARTMENT

### **Student Life Department 563.589.3128**

The Student Life Department is located in Peters Commons, with additional offices in the Heritage Center. Student Life provides opportunities for students to be engaged with organizations and activities outside the classroom. Student Life staff are committed to enriching the lives of students and to actively promote the moral and ethical character development of students through education and service. We care about our students!

The Student Life Department consists of the following offices: Dean of Student Formation, Dean of Student Engagement and Services, Residence Life, Career Services, International Student Services, Student Activities, Vocation and Civic Engagement, Life Services, Multicultural Student Engagement, Study Abroad, and First-Year Experience.

The Dean of Student Formation is responsible for the College Judicial Process, oversees the Residence Life Office, Life Services, Career Services, and UD Cares. The Dean assists in the development of student leadership programs, serves as a student advocate, and coordinates programming designed to enhance the out-of-classroom educational experiences of students. The Dean has an open-door policy and students are welcome to stop in and visit, however, students are encouraged to schedule appointments to see the Dean by contacting his administrative assistant at 563.589.3128. Students are also encouraged to talk with the Dean about ideas to improve student life at UD, personal concerns, questions, grievances, or other matters pertaining to their life at the University of Dubuque. If you have a problem or a question and you do not know where to go for help, the Dean of Student Formation is the person to visit!

The Dean of Student Engagement and Services oversees all aspect of the Student Government Association (SGA), the Office of Student Activities (OSA), the First-Year Experience, Multicultural Student Engagement, International Student Services, Study Abroad, and Vocation & Career Services. As co-advisor to the Student Government Association, the Dean oversees all aspects of the student organizations, and looks forward to meeting and speaking with all students. Stop by the Dean's office (Heritage Center, 3rd Floor, Suite 306) or feel free to contact his administrative assistant at [mkruser@dbq.edu](mailto:mkruser@dbq.edu) or 563.589.3128.

### **Campus Ministry 563.589.3582**

The University is affiliated with the Presbyterian Church (U.S.A.), a tradition that has emphasized and valued higher education out of theological conviction. Community on campus is further appreciated and nurtured out of a belief of who God is and who God has made us to be. God made humanity to be in relationship with God and with one another, and each person is valuable, being loved by God with a love that is able to transform. The ordinary means by which students often encounter the grace

of God on campus is through Bible studies, fellowship activities, mission projects, weekly worship services, or chapel services which are currently held Monday, Wednesday, and Friday mornings in Blades Hall. Although rooted in the Presbyterian and Reformed tradition, an ecumenical spirit is upheld in sponsored activities and all are invited. The campus ministry for college students is nurtured and guided by the Edwin B. Lindsay Chaplain, with offices located in Blades 203.

### **Counseling & Life Services**

UD's Counseling Services reports to the Smeltzer-Kelly Health Center. The staff are committed to working in partnership with all students to ensure that a student's college experience is both rewarding and positive. The University strives to provide a learning environment that is supportive yet challenging, and we ask each and every student to become productive, responsible, and an engaged member of the University community.

#### Mission

The mission of Counseling & Life Services is to provide a safe and confidential environment for the UD community, which supports lifelong learning and educational success to better assist in reaching personal and career goals.

#### Goals

1. Implement appropriate referral services that support the recruitment and retention of students.
2. Promote overall mental health and well-being for the UD community.
3. Provide programs within the service that support academic success.
4. Promote activities that increase awareness of intervention and prevention services.
5. Provide quality programs and services with standards of professional practice and ethical conduct.

The Smeltzer-Kelly Health Center will be:

- Reasonably accessible to all students
- Open and inviting
- Responsive to student concerns
- Fair and compassionate, while holding students accountable to the UD Mission and Student Success Commitment

<https://www.dbq.edu/CampusLife/StudentServicesResources/Smeltzer-KellyStudentHealthCenter/>

### **International Studies Office and Study Abroad 563.589.3712**

The International Student Services is located in the Heritage Center (Susan Magill Smith Suite, Room 306-F.)

All international students holding F-1 visas must report to this office within seven (7) days of their arrival at the University of Dubuque. In addition to immigration resources, the International Student Services Office strives to be a friendly and informational home for all the international students in our UD community.

Please contact the International Studies Office (563.589.3712) or consult UD's website for more detailed information at

<https://www.dbq.edu/CampusLife/StudentServicesResources/InternationalStudentServices/>

### **Intramurals-Recreational Sports Program 563.589.3449**

The Intramural-Recreational Sports Program seeks to promote wellness, develop friendships, and encourage the wise use of leisure time. To be eligible to participate in UD's intramurals, an individual must be a University of Dubuque student, faculty, or staff member. More than 20 activities are offered each year for participants of all skill levels and abilities. Intramural sports provide a great opportunity to exercise, meet people, and compete.

### **Lost and Found 563.589.3128**

UD's Lost and Found is located in the Student Life offices on the second floor of Peters Commons. Students are encouraged to check with Student Life (563.589.3128) and Security (563.589.3333) if they have lost an item. You may also turn any items into Lost & Found that you find so they can be returned to their owner. All items not retrieved after 60 days will be donated or disposed of.

### **Multicultural Student Engagement 563.589.3129**

The Multicultural Student Engagement office is on the first floor of the Peter & Susan Smith Welcome Center. The University of Dubuque strives to be an inclusive community in which "diversity is appreciated and Christian love is practiced." With this belief as its guiding principle, the Multicultural Student Engagement office seeks to foster awareness, understanding, and inclusion of the many identities represented on our campus. The office offers support services to students and cultural student groups to increase their chances of a successful experience both in and out of the classroom. This is achieved through orientation, advising, mentoring, leadership development, and other experiential learning opportunities. In addition, the office actively educates and promotes multicultural learning and development to the campus community through the Multicultural Group and campus programming.

### **Student Activities**

The Office of Student Activities (OSA) offers a wide variety of activities for the student body. OSA advises student organizations, plans programs for all students, and oversees Homecoming activities. OSA also advises the Student Activities Board (SAB) in the planning and implementation of campus-wide social programming, advises the Greek Council, and assists in advising the Student Government Association (SGA). OSA is also the hub for all active student organizations' communications, finances, and event coordination. Additional information about OSA can be obtained by visiting the OSA office (306-D Heritage Center), calling 563.589.3583, or visiting the OSA website at

<https://www.dbq.edu/CampusLife/StudentInvolvement/>

## Posting Policy

All postings must be on the designated bulletin boards on campus. Posting on walls, doors, or windows will not be permitted. The University reserves the right to remove all non-approved or unauthorized postings.

Postings that are directly connected to a UD campus department, course, or registered organization can be posted on campus after receiving approval and a stamp from the Student Life Department (563.589.3128, 2nd Floor of Peters Commons.) Please note that for some posting locations, additional approval is also required. Any posting without prior approval and a stamp may be removed and discarded. Thumb tacks, push pins, or masking tape should be used when posting on the bulletin boards; no duct tape, packaging tape, or nails. Postings should be removed within 48 hours of the conclusion of program or event. If these guidelines are not followed, organizations and/or departments may lose posting privileges.

Postings not directly sponsored or affiliated with a UD campus department, course, or registered organization must also be "Approved for Posting" prior to being posted. Specific bulletin boards have been designated for non-UD related postings. Once approved and stamped by Student Life, UD-related postings may be posted on the following bulletin boards only:

- Blades Hall: bulletin board on the second floor by classrooms.
- Dunlap Technology Center: bulletin board on main level outside of computer labs.
- University Science Center: anywhere along tack strips in the hallways.
- Peters Commons: bulletin board on lower level near the Bookstore.
- Residence Halls: 15 copies may be delivered to Office of Residence Life in Peters Commons; staff will hang posters in the residence halls on approved bulletin boards.
- Van Vliet Hall: bulletin boards at the bottom of the lower level stairwells.
- Heritage Center: large bulletin board by the student mailboxes and tack strips on walls.

Postings should **NOT** be placed in the following locations:

- Any glass doors or windows in any building
- Walls or doors in any building
- Alumni Chapel
- Heritage Center (other than the large bulletin board and tack strips as noted above)
- Chlapaty Recreation and Wellness Center: No posting unless approved by CRWC Director
- Myers Library: No posting unless approved by Library Staff
- Smith Hall (3rd Floor): No posting unless approved by Education Secretary
- Stoltz Center/McCormick: No posting unless approved by Athletic Staff
- Severance Hall: only with prior approval of the Dean of the Seminary)

Promotional materials for official University events whose publications are produced by Media Relations and University Publications are exempt from this policy. Questions about the posting policies may be directed to the Student Life Office (563.589.3128) or [studentlife@dbq.edu](mailto:studentlife@dbq.edu).

### **Student Organizations**

Although there are no student organizations addressing unique interests of graduate students, graduate students may find it interesting to know there currently are more than 50 student organizations on campus. Most of these organizations sponsor events for the entire UD community throughout the year. For more information on student organizations, please contact the Office of Student Activities (OSA) at 563.589.3583, email [OSA@dbq.edu](mailto:OSA@dbq.edu), or visit the OSA website at <https://www.dbq.edu/CampusLife/StudentInvolvement/StudentOrganizations/>

### **Vocation & Civic Engagement Services 563.589.3167**

The Advising & Vocation Center is located on the lower level of Peters Commons. Career Counseling is extended through the Counseling & Life Services suite on the second floor of Peters Commons. Services are available to students and alumni from all departments of the University. Programs, resources, and services include, but are not limited to, the following:

- Career assessment and career counseling.
- Job shadow opportunities.
- Internship and alternative experiential learning consultation.
- Online career assessments and interactive media.
- Online career library.
- Online internship and employment resources.
- Cover letter, resume building, and portfolio review and consultation through the Resume Clinic.
- Information to join UD's Future Young Professionals (FYP) student organization and participate in the FYP Success Shop.
- Graduate/professional school consultation.
- Student workshops and informational sessions.
- Networking and recruitment opportunities.
- Mentoring partnership service for career development.
- Mock Interview Program and Informational Interview Program for students.
- Speaking engagements relevant to career development.
- Service learning and volunteer opportunities.

For additional info, please visit our website at:

<https://www.dbq.edu/Library/ForStudents/CareerResources/>

### **Wellness Program 563.589.3449**

The goal of the Wellness Program is to encourage a healthy, balanced lifestyle for all members of the University of Dubuque community. The UD Wellness Program provides students, faculty, and staff diverse opportunities that strive for an optimal state of health. The UD Wellness Program includes access to facilities, group exercise classes, and education.

## **HEALTH SERVICES**

### **Health Insurance 563.589.3244**

University of Dubuque does not require proof of health insurance for enrolled students with the exception of international students, student-athletes, Physician Assistant and Seminary students. However, it is highly recommended that all enrolled students have health insurance coverage either through their family's medical plan or some privately purchased health insurance plan.

All international students must purchase University-approved health insurance with repatriation and medical evacuation coverage. Contact the International Student Services Office at 563.589.3712 for additional information.

All students planning to participate in intercollegiate athletics at the University must provide proof of health insurance (a current copy of insurer's benefit card) as well as the results of a physical taken after April 1 of the academic year in which they will participate in a sport. A student's ability to play an intercollegiate sport at the University rests on these documents being received by Vince Klopfenstein, head athletic trainer, at [vklopfenstein@dbq.edu](mailto:vklopfenstein@dbq.edu).

All Seminary students must provide proof of health insurance and current immunizations. Failure to provide this information will prevent enrollment. Contact Samuel Felderman at [sfelderman@dbq.edu](mailto:sfelderman@dbq.edu) or 563.589.3115.

Any student interested in obtaining health insurance may contact the Smeltzer-Kelly Student Health Center for assistance or visit <https://www.dbq.edu/CampusLife/StudentServicesResources/Smeltzer-KellyStudentHealthCenter/>

### **Smeltzer-Kelly Student Health Center 563.589.3360**

The mission of the Smeltzer-Kelly Student Health Center, as guided by the University's Mission and in support of the Student Success Commitment, is to provide personalized, quality health care, and to collaborate with and empower students through education and promotion of services for optimal lifelong health and wellness.



University of Dubuque has an agreement with UnityPoint Health-Finley Hospital. All students enrolled at UD have access to the services UnityPoint Health-Finley Hospital has to offer, including free office visits (with appropriate documentation). It is the student's financial responsibility for any testing, such as labs, x-rays, etc. Students are able to seek care at UnityPoint Health-Finley Hospital, UnityPoint Health-Finley Occupational Health, UnityPoint Clinic Urgent Care – East, and UnityPoint Health-Finley Urgent Care – West when the Smeltzer-Kelly Student Health Center is closed, no matter what insurance plan they have. For assistance scheduling an appointment, please contact the Smeltzer-Kelly Student Health Center.

**PLEASE NOTE:** For all appointments scheduled at UnityPoint Health-Finley Occupational Health, UnityPoint Clinic Urgent Care – East, and UnityPoint Clinic Urgent Care – West, students are asked to take their UD student ID, medical insurance card (if applicable), and the student appointment form with them. **(If the student's UD ID is not presented at the appointment, the student will be responsible for all charges.)** The student appointment form can be obtained from the Smeltzer-Kelly Student Health Center, and it indicates when the student is able to return to classes or if any follow-up appointments are needed. Please return the appointment form to the Smeltzer-Kelly Student Health Center as soon as possible after the appointment.

If the student arranges their own appointment and is advised by their medical provider not to attend classes, medical documentation should be turned into the Smeltzer-Kelly Student Health Center for the health and safety of the UD community. The student is strongly encouraged to contact their professors personally, when able, to share what details they feel comfortable with, as well as learn about any make-up work or tests that may have been missed during the absence. Only the instructor can grant excused absences.

Smeltzer-Kelly Student Health Center hours are:

- Monday, Tuesday, and Thursday: 8:30 a.m. to 4:30 p.m.
- Wednesday: 9:00 a.m. to 6:00 p.m.
- Friday: 8:30 a.m. to 3:00 p.m.

The Smeltzer-Kelly Student Health Center, which opened fall 2020, is conveniently located near the intersection of Grace and Algona streets at 1994 Grace Street. The following services are offered:

- Primary Health Care
- Brain Health and Counseling Services
- Dietary and Wellness Educational Services

For the health and safety of the others in the community, if you have a contagious illness, you must notify the Smeltzer-Kelly Student Health Center at 563.589.3360 as soon as possible.

**In an emergency, call 911 or contact UD's Office of Safety and Security at 563.589.3333**  
(Security will contact the other necessary UD staff)

**Important Contact Information:**

Smeltzer-Kelly Student Health Center, 1994 Grace Street, Dubuque

Phone: 563.589.3360

Intercollegiate Athletics-Stoltz Sports Center, Room 304

Phone: 563.589.3857 or Fax: 563 589 3929

UD's Counseling Services in Smeltzer-Kelly Student Health Center

Phone: 563.589.3360

UD's Office of Safety and Security, Smith Hall, Room 112

Phone: 563.589.3333 Emergency: 911

**Transportation to medical facilities:** Students are encouraged to organize rides with friends if they cannot transport themselves. Taxi services are available in Dubuque if students cannot find other modes of transportation. The University does not provide transportation to or from medical facilities.

**HIV/AIDS POLICY**

AIDS (acquired immune deficiency syndrome) and positive HIV (human immunodeficiency virus) continue to be in the limelight. With the numbers still increasing, and our understanding of the disease still evolving, the need for education, prevention, and treatment is a major health care and higher education focus.

Looking at the latest information available about the AIDS virus, we find that it can be transmitted in the following ways:

- Through sexual intercourse (homosexual and heterosexual);
- Through use of contaminated needles by drug abusers (mind-altering and steroid);
- To infants from infected mothers in utero, or through infected breast milk;
- Through contaminated blood products or transplants, however, with the increasing reliability of prescreening and testing, this possibility is very minimal; and
- Through exposure to contaminated blood through an open wound (this is rare and of main concern to health care workers.)

An exchange of body fluids must occur. AIDS is not transmitted by airborne particles and does not survive well outside of the body. No cases of casual contact have occurred, even among family members providing direct care to AIDS victims.

We have learned many things about AIDS, and while treatments and early care have greatly increased longevity, no cure has been found. Prevention of infection continues to be the focus. Much has been done to decrease the amount of overt discrimination to which an infected individual is subjected. In light of this, the University of Dubuque has adopted the following guidelines. It is the policy of the University of Dubuque to respond on a case-by-case basis to any known case of the disease. Due to the

uniqueness of each case, there is no predetermined way any particular case will be handled. Through set guidelines, we hope to provide consistency, fairness, and accountability.

Access to Facilities: Students with known HIV infections or AIDS will be allowed to attend the University in regular classroom settings and will be eligible for all academic rights, privileges, and services provided to students. This includes University housing, access to the dining hall, and the use of athletic facilities.

Confidentiality: All information will be kept in the office of the UD Mental Health Therapist. HIV testing or the diagnosis of AIDS shall remain confidential until the individual gives written and specific consent when and with whom the information shall be shared. The information will not be disclosed to staff, faculty, family, or students, including roommates, unless permission is granted. The only (rare) exceptions will be those agencies, as specified by law, public health officials (case reporting), blood banks, and organ procurement agencies. Should a case be present in which there is a clear, specific danger of transmission that can be demonstrated by competent medical evidence, the assistance of the local public health officials shall be enlisted.

HIV Antibody Testing and Counseling: HIV testing and counseling are available to all students through UD's Counseling Services. The testing is confidential and a free service. To schedule an appointment or for additional information, contact the Smeltzer-Kelly Student Health Center at 563.589.3360.

Intercollegiate Athletic Program Participation: No student shall be forbidden to participate in any athletic program (varsity or intramural) solely on his/her HIV status. Students are not required to inform coaches or teammates, however, entering varsity athletes are required to have a physical examination before being allowed to play (HIV testing is not required.) We encourage any athlete who is HIV positive, or who has any chronic health problem, share this information with the Health Services Office in a confidential manner. Each case must be decided on an individual basis to ensure that playing a sport will not be detrimental to the individual. Should any student sustain an injury in which bleeding is present, the athletic trainers and coaches shall have the means and education available to prevent possible transmission of illness.

Responsibility of Infected Individuals: Individuals who are infected with HIV, or who have a reasonable basis for believing that they are infected with HIV, must conduct themselves responsibly for the protection of themselves and other members of the University community.

Medical Treatment and Psychological Follow-Up: The UD Counseling Services shall assist the student to make provisions for medical, psychological, and support services that promote the best physical and mental health of persons with HIV infection. If these services are beyond the scope of comparable services provided on campus, the University shall identify other care providers who will see students by referral.

## STUDENT SERVICES

### **Bookstore – Gift Shop 563.589.3131 – Textbooks 563.589.3195**

The Babka Bookstore is located in Peters Commons and has two locations. The gift shop is located across from the Jack and Barbara Smeltzer Dining Hall on the first floor and offers a huge variety of UD apparel and many other gift items such as backpacks, jewelry, and diploma frames. The textbook area is located in the lower level is open to sell textbooks and school supplies to students all year long. Hours vary during the academic year. Visit the bookstore at [www.bookstore.dbq.edu](http://www.bookstore.dbq.edu).

### **Child Care Center 563.585.7461**

The University of Dubuque's Marge Kremer Little Spartans Child Care Center is open Monday through Friday from 6:30 a.m. to 5:45 p.m. Evening hours (Monday-Thursday) are available for students enrolled in LIFE classes.

The Child Care Center is licensed for sixty children; ages 6 weeks through preschool. We offer preschool classes daily for both three- and four-year old children and are partnered with the Dubuque Community School District to offer free four-year old preschool.

The Child Care Center utilizes the Creative Curriculum in all classrooms. This is a nationally recognized Early Childhood curriculum that is child-centered and promotes learning through play. This teaching style encourages curiosity and first-hand learning experiences. To set up a tour or for more information, please contact the Childcare Center Director at 563.585.7461.

### **Copying & Scanning Services**

Photocopying and scanning services are available for students' personal use on the main and second floor of the Library. Scanning documents is free of charge, and copying is deducted from a student's print account. Each page is one print count. Color printing is also available; each color page is five print counts.

### **Facilities/Room Reservations 563.589.3868**

Neither an on-campus event, academic or sport camp, University-sponsored activity, nor the use of University facilities by off-campus guests, speakers, or agencies will be designated a University event or appear on the UD Master Calendar unless authorized by, and scheduled through, the Office of Scheduling and Event Planning. Application and authorization for any event must first be submitted and approval obtained prior to either contracting for an event or making commitments for University facilities. The Building, Event, and Room Registration Request application is available on-line on the University's intranet at [www.dbq.edu/campusportal/eventregistration.cfm](http://www.dbq.edu/campusportal/eventregistration.cfm). For additional information contact the Director of Scheduling and Events in the Public Relations office in the Charles & Romona Myers Teaching and Administrative Center, via e-mail at [tkafer@dbq.edu](mailto:tkafer@dbq.edu), or by phone at 563.589.3868. The University has a number of facilities accommodating a variety of indoor and outdoor sports and

recreational activities. Throughout the year, a number of intramural sports competitions are held. For all athletic venues and the Chlapaty Recreation & Wellness Center (CRWC), the hours of operation are posted each semester and summer. Any student wishing to use an athletic venue must present a valid UD student ID. All non-athletic organizations should contact the Director of Scheduling and Events in the Public Relations office. For information on the intramural program, please contact [vpopp@dbq.edu](mailto:vpopp@dbq.edu).

### **Fax Machine Use**

There are two fax machines available for student use. The fax machines are located in the Library (main floor) and in Student Life (second floor of Peters Commons). The charge for sending faxes within the United States is \$.50 per page and \$2.00 per page for international faxes.

### **Mike and Betty's Ice Cream Parlor 563.589.3393**

Mike and Betty's Ice Cream Parlor is located in the Heritage Center, directly across from Sparty's Convenience Store, just inside the Grace Street entrance. There are fantastic choices to tempt your taste buds. Stop in to try one of our sixteen hand scooped flavors or a "Bullock," a tasty ice cream treat named after our very own President Bullock that includes your favorite cookies or candy bar. The ice cream parlor is open year round.

### **Post Office/Print Room 563.589.3141**

The campus post office is open from 8:00 a.m.-5:00 p.m. Monday through Thursday, and 8:00 a.m. - 4:00 p.m. on Friday. Stamps can be purchased either at the campus post office or the Babka Bookstore. Please contact the postal clerk with any questions.

### **Sparty's Convenience Store 563.589.3393**

The campus convenience store is located in the Heritage Center, just inside the Grace Street entrance. The convenience store offers a wide variety of items from beverages and snacks to school supplies, and is open year-round with varying holiday schedules. During the academic year, the store is open late and on weekends to accommodate students, faculty, and staff.

### **Student Accounts - 563.589.3212**

This office is located on the first floor of Smith Hall. Billing and payment for tuition, room, board, fees, and laboratory costs are processed here. Delinquent payments are charged 1.5% interest per month. Upon request, a student's transcript will be released and reflect terms in which satisfactory payment of all obligations has been made. Student Accounts Office is open Monday-Thursday from 8:00 a.m. to 5:00 p.m. and Friday from 8:00 a.m. to 4:30 p.m.

### **Sylvia's Common Ground Coffee House 563.589.3274**

Sylvia's Common Ground is the on-campus coffee shop located inside the Charles C. Myers Library. You can select from an assortment of coffees and tea, smoothies, cookies, and pastries. Sylvia's is open early for your morning brew and late for late night study sessions; hours vary during the holidays and summer months.

## FINANCIAL PLANNING

### **Office of Financial Planning 563.589.3170**

The Office of Financial Planning, located on third floor of the Charles and Romona Myers Center (MTAC), administers federal, state, and institutional programs designed to assist students in meeting educational costs. Students must meet the satisfactory progress requirements defined in the University catalog in order to retain financial aid. Students must reapply for financial aid each year by submitting the Free Application for Federal Student Aid (FAFSA). The institution priority deadline is April 1st and students are advised to be alert to campus publications for other deadlines.

Financial Planning staff members are available to answer questions regarding loans, grants, scholarships, changes in family situation, preparation of budgets, and evaluation of family resources. Students have online access 24/7 to their financial aid information using the My UD portal. Appointments are encouraged for financial planning issues. For specific information regarding dropping or adding classes, withdrawal from a class, etc., see the appropriate policy section of the University catalog.

### Financial Aid Application

An application for financial aid must be submitted each year. The Free Application for Federal Student Aid (FAFSA) is the form required by the University of Dubuque for determining a student's eligibility for financial assistance. The form is available online at [www.fafsa.gov](http://www.fafsa.gov).

### Stafford Student Loan

The Federal Unsubsidized Student Loan Program enables students to borrow under the Federal Direct Student Loan program, funded by the federal government. Students may apply for a loan if they are enrolled or have been accepted for enrollment in a degree program at least half-time. A federal origination fee is deducted at the time the loan is disbursed. Further information may be secured from the Office of Student Financial Planning. Students who are U.S. citizens and eligible non-citizens are eligible to apply for Federal Unsubsidized Loans if they are enrolled at least half-time. If at any point in the program less than half-time enrollment occurs, the student may go into repayment, and is no longer eligible for loans.

### Satisfactory Academic Progress Policy for Federal, State and Institutional Financial Aid

Students attending full-time have a maximum of three academic years to complete a program of study at the University of Dubuque. Part-time students have a maximum of six academic years to complete a program.

Academic progress will be measured using both qualitative and quantitative means. A minimum grade point average of 3.00 and a minimum number of credit hours completed in an academic year are requirements. Both of these standards are designed to ensure a student keeps on schedule and completes within the prescribed program time, and not to exceed more than 150% of the program length. The quantitative pace will be measured by dividing the cumulative number of hours successfully

completed by cumulative number of hours attempted by the student. Generally, to complete within 150% the student should not have a pace below 67%. For a complete Satisfactory Academic Progress policy, contact the Office of Student Financial Planning.

### Payment of Account

Payments must be made on the due date of billing. Diplomas will not be issued to students until their financial obligations are settled with the Student Accounts Office. Upon request, a student's transcript will be released and reflect terms in which satisfactory payment of all obligations has been made. Those who desire to pay tuition, room, board, and fees on an installment basis should contact the Student Accounts Office for payment plan information.

### Institutional Refund Policy

The institutional refund policy is only for students who withdraw from all classes and leave the University. The policy does not apply to a student who withdraws from some classes but continues to be enrolled in other classes. If a student withdraws from a class after the add/drop date, a W will be recorded through the last day to withdraw from the class and no refund will be given.

Students who withdraw on or before the 60% point of the enrollment period and are receiving federal, state and/or institutional financial aid, are subject to a pro rata refund determined by the number of calendar days in the payment period or period of enrollment divided into the number of calendar days completed as of the day the student withdrew.

### Withdrawal Date:

- is the date the student began the official withdrawal process; or
- is the date that the student otherwise provided official notification to the University of Dubuque of the intent to withdraw; or
- if the student did not begin the withdrawal process or otherwise notify the University of Dubuque of the intent to withdraw, the midpoint of the payment period for which assistance was disbursed or a later date documented by the University of Dubuque.

Special Rule: If the University of Dubuque determines that a student did not begin the withdrawal process or otherwise notify the institution of the intent to withdraw due to illness, accident, grievous personal loss, or other such circumstances beyond the student's control, the University of Dubuque may determine the appropriate withdrawal date. Contact the Financial Aid Office for complete details on refund policy.

## **Tuition & Fees**

### Tuition

Tuition for the 2024-2025 academic year is \$680 per credit hour for the MM program and \$416 per credit hour for the online MBA

Online courses are assessed a \$10 fee for exam proctoring

## Special Fees

- Application fee of \$25.00
- Audit fee of one-half per credit hour of the standard tuition fee
- Graduation fee of \$70.00 (includes cap, gown, hood and diploma)
- Official transcript of record is \$8.00 – \$10.00 each
- Graduate Activity fee (\$380-525 per semester)

The tuition, fees and other charges described above are good faith projections for the academic year. They are, however, subject to change from one academic term to the next as deemed necessary by the University in order to meet its financial commitments and to fulfill its role and mission. There may be other fees and charges which are attendant upon a student's matriculation at the University. These fees or charges may be determined by contacting the University offices which administer the programs or activities in which the student intends to enroll or engage.

## Book Fees

Although the University does not charge students for textbooks, textbooks are required in most courses. A graduate student can expect to pay upwards of \$200 - \$300 per course. Textbooks are available for purchase at our campus bookstore, or often found available online at various discount sites. Students are expected to have their textbook purchased, rented, or borrowed prior to the start of class. Students are responsible to have the correct textbook edition inclusive all required ancillary materials. Consult with your instructor should you have questions.

## **Funding College**

### **External Sources**

- **Grants** for graduate school are like scholarships in that you do not have to pay them back. If you withdraw from school, you may have to refund part or the entire grant, so know the individual grant's rules. While scholarships are often merit-based, grants are need-based and can relate to your prospective field.
- **Fellowships** for graduate students generally relate to a short-term opportunity to study or conduct research in a specific field. Awarded for academic excellence, they can include an internship or other service commitment and can pay for living expenses, or offer a stipend. Fellowship opportunities can be found in most graduate fields.
- **Scholarships.** Graduate school scholarships are available through organizations, companies, states, and more. They can be need-based or merit-based, but you have to apply for them. Here is a short list of examples:
  - Mensa Foundation: <https://www.mensafoundation.org/what-we-do/scholarships/>



- Military/Veteran Scholarships:
  - [American Legion Auxiliary Scholarship for Non-Traditional Students](#)
  - [Army Women's Foundation Legacy Scholarships](#)
- **Employer** funding for graduate students is another method to offset the costs of a degree. Check with your employer's HR department to determine if tuition reimbursement is a benefit you are eligible to receive. According to a survey conducted by the Society for Human Resource Management, nearly 50% of all employers provided some sort of tuition assistance.
- Use available **Credit**. See if you qualify for the **federal Lifetime Learning Credit**, which allows individuals to subtract up to \$2,000 annually from their tax bill. The credit applies to 20 percent of tuition and other required education expenses up to \$10,000 or a maximum of \$2,000 per return, and is available to single filers whose modified adjusted gross income is \$67,000 or less, or to married people whose adjusted gross income falls at or under \$134,000.
- **Federal Loan** for graduate students may be available depending on one's eligibility. Student is required to complete a FAFSA application. More information on Federal Loans can be found on our website <https://www.dbq.edu/AdmissionAid/FinancialAid/GraduateStudentFinancialAid/>
- **Graduate Plus Loan** is a fixed interest rate loan made by the U.S. Department of Education via the Direct Loan program to graduate students. More information is available at <https://www.dbq.edu/AdmissionAid/FinancialAid/GraduateStudentFinancialAid/>

## Internal Funding

- Graduate Assistantship (GA) positions are available through the school. Prospective students interested in becoming a GA should follow the job application process found at <https://www.dbq.edu/AboutUD/Employment/Jobs/>. If accepted, all GA positions require a 2-year commitment. Therefore, a GA should expect their program of study to take 2 years to complete.

### Sources:

<https://www.usnews.com/education/best-graduate-schools/paying/articles/2013/03/12/use-these-5-strategies-to-pay-for-graduate-school>  
<https://www.salliemae.com/student-loans/graduate-school-information/ways-to-pay-for-graduate-school/>  
<https://www.scholarships.com/financial-aid/college-scholarships/scholarship-directory>

## OFFICE OF TECHNOLOGY

### Help Desk 563.589.3737

The University offers a Technology HelpDesk on the first floor of the Van Vliet. The HelpDesk is staffed from 8:00 a.m. through noon and 1:00 - 5:00 p.m., Monday through Friday, excluding University holidays. To report computer or telephone problems, call 563.589.3737 or email [helpdesk@dbq.edu](mailto:helpdesk@dbq.edu). For afterhours and weekend support, email or voice mail messages can be left for the HelpDesk.

Note: The Office of Technology staff monitors HelpDesk emails after hours and on weekends. Voice mail messages left after hours will not be addressed until the next working day.

If you experience widespread technology-related difficulty (network, Internet, e-mail, or phone down) outside of normal working hours, Security may be contacted at 563.589.3333. They will contact the appropriate staff to resolve the problem

### Online Moodle Support 563.589.3205

The University utilized Moodle as the Learning Management System (LMS). Whether courses are taught on-line or on-campus, all courses have a Moodle course portal. Students needing assistance or support for accessing and navigating the LMS may contact our Moodle Administrator team at [moodleadmin@dbq.edu](mailto:moodleadmin@dbq.edu). There are also on-line tutorials available at <https://moodle.dbq.edu/course/view.php?id=3948> (you must login to Moodle to access this training).

### Computer Labs

The University offers six computer labs for student and faculty use:

Jackaline Baldwin Dunlap Technology Center	T103	33 workstations
Jackaline Baldwin Dunlap Technology Center	T111	25 workstations
Charles and Romona Myers Center	M151	25 workstations
Charles C. Myers Library	L106	29 workstations
Library Academic Support Center (ASC)	L218	10 workstations
Library Multimedia Center	L212	9 workstations
Smith Welcome Center	SWC262	32 workstations

There are also 26 public workstations available in the Charles C. Myers Library for student and faculty use. Some labs are also used for teaching, but may be available when class is not in session. The hours of operation for each lab are posted at their respective entrances and on the Technology website. All labs have network printers available.

Note: The Library Multimedia Center has a flatbed scanner and a color laser printer. Printing to a color printer will use more print counts than printing to a monochrome printer.

### **Media Services 563.589.3350**

Media Services loans equipment to students for classes and school events. Equipment is loaned for 24 hours or a weekend. Students are required to complete a loan agreement form before checking out any equipment. Available items include:

- Camcorders and tripods
- Mixers, amplifiers, speakers and microphones
- PowerPoint remotes

Student organizations are also able to reserve equipment for special events. If you're organizing a special event, be sure to complete a special event technology request form at least one week in advance. Media Services staff are also available to operate the equipment and film your event at no cost. Contact Media Services at 563.589.3350 for more information.

### **Wireless Access**

The entire University campus is wireless. If you have problems connecting, please contact the Help Desk at 563.589.3737 for assistance.

### **Computer Usage**

By signing the "Agreement for Use of the Computer System," you will be able to take advantage of all the privileges of using the University of Dubuque's computer and telephone systems. These services include:

- Microsoft Office Applications (Word, Excel, PowerPoint, Access, Publisher, and FrontPage)
- Research programs/Library
- Adobe Acrobat Reader
- Network storage space for your files (access locally and via Internet)
- Internet access
- Opportunity to post a personal web page
- University email account (access locally and via Internet)
- Voice mail (if requested)

### **Getting Started**

Your computer must meet three basic requirements before you can connect to the University Network and gain Internet access:

1. Latest Windows critical updates for your operating system
2. Antivirus software
3. Most recent virus definition files for your virus software

In order to determine that your computer meets these requirements, you must run a Client Security Agent (CSA) which will scan your PC for the five basic requirements. The results of the scan must indicate that all requirements are met before connecting to the Internet. If any of the basic

requirements are not found during the scan, you will be provided with a link to download the appropriate programs or files. Please note that once programs are downloaded, they will need to be installed before the CSA will recognize that they are there. Documentation and instructions on this process are at the UD Help Desk Office (lower level of Van Vliet Hall), in the Technology area of the UD website <https://www.dbq.edu/CampusLife/OfficeOfTechnology/> and available through orientation.

### **Print Counts**

Please note in the Acceptable Use Policy, under Access, Item #6, 250 prints will be allotted to each student per semester at no charge. When this allotment is diminished, additional print counts of 250 each can be purchased from the Cashier's Office, third floor Charles and Romona Myers Center. Print counts carry over from one semester to the next. Printing to a color printer will use more print counts than a monochrome printer.

### **Technology Acceptable Use Policy**

The Communications section of this policy applies to the University telephone and Voice Messaging System, as well as the computer network system.

#### **Access**

1. Access to, and use of the computer systems and networks, is limited to the faculty, staff, and students of the University of Dubuque. Others may be granted access for good cause at the discretion of the University.
2. Acceptable use of hardware and software includes study, research, teaching, and administrative work. Incidental personal use is not permitted without express permission of a University Vice President or President.
3. All enrolled students will be granted full access to select software application, and the Internet. Enrolled students are provided with an e-mail account and remote access capabilities.
4. Attempts to gain access (log in) to another person's account, or attempts to read someone else's mail or files, unless the owner publishes the file on the Internet, is prohibited. Sharing an account with another person is prohibited. Passwords are to be confidential.
5. The University of Dubuque Computer System is capable of tracking "footprints" of all users. If a user disputes allegations of inappropriate use, the Office of Technology will make any relevant tracking documentation available as evidence to administrative and/or investigative authorities.
6. The University of Dubuque uses blocking and shaping software to control Internet usage. Various inappropriate sites will be blocked. Academic and Administrative use is given priority over social use. This may result in social Internet sites being unavailable during peak usage times.
7. Students will be provided with an initial amount of 250 sheets of paper each semester for printing in the computer labs. Amounts used beyond that will be charged to the students at a rate that will cover the costs of paper and ink. Balance information is available anytime the student logs into the computer system.

8. Students living in University housing may connect to the University network. Prior to connecting to the network, students must install a Client Security Agent (CSA) which will scan their PC for the five basic requirements.
9. Network connections for students living in University housing will be deactivated if devices such as routers are plugged into data ports, or if any unusual traffic or security issues are detected. The student may need to bring in the desktop or laptop for recertification to the Office of Technology if a virus or other traffic generating activity is suspected.

### Data

1. The University will take reasonable efforts to back up all data and files saved on the University servers. The University assumes no liability for data lost or destroyed.
2. The University of Dubuque does not guarantee computer systems to be safe from system errors or operator failures.
3. The Office of Technology will back up and protect all files and databases within the Administrative Software Application and Academic Servers. Files saved to the server by employees and students will also be backed up.
4. The Office of Technology may inspect or remove personal files only as needed to diagnose problems and maintain the system in good working order. Reasonable effort will be taken to notify the owner prior to their removal.
5. Unauthorized use, duplication, or transmission of copyrighted material (including software) is prohibited.

### Communications

1. The University computer and telephone system may not be used for illegal activities, nor may it be used to threaten or harass others. The system may not be used to send chain letters or to post solicitations or advertisements. The University is not liable for harassment, threats, or impositions resulting from unacceptable use of the computer network. Individuals who believe they are being harassed are to process the incident through the Human Resources Office or the Dean of Student Life.
2. Email should be used with the understanding that electronic communication is never really private. It is recommended that persons not use e-mail for items they would not want the world to see.
3. Mass email or voice mail (a.k.a. spamming) from any student or employee to the larger University of Dubuque community (students, employees, or both) must first be approved by the Dean of Student Life over the requesting office (*see the Mass Email Policy for further details.*) Periodic messages may arrive via mass email or voice mail from the Office of Technology that relate to the functionality of the network.
4. The University of Dubuque Computer System is not a public forum and cannot be used for indiscriminate use. Use of the campus network (and all electronic components under the auspice of the Office of Technology, including voice mail) must be consistent with the Mission, Values, and Vision of the University. Any activity that does not reflect the University mission

will be considered a violation of the Acceptable Use Policy and can result in restricted or eliminated access to the computer system. Examples of activities that are not permitted are:

- A. Commercial Use - No student or employee can use the University of Dubuque Computer System or other equipment to offer or provide products or services unless approved by the University Administrative Cabinet. Purchasing products and services via the campus system is at risk of the user. The University of Dubuque is not responsible for financial obligations from unauthorized use of the system by anyone.
- B. Political Lobbying - Although everyone is allowed to express opinions and analyze measures regarding legislative matters, using the University of Dubuque Computer System or other equipment to engage in fundraising or other political lobbying must first be approved by a Vice President or the University Administrative Cabinet. It is acceptable to use the Computer System to communicate opinions to elected officials via the Internet.
- C. Inappropriate Use
  1. Criminal speech and/or speech or use, in the course of committing a crime, threats to the President, threats to others, instructions on breaking into computer systems, child pornography, drug dealing, gang activity, etc.
  2. Speech, or use, that is inappropriate:
    - a. Inappropriate language, video, or graphics—obscene, profane, lewd, vulgar, disrespectful, threatening, or inflammatory language; harassment; personal attacks, including prejudicial or discriminatory attacks; or false or defamatory material about a person or organization.
    - b. Dangerous information—information, which if acted upon, could cause damage or present a danger of educational or business operation disruption.
    - c. Violations of privacy—revealing personal information about others.
    - d. Abuse of resources—chain letters, “spamming,” jokes, or other such mail. (Spamming is sending an annoying or unnecessary message to a large number of people.)
    - e. Sending messages for the purpose of selling goods or soliciting responses for goods or services. (This excludes sales announcements by administrative/ academic departments and University related groups.)
    - f. Copyright infringement or plagiarism.
    - g. Pornographic material—electronic and printer material which, by their design, are salacious, lascivious, lecherous, lustful, or demeaning to humans in their portrayal of aberrant sexual behavior.
    - h. It is unacceptable to distribute a computer virus or engage in any procedure that interferes with the normal operation and delivery of services over the network.

## Hardware and Software

1. Users of the UD network should conserve network resources. Activities that result in excessive use of network bandwidth, server storage, or system time are restricted (this specifically includes the downloading and storing of video or music files.)
2. Only legal, licensed software applications may reside on or be transferred over the UD network. Reproduction of such software or its related documentation is forbidden unless explicitly authorized by the software developer. All University faculty, students, and employees shall use computer software only in accordance with license agreements and Mission, regardless of the ownership of the license. All shareware programs must be registered in accordance with their license and use provision.
3. Hacking—unauthorized modification of operating systems, application software, or network software on any system attached to the UD network is strictly forbidden. This includes any activities that result in a denial of service.
4. Tampering with terminals, microcomputers, printers, or any other associated University-owned equipment is strictly forbidden. Removal of computer equipment, disks, paper or documentation from a computing facility is also unacceptable.

## Consequences

1. Violation of the above policy and any other inappropriate use of the computer system, Internet, telephone system, or any systems under the purview of the Office of Technology will result in the suspension of the privilege of use. Suspension of use will be immediate, with the duration of the suspension then determined by the University judicial processes. The System Administrator may close a suspect account at any time, as required, and will, in the case of a University student, then notify the Dean Student of Life and the Vice President of Academic Affairs. The administration, faculty, and staff may request the Office of Technology to deny, revoke or suspend specific user accounts. Any person identified as a security risk may also be denied access. If an employee of the University is in violation of the policy (as previously described), they will be subject to discipline in accordance with University Policy.
2. Any person, or persons, altering or attempting to alter without authorization, the cabling or component of any computer system, will be restricted from access and/or subject to criminal prosecution, if appropriate.
3. The Office of Technology will investigate complaints it receives from computer users at this and other institutions when those complaints pertain to inappropriate use, including messages that are sent by University of Dubuque students.
4. A student suspected of violating the Acceptable Use Policy will be notified via campus email, mail, telephone, or appointment with the Office of Technology. An office of a Vice President or the President will notify University employees suspected of violation. It should be understood that the above policies do not preclude prosecution in cases of criminal misconduct under current laws and regulations of the city, the state, and federal government.

## OFFICE OF ALUMNI ENGAGEMENT

### **Alumni/ae Association 563.589.3161**

The University of Dubuque Office of Advancement and Alumni Engagement is your connection to UD for life! The goal of the Alumni Relations Office is to help you stay connected with UD and your Spartan classmates long after graduation. The Alumni Office can help you network with alums online, via LinkedIn, through Phon-a-thon, and a variety of campus events. Did you know you can take advantage of the Alumni Office as a student?

The Alumni Engagement Office offers the following services to students:

- Networking
- Employment opportunities
- Internships
- On-campus work study positions
- Collaborative student and alumni events
- Commencement Dinner for all graduates and their families

Don't wait until graduation to meet the Alumni Office! We'd love to meet you, learn about your experiences as a student at UD, and share your story with other alums. The Alumni Engagement

Office is located in the Peter & Susan Smith Welcome Center – we hope to see you soon!

Connect with us any of the following ways:

Phone: 563.589.3161

Email: [udalumni@dbq.edu](mailto:udalumni@dbq.edu)

Facebook: [facebook.com/UDSpartanNation](https://www.facebook.com/UDSpartanNation)

X (formerly known as Twitter): @UDSpartanNation

LinkedIn: University of Dubuque Alumni & Friends

## **SAFETY and SECURITY**

(911 or 563.589.3333)

### **Title IX and Jeanne Clery Act Policy Information:**

- Title IX: The University of Dubuque is committed to providing a learning, working, and living environment that promotes personal integrity, civility, and mutual respect in an environment free of discrimination on the basis of sex; which includes all forms of sexual misconduct. More information may be found at <https://www.dbq.edu/media/AboutUD/Title-IX.pdf>
- Jeanne Clery Act: The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires the distribution of an Annual Security Report and Annual Fire



Safety Report to all current faculty, staff, and students and notice of its availability to prospective students, faculty, and staff no later than October 1st of each year. More information may be found at <https://www.dbq.edu/SafetySecurity/JeanneCleryAct/>

**Title IX: SEXUAL MISCONDUCT POLICY** -The University of Dubuque is committed to providing a learning, working, and living environment that promotes personal integrity, civility, and mutual respect in an environment free of discrimination on the basis of sex; which includes all forms of sexual misconduct. Sexual misconduct violates an individual's fundamental rights and personal dignity. The University of Dubuque considers sexual misconduct in all its forms to be a serious offense. This policy refers to all forms of sexual misconduct, including but not limited to: sexual discrimination, sexual harassment, sexual assault, and sexual violence by employees, students, or third parties. The University of Dubuque does not discriminate on the basis of race, color, creed, age, gender, sexual orientation, religion, national origin, veteran status, physical or mental disability, genetic information, or any other basis of prohibited discrimination in its programs and activities. This policy extends to employment with and admission to the University. Please refer to the University's Sexual Misconduct Policy: Title IX Policy. <https://www.dbq.edu/media/AboutUD/Title-IX.pdf>

**Jeanne Clery Act (including Drug Free Schools and Community Act)** -Annual Security Report and Annual Fire Safety Report The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires the distribution of an Annual Security Report and Annual Fire Safety Report to all current faculty, staff, and students and notice of its availability to prospective students, faculty, and staff no later than October 1st of each year. This document, referred to as the "Annual Security Report and Annual Fire Safety Report" or "ASR," is one of many mechanisms designed to inform current and potential University of Dubuque community members of crime, arrest and referral statistics, of current crime response, reporting, prevention and awareness policies, including policies regarding sexual assault, domestic violence, dating violence and/or stalking, of campus disciplinary policies and relevant state laws, and of campus safety and security. This ASR includes crime, arrest, and referral statistics for the previous three calendar years concerning reported crimes that occurred on campus, in certain off-campus buildings or property owned or controlled by the University of Dubuque, and on public property within, or immediately adjacent to and accessible from, the campus. The Fire Report at the end the document contains current University of Dubuque Housing fire safety protocols and fire statistics for the previous three calendar years. Please refer to the most recent Annual Security and Fire Safety Report: <https://www.dbq.edu/SafetySecurity/JeanneCleryAct/>

**Drug Free Schools and Community Act**

The Drug Free Schools and Communities Act (DFSCA) and Part 86 of the Department of Education's General Administrative Regulations (EDGAR Part 86) requires the University of Dubuque (UD) to develop and implement a drug and alcohol abuse education and prevention program (DAAPP) designed to prevent the unlawful possession, use, and distribution of drugs and alcohol on campus and at campus events. UD is required to distribute written information about its DAAPP as well as conduct a biennial review to measure its effectiveness and ensure a consistent enforcement of its disciplinary sanctions. Alcohol and other drug abuse has serious effects on campus safety, community well-being,

and on the academic performance of our students. Conducting a biennial review provides an opportunity for UD to document its prevention efforts, and closely examine its scope and effectiveness. Throughout this process, UD can continually identify gaps in evidence-based practices and develop recommendations for future improvements. Please refer to the most recent DFSCA reports, which can be found here: <https://www.dbq.edu/SafetySecurity/JeanneCleryAct/>

## PARKING & MOTOR VEHICLE POLICIES

These regulations are provided to ensure the safety of drivers, pedestrians, and property, as well as manage parking for all who drive a vehicle on and around the University of Dubuque campus. All persons registering or driving a motor vehicle on UD property are responsible for knowing the rules and regulations governing parking and traffic. All persons who wish to park in any of the University parking lots must register their vehicle with UD's Safety and Security Office.

**NOTE: The purchase of a parking permit does NOT guarantee a parking space. Parking is available on an "as available" basis.**

University parking permits are required in all University parking lots. Parking lot types are designated by a sign at the entrance to each lot. It is the driver's responsibility to observe and obey the signs. Due to space limitations, only one car or motorcycle per campus resident may be kept in campus lots. The same parking rules apply to motorcycles as to cars. Permits are not transferrable.

Students must register vehicles by the end of the third week of classes or within 24 hours of bringing a vehicle on campus. In order to register, a valid driver's license, current proof of insurance, and the state vehicle registration form must be provided before a permit will be issued. Students may register their vehicle online at Parking Permits. Permits may be picked up at the UD Safety and Security Office, located in the lower level of Smith Hall, Room 112.

All vehicles parked on UD campus properties must be currently licensed and operational at all times. Vehicles may not be left on campus unattended for extended periods of time. If you need to leave your vehicle in a residence hall parking lot over Christmas or Spring Break, please contact UD's Safety and Security Office to make appropriate arrangements. Vehicles may not be left on campus during summer break when you are not currently enrolled, or if your status shows that you are no longer a student at UD.

### Permit Requirements & Parking Lot Assignments

All vehicles parked on the UD campus properties must have a UD Parking Permit. The UD Parking Permit is to be displayed inside the lower left corner of the vehicle's windshield. Permit should be fully attached with the adhesive. Any permits taped or not fully adhered to the window will be cited for Improper Display. The Safety and Security Office issues the following types of permits, which must be

properly displayed to park on UD properties:

- Faculty/Staff – may be purchased by employees of the University; specific to designated lots as stated on the hang tags, which must be hung from the rearview mirror on the front windshield.
- Commuter – may be purchased by students who reside off campus; specific to lots designated on the permit.
- Residence Hall – may be purchased by students who reside in a resident hall.
- Neighbor – for students who resident in private homes located in “No Student Parking” areas. This permit is free, but student is NEVER to park in any campus lot.
- Campus Houses – for students residing in one of the University-owned houses.
- Evening – free to students enrolled in the LIFE Program for evening classes.
- Motorcycle – required for motorcycles and mopeds; must park in a designated space. Note: more than one motorcycle/moped may occupy one space.

The following short-term Parking Permits are available 24 hours a day from the Safety and Security Office:

- Visitor Permit – guests of students and the University are welcome to park in the Severance Lot located on Algona Street across from Severance Hall. Visitors should obtain a temporary parking permit if they plan to visit longer than a day or if there are no spaces in the Severance Lot.
- Temporary Parking Permit – are issued in the event of repairs, newly purchased cars, or rentals and are valid for no longer than two weeks at a time. Persons receiving a temporary permit are responsible for rules and regulations pertaining to parking on UD property.

### **Parking Fees**

Student Parking Permit: \$95.00 per year

Replacement Permit: (with old sticker, in pieces) No charge

Replacement Permit: (without old sticker) \$95.00

Fee for permit will be billed to the student’s account. Students who live off-campus as a resident of a house located on a street surrounding the University or designated through the City of Dubuque as a “No University Employee or Student Parking” area, must still register their vehicle at no charge.

Students who have not registered their vehicles and accumulated multiple parking violations will be assessed a \$25.00 license plate research fee which will be charged against the student’s account.

### **No Parking Areas**

No Parking areas include any areas marked by permanent or temporary signs, grassy areas, building entrances, crosswalks, garage entrances, and any other area not designated as parking areas. The absence of “No Parking” signs does not imply that parking is allowed. It is illegal to park in any area that

is not designated for parking. Parking on most streets surrounding the University is prohibited by signs marking areas designated as “No University Employee or Student Parking” areas. The fine for parking in these areas is \$25.00.

Additionally, some residential streets are maintained as residential districts and all non-resident parking is prohibited by the City of Dubuque.

In addition, parking is not allowed in the following areas:

- Service lane between Peters Commons and the Science Center.
- Stoltz Sports Center service lane behind Smith Hall.
- Loading area and drop zone behind Peters Commons.
- Drive-through lanes in all parking areas.
- Middle and end of drive lane in Cassat and Donnell Halls parking area.
- All areas marked as fire lanes, either by sign or yellow-painted curb.
- All sidewalks and patios on campus.

Do not park in Handicapped Parking spaces, including the striped areas alongside the designated space, without the appropriate state issued permit.

### **General Parking Regulations**

Parking in University lots requires an appropriate University of Dubuque Permit, which you can obtain from Safety & Security.

Parking is prohibited within:

- 15 feet of a crosswalk
- 10 feet of a fire hydrant
- 4 feet of a driveway

Vehicles **MUST** be parked in marked spaces and within stall markings.

Reckless driving/speeding is considered a blatant disregard of personal safety and property. Emergency flashers will not be acknowledged as a signal for short term parking.

### **Townhouse Parking**

Do not park on the circle streets in front of the townhouses. Parking on these streets may block access for emergency vehicles and they need to be able to access the area 24 hours a day. This will also help other drivers to see children when driving in and out of driveways. Please park in driveways close to the garages so the vehicles are not blocking the vision of drivers backing out of driveways. This will help all drivers see children.

## **Parking Fines**

Violating University of Dubuque's Motor Vehicle and Parking Policies will result in the following fines:

- Handicapped Parking violation: \$200.00
- Parking in a fire lane or alley: \$50.00
- Falsifying a permit: \$50.00
- Careless or reckless driving: \$75.00
- No current permit: \$90.00
- Parking on the grass or on a sidewalk: \$25.00
- Parking in a "Faculty/Staff Parking" area: \$25.00
- Parking in a "Visitor" parking area: \$25.00
- Parking in a "No University Employee or Student Parking" area: \$25.00
- Parking where "Permit Not Valid in Lot": \$25.00
- Improper parking: \$15.00
- Improper display of permit: \$25.00
- Parking Prohibited: \$25.00

All parking fines are the responsibility of the student registering the vehicle. All parking fines are to be paid in Student Accounts on the first floor of Smith Hall. Failure to pay parking fines in a timely manner will result in those fines being charged against your student account. Please note that unpaid student charges, including unpaid parking fines, may prevent registration for classes and the withholding of grades and transcripts.

## **Parking Questions and Violation Appeals**

Questions concerning parking violations can be addressed with UD's Safety and Security Office. Appeals on traffic or parking violations must be made in writing and e-mailed to [Security@dbq.edu](mailto:Security@dbq.edu) or brought to the Security office, lower level Smith Hall, Room 112.

## **Vehicle Tow Policy**

Any vehicle blocking another vehicle, a driveway, or a fire lane is subject to towing without notice, at the owner's expense. Vehicles with excessive tickets are considered habitual violators of the parking regulations, and may be subject to judicial referral to the Office of Student Life and/or towed at the owner's expense. Vehicles left abandoned or not operational will be subject to towing unless the owner has made arrangements with the University.

## **Bicycle Parking and Skateboard Policy**

The University of Dubuque has an obligation to provide a safe environment for students, faculty, staff, and visitors and to protect University property. Skateboarding may present a safety issue for drivers, pedestrians, and the skateboarder. Skateboarding can also cause significant damage to benches, railings, steps, curbs, and trash receptacles. Therefore, skateboarding, skating, and cycling are not permitted on campus, except for special events scheduled by the University. Bicycling is permitted in

designated areas only.

Campus includes inside of buildings and the property surrounding the buildings, including campus steps and parking lots. “Skateboarding” refers to any motion of the skateboard with a rider on the board. “Skating” refers to the motion of skater wearing inline or regular skates. “Cycling” refers to riding by whatever means with one or both feet on the bicycle or unicycle.

All bicycles must be parked in the designated bicycle racks provided by the University on campus. If they are parked elsewhere, they may be removed by Safety and Security for safety reasons. Do not lock bicycles to trees, signposts, lampposts, railings, or anywhere else on campus where they may be an obstruction. When not in use, bicycles should be locked to a bicycle rack at all times with a heavy-duty steel chain and padlock (both with at least a ¼" shank) or U-type bar lock. Any bicycles found abandoned, locked in an improper location, or left in a bicycle rack after the end of the academic year (May 30) will be removed and placed in a storage area for 30 days. After 30 days, the University will dispose of such bicycles by donating them to a charitable institution that distributes bicycles to needy families. The University of Dubuque assumes no responsibility or liability for bicycles abandoned, left in improper locations, or left unclaimed for more than 30 days.

All gas powered vehicles, motorcycles, mopeds, and motorized bicycles must be registered with Safety and Security and parked in designated areas only (not in bicycle racks.)

Due to reported safety risks with hover boards (self-balancing scooters,) the University prohibits the possession, use, or storage of these items on campus. This includes all self-balancing scooters, such as hover boards, Segways, battery-operated scooters, or similar devices. UD will continue to monitor information provided by the Consumer Product Safety Commission as they investigate reported concerns and work to develop safety standards.

## EMERGENCY PROCEDURES

Emergency and non-emergency calls from the campus for fire, police, or ambulance assistance or services should be directed through the Safety and Security Office at x3333 or 563.589.3333. If a situation requires immediate action, the local emergency service number should be contacted (9-911); then if able call Safety and Security at x3333 or 563.589.3333.

### **Depending on the type of emergency, contact one of the following:**

- Police 9-911, and then if able call Safety and Security x3333 or 563.589.3333.
- Campus Safety and Security x3333 or 563.589.3333.
- A Resident Assistant (on duty each evening in your residence facility) and/or the RD/AC on duty.
- Assistant Dean/Director of Residence Life, Dean of Student Formation, or Pastor to Seminary Students

### **Emergency Telephone 9-911 and x3333 and 563.589.3333**

If you feel unsafe or are faced with an emergency, use the emergency telephones located around campus. The telephones have a blue light on top and are labeled “Emergency.” To operate emergency telephones, press the red button and the Safety and Security staff will immediately know your location and assist. They are located at the following areas:

- University Park Drive near the traffic gate (by Donnell Hall)
- University Park Drive (between Donnell Hall and Park Village)
- University Park Drive near the traffic gate (by Park Village)
- Hardee’s parking lot
- CRWC; north and south entrances, and at each end of the west entrance
- Mercer Birmingham Hall; main entrance
- Heritage Center; north, south, and east entrances
- All residence halls have a phone in the main exterior entrance. However, they do not have a blue light
- The following academic buildings have exterior emergency phones:
  - Physical Plant
  - MTAC; all entrances
  - Myers Library; main entrance lobby
  - Severance Hall; main entrance breezeway
  - Blades Hall; south entrance facing the Quad
  - University Science Center; main entrance off Algona and PA entrance facing Aitchison Hall
- Smith Hall does not have an exterior phone, but the lower entrance is always unlocked and Security is always available in their office or by using the red Security phone located outside the Safety and Security office.

### **Procedures for Staff/Faculty Response to Student Crisis**

University of Dubuque has adopted procedures as an appropriate response in the event a student is involved in an accident with serious injury, suicide attempt, and/or alcohol or drug overdose or is the victim of violence, sexual assault, harassment, discriminatory acts, violent threats, and/or extreme emotional situation.

The Smeltzer-Kelly Student Health Center, as well as the Office of Student Life, Campus Ministry, Seminary staff, provide the University of Dubuque community with advice and counsel on how to deal with certain issues related to University of Dubuque students on campus and in the Dubuque community. They are available to help with handling issues in a way that is consistent with UD policies and procedures and will act as liaison, as necessary, between agencies working with issues related to University of Dubuque students.

In an emergency, call 911. For confidential crisis counseling, call the Iowa Helpline at 855.800.1239. Both are available 24/7.

If you have been a victim or witnessed an incident, you are encouraged to contact the Smeltzer-Kelly Student Health Center (563.589.3360), Dean of Student Formation in Student Life (563.589.3270), Campus Ministry (563.589.3582), or the Seminary's Director of Continuing and Lay Education (563.589.3630).

If after hours and weekends, call the University's confidential answering service at 563.589.3911 and you will be connected to the appropriate resource.

For additional information, please visit our website at <https://www.dbq.edu/CampusLife/StudentServicesResources/Smeltzer-KellyStudentHealthCenter/CounselingServices/>

## **Fire**

The purpose of the fire alarm system is to alert occupants of the building of the need to evacuate. The fire alarms and fire equipment (i.e., extinguishers) are to be used only in case of fire. Please be advised that tampering with fire alarms and equipment is a violation of Iowa state law as well as University policy. Offenders are subject to university disciplinary action as well as criminal prosecution.

### **Upon hearing the fire alarm sound in the room/facility, all occupants should follow these procedures:**

- Keep low to the floor if smoke is in your room/facility.
- Close windows.

### **Before opening the door:**

Feel the knob. If it is hot, do not open the door. If the knob is not hot, brace yourself against the door, and open it slightly. If heavy smoke or fire is present, close the door and stay in the room/facility.

### **If you can leave the room/facility:**

- Be sure to have clothing appropriate for the weather.
- Be sure to bring your key (if applicable).
- Leave lights ON.
- CLOSE and LOCK door (if applicable).
- Leave by the nearest safe exit.
- Do NOT use an elevator.
- If ALL exits are blocked, return to your room/facility.
- Once outside, quickly move away from the building at least 300 feet.
- Do not return to the building until signaled by staff to do so.



**If you CANNOT leave the room/facility:**

- CLOSE door.
- Seal cracks around the door with towels, bed clothing, or anything else you can find to help keep out smoke.
- Open window.
- Do NOT jump if you are above the second floor.
- Hang something from the window to attract attention or shout for help.

**Severe Weather**

A **Tornado Watch** implies the possibility of a tornado and high winds in the immediate area.

A **Tornado Warning** means that a tornado has been sighted in the area and shelter should be sought immediately. In the event of a warning for the city of Dubuque, the following procedures should be followed:

- A city alarm will be sounded to inform you of a warning.
- Leave room/facility immediately.
- Lock your room/facility and take the key (if applicable).
- Proceed to the designated area.
- Stay away from windows.

In situations involving a severe weather warning, such as a tornado warning, you should immediately proceed to the lowest level of any building you happen to be in. DO NOT go outside to check the weather. Try to stay in the center of the building. Stay away from windows and exterior doors. At the end of the severe weather event, wait for an “ALL CLEAR” before returning to your room.

Nearly all of the buildings on campus have “SEVERE WEATHER SHELTER AREAS” marked with signs. Become familiar with them now before you need the information. The best way to insure your survival is to be aware.

**Medical Emergencies**

In a medical emergency, **call 911 or UD’s Office of Safety and Security at 563.589.3333.** UD’s Office of Safety and Security will contact other necessary University staff.

Office visits to UnityPoint Health-Finley Urgent Care, which include an assessment, are provided free of charge courtesy of the University to all UD students. Tests, such as labs, x-rays, and visits to the emergency room are the financial responsibility of the student. All charges will be filed with the student’s insurance plan, if applicable.

It is important that students have their UD student ID card and their insurance card, if applicable, with

them for medical appointments and emergency room visits.

**Transportation to medical facilities:** Students are encouraged to organize rides with friends if they cannot transport themselves. Taxi services are available in Dubuque if students cannot find other modes of transportation. The University **does not** provide transportation to or from medical facilities.

UnityPoint Health-Finley Hospital Emergency Room, 350 N. Grandview Avenue, Dubuque, Iowa  
563.582.1881  
Open 24 hours a day

UnityPoint Health-Finley Occupational Health, 1665 Embassy West Drive, Dubuque, Iowa  
563.585.1290  
Monday through Friday: 7:30 a.m. to 5:00 p.m.

UnityPoint Clinic Urgent Care – East, 1550 University Avenue, Dubuque, Iowa  
563.589.4960

Sunday through Saturday: 8:00 a.m. to 8:00 p.m.

UnityPoint Clinic Urgent Care – West, 2255 John F. Kennedy Road, Dubuque, Iowa  
563.589.4960

Sunday through Saturday: 8:00 a.m. to 8:00 p.m.

Holidays: 8:00 a.m. to 8:00 p.m.

For the health and safety of the others in the community, if you have a contagious illness, you must notify the Smeltzer-Kelly Student Health Center at 563.589.3360 as soon as possible.

### **UD Safety and Security Office**

The Safety and Security Department at the University of Dubuque provides for the safety and security of all University property 24 hours a day, 365 days a year. The UD's Safety and Security Office is located in Smith Hall, Room 112. Regular office hours are Monday through Friday from 8:00 a.m. to 5:00 p.m. If assistance is needed after hours call at x3333 or 563.589.3333 or you may call on the red phone located on the wall outside of the Security Office and the officer on duty will assist you.

As part of the University's efforts to promote and maintain a safe and secure campus environment for each member of the UD community, the security officers provide a regular program of prevention services including:

- Responding to emergencies and accidents.
- Working with local law enforcement agencies to exchange information and to assist in incidents involving the University community on or off-campus.
- Conducting routine foot and mobile patrols on campus grounds and monitoring the campus environment.

- Speaking at meetings on topics of safety and security.
- Conducting wellness checks.
- Providing specialized security services for university events.
- Providing 24-hours per day escorts.

While security officers are not certified as law enforcement officers, they do receive training on aspects of campus safety as well as continual in-house training to upgrade and professionalize their skills.

In accordance with the Federal Government's Student Right-To-Know and Campus Security Act, the University of Dubuque maintains an annual security report that is available to students and employees that includes security policies and procedures, on-campus crime statistics, and information concerning the University's programs for dealing with drug prevention and sexual assaults. Any student may obtain a copy of the University's Annual Security Report from the Campus Security office or online at <https://www.dbq.edu/SafetySecurity/JeanneCleryAct/>

### **Your Personal Safety on Campus**

The University of Dubuque's Safety and Security Department is fully committed to maintaining a safe campus where students, faculty, and staff can work and study in a secure environment. Safety is a shared responsibility and security begins by being aware of one's surroundings and reporting suspicious persons, activities, or safety concerns. The cooperation, involvement, and vigilance of students, faculty, and staff in a campus safety program are needed to make our campus as safe as possible. We encourage all UD community members to take responsibility for their own safety and security by reporting crimes, suspicious activity, or other emergencies immediately to the Safety and Security Department. By accepting this responsibility, members of the UD community assist in maintaining a safer and more secure campus environment.

Since the opportunity for crime exists everywhere, the campus community should also take precautions to avoid dangerous or risky situations. The following are safety and security tips:

- Use the "buddy" system when walking, especially after dark.
- Park vehicles and/or walk in well-lighted areas.
- Use the escort service on campus which is available 24 hours a day by calling Security at x3333 or 563.589.3333.
- Lock and double-check residence halls and vehicle doors and windows when leaving, even if for a short period of time.
- Be sure to report lost keys or ID cards immediately.
- Don't leave your possessions unattended.
- Don't leave large amounts of money in your room, and keep valuables out of sight, if you can't keep your valuables on your person.

- Make a list of your valuables, including books, and mark them with an ID that can help in their recovery and record serial numbers of valuables such as DVDs, stereos, computers, etc. Take photos of items. Have valuables such as computers engraved by the Safety and Security Department through Operation Identification.
- Report any broken or flickering lights, dimly lit corridors, and broken locks or windows.

### **Identification Cards**

All students are required to carry a University of Dubuque photo ID card. ID cards are needed to cash checks, to access your meal plan, check out books at the library, to enter the CRWC, and for free admission to the Stoltz Sports Center and home intercollegiate athletic events. Every student receives an ID card when he or she first registers for classes. If cards are lost or damaged they can be replaced for a \$25.00 fee in the Safety and Security Office. Students may make a cash deposit on their card in the Student Accounts Office located on second floor of Smith Hall. This credit allows the student to make purchases in the Chlapaty Recreation & Wellness Center Health Bar, the Jack and Barbara Smeltzer Dining Hall, the Heritage Center Cyber Café, the Babka Bookstores, and in Sylvia's Common Ground Coffee House. Any charges made against the credit balance are automatically deducted until the credit balance is depleted. For more information, contact Campus Safety & Security at 563.589.3333.

## **Alcohol, Tobacco, and Other Drugs**

**Mission:** The University of Dubuque is committed to stewardship of all God's human and natural resources.

### **University Policy**

The following is the University policy regarding the use of alcohol, drugs, and tobacco:

- Students are expected to abide by all Iowa state laws and statutes regarding the use, possession, distribution, and consumption of alcoholic beverages. In order to consume alcohol legally in the state of Iowa, you must be 21 years of age.
- Alcohol use, possession, distribution, and/or consumption or possession of an alcohol container on the University campus or at any activity off-campus that is sponsored by any University organization, department or group is strictly prohibited. The President, or appropriate designee, may approve exceptions to this prohibition to allow possession or consumption of alcoholic beverages by persons of legal drinking age at designated special events. For clarification regarding this policy, please contact the Dean of Student Formation. No alcoholic beverages may be present at any activity for the purpose of initiation, admission into, affiliation with, or as a condition of continued membership.
- Illegal drug use, possession, and distribution (including the abuse of prescription or over-the-counter drugs) and any paraphernalia related to illegal use, is prohibited.
- University personnel may, at times of concern for a student's welfare, notify a parent(s)/legal guardian(s) of a student under 21 years of age in writing and/or by phone when alcohol or drug

- violations of University policy occur.
- The Iowa Clean Air Act bans the use of tobacco in all indoor and outdoor spaces on the campus. For details, please refer to the section on Tobacco in this handbook.
- No advertising may be displayed that explicitly or implicitly invites students to events, on or off **campus, where alcohol will be served.**

### **Iowa Laws Relating to Consumption of Alcohol**

The following is only a partial list of the pertinent alcohol-related laws:

- Persons under the legal age (21 years) are prohibited from purchasing or possessing alcoholic beverages (I.C.A. 123.47).
- It is unlawful to sell, give, or otherwise supply alcoholic beverages to a minor (anyone under 21 years of age) (I.C.A. 123.47 and 123.47A).
- Those under the legal age may not present false evidence or misrepresent their age to a vendor or licensee for purposes of obtaining alcoholic beverages [I.C.A. 123.49(3)].
- No person may sell or give alcoholic beverages to an intoxicated person [I.C.A. 123.49(1)].
- Anyone under the age of 21 who is caught driving with a blood alcohol level of .02 or more will lose their driver's license or permit for up to 60 days. Temporary driving permits for school, work, or any reason, will not be issued during the suspension period.

### **Alcohol and Drug-Related Counseling**

The University understands the need for strict adherence to the law in cases involving alcohol, drugs, and other addictions. However, as part of its Mission, the University also practices compassion toward those with abuse and/or dependency of a substance or other addictive disorders. To this end, University officials will try to assist students in receiving professional counseling and/or treatment to support them in becoming productive members of the University family and society. Students in need of services due to abuse and/or dependency of alcohol, drugs, or other addictions are welcome to contact the Smeltzer-Kelly Student Health Center at 563.589.3360 to assist with a confidential and professional referral to an appropriate service within the tristate area or through the student's preferred provider within their insurance plan. The referral service is provided at no charge to the student. The Smeltzer-Kelly Student Health Center does not provide treatment for alcohol, drugs, or other addictions. However, the health center has strong partnerships with area resources such as: Substance Abuse Services Center (SASC), Hillcrest Family Services, Turning Point Treatment Center, area hospitals and clinics, intervention services, and other alternative providers.

For more information and a list of area resources, contact the Smeltzer-Kelly Student Health Center 563.589.3360.

### **Drug Free Schools and Communities Act (DFSCA)**

The Drug Free Schools and Communities Act (DFSCA) and Part 86 of the Department of Education's General Administrative Regulations (EDGAR Part 86) requires the University of Dubuque (UD) to

develop and implement a Drug and Alcohol Abuse Education and Prevention Program (DAAPP) designed to prevent the unlawful possession, use, and distribution of drugs and alcohol on campus and at campus events. UD is required to distribute written information about its DAAPP as well as conduct a biennial review to measure its effectiveness and ensure a consistent enforcement of its disciplinary sanctions.

Alcohol and other drug abuse has serious effects on campus safety, community well-being, and on the academic performance of our students. Conducting a biennial review provides an opportunity for UD to document its prevention efforts, and closely examine its scope and effectiveness. Throughout this process, UD can continually identify gaps in evidence-based practices and develop recommendations for future improvements.

Please refer to the Annual Notification DFSCA, which can be found here: [Annual Notification DFSCA](#)

Please refer to the Biennial Review DFSCA, which can be found here: [Biennial Review of DFSCA](#)

Or go to [www.dbq.edu](http://www.dbq.edu), scroll to the bottom footer and click on the Jeanne Clery Act (Clery Report)

You may contact the Director of Safety and Security for additional question about DFSCA at (563)589-3333.

## ADDITIONAL POLICIES AND PROCEDURES

### **Mass Email and Unsolicited Email Policy**

The focus of this policy is to govern the use of mass email communications via the University of Dubuque servers and network. The University maintains email distribution lists to facilitate communication within the campus community. To help protect the University's email and other resources from computer viruses, worms, SPAM email, etc., the University has established a Mass Email and Unsolicited Email Policy. This policy ensures the University's ability to deliver mission critical or time sensitive information relevant to the University's business and mission.

Permission to send a mass email: Various individuals have been authorized to transmit mass email messages through their office/department email accounts. All mass emails to a large audience must be authorized and sent via the authorized individuals below. Exceptions or requests outside the scope will be handled on a case-by-case basis. Mass emails requests should be directed to:

- Academic-related information to AKendell@dbq.edu.
- Athletic-related information to kweber@dbq.edu
- Student Organization-related information to OSA@dbq.edu.
- All other information to nedmonds@dbq.edu

While faculty, staff, and students can maintain personal group lists, those lists should not be used to send unsolicited or mass emails that violate any of the University's policies. Sending unapproved or unsolicited mass email messages via a University's email account, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (email spam), is prohibited.

Questions or comments about these guidelines may be directed to the Vice President of Student Engagement and Intercollegiate Athletics 563.563.3867 or nedmonds@dbq.edu.

### **MEDIA RELATIONS AND UNIVERSITY PUBLICATIONS**

All University media contact (press, television, radio, etc.) shall be coordinated through the Office of University Relations. All faculty and staff should direct any and all media contacts by reporters or account representatives to the Director of Public Information in the Office of University Relations. The proper names University of Dubuque and University of Dubuque Theological Seminary are trademarked, are the exclusive property of the corporate entity, the University of Dubuque, and cannot be used by other individuals or organizations without its consent. All publications or any promotional efforts of any kind directed to an off-campus audience representing the University of Dubuque must be processed through the Office of University Relations in the Charles and Romona Myers Center (e.g. text approval, design direction, production.) For further information, contact the University Relations (563.589.3164). Stationery used by students or student groups should not have the name University of

Dubuque or University of Dubuque Theological Seminary printed on letterheads or envelopes unless it is preceded by the name of the student organization or by some other indication that it is not the official stationery of the institution. Official University stationery in any form may not be used for personal use. The University and Seminary logos are trademarks of the University of Dubuque, are important to the overall image of each of the entities, and approval must be obtained from the Office of University Relations prior to the use of either logo for any purpose.

### **SOCIAL MEDIA POLICY**

The University of Dubuque understands the current popularity globally for social media use. Social media sites such as X, Facebook, Instagram, and other sites are used by the majority of students in one form or another. Students should be aware that third parties, including other students, faculty and staff, future employers, media, etc., could potentially access individuals' profiles and view all personal information, including postings, pictures, comments, etc. Inappropriate material on social media sites can affect the perception of the student and the University. This could potentially be detrimental to students, including future employment options.

If a student's profile and its contents are found to be inappropriate in accordance with the expectations and guidelines of student behavior outlined in the Student Handbook, the student will be subject to disciplinary actions by Student Life, including potential suspension from the University.

Official University of Dubuque Social Media Sites must be approved in concept and registered by the University prior to creation and publication. All official UD sites will be administered by and managed by a University employee, and must comply with applicable University policies governing employee behavior and acceptable use of electronic and information resources. Only public information may be posted on Official University Social Media Sites.

## **OFF-CAMPUS CO-CURRICULAR DISCLAIMER**

Students and faculty at the University of Dubuque are encouraged to take advantage of the diversity of educational opportunities and experiences available within the vicinity of the University. Students will be encouraged to attend campus events and, from time-to-time, to engage in off-campus activities that supplement on-campus instruction and activities.

Students will often be required to provide their own transportation to and from off-campus activities and events that occur in the tristate area. The University of Dubuque will generally provide assistance with transportation upon request by a student, but assumes no obligation to do so. Students are required, as a condition of their enrollment, to assume all risk and liability associated with their transportation to and from, and attendance at, off-campus experiences whether for required or voluntary activities.



## UNIVERSITY OF DUBUQUE CODE OF CONDUCT\*

The University of Dubuque is committed to being a “community where diversity is appreciated and Christian love is practiced.” This commitment is reflected in the motto of the school, taken from I Corinthians 12:4, “Many Gifts, One Spirit.” The University of Dubuque is a people called together by God in a common Christian mission. Students, faculty, staff, trustees, alumni/ae, friends, and administrators—people with diverse gifts and vocations—have been brought together by God to live in covenant community in service to God and the world.

Early in the formation of God’s people, the rules for life together were set down, “You shall not steal. You shall not bear false witness...You shall not covet,” (Exodus 20). Paul summarizes these laws in his letter to the Romans with this commandment: “Love your neighbor as yourself,” (Romans 13:9). Jesus summarizes it this way: “Do to others as you would have them do to you,” (Matthew 7:12).

As an academic community committed to the Presbyterian tradition, we bind ourselves to live by these precepts. Having been blessed by God, we will seek daily to love and respect each other so that we may be a blessing to the world.

*\*For incidents not covered under academic policies and procedures*

### Office of Graduate Studies Student Conduct Process and Procedures

#### STUDENT CONDUCT PROCESS

Any member of the University community may file a complaint against any student for misconduct. Complaints shall be prepared in writing and directed to the Dean for Academic Affairs, Graduate and Adult Studies or their designee responsible for the administration of the Graduate student conduct system. Any charge should be submitted as soon as possible after the event takes place. Any student and/or organization alleged of violating a regulation has the right to due process as outlined on the following pages. Organizations so accused will be represented in the hearing process by their president and vice president or their designee. The advisor may be present during each step of the process, but only in an advisory capacity. The advisor may not address any hearing official.

#### Due Process

Due process is a concept of fundamental fairness. It is not a fixed or inflexible concept unrelated to time and circumstances. The courts have preferred to define it as the “gradual process of judicial inclusion and exclusion.” Generally, due process embodies the concepts of fair play and reasonableness. In a nutshell, this means that if you adhere to the written standards of the student conduct process set forth by the Graduate Student Handbook, and these guidelines are fundamentally fair, the student’s due process rights will be protected. When there are situations that are not clearly defined in the Student Handbook, it is safest to have a higher authority clarify the issue (i.e., the Dean for Academic Affairs, Graduate and Adult Studies.) Students who believe their due process rights have been compromised are able to request a new hearing through the appeal process.

#### Record Keeping

Academic and disciplinary records will be kept in separate locations. This minimizes the risk of improper disclosure of disciplinary information. Other than University expulsion, disciplinary sanctions shall not be made part of a student's permanent academic record, but shall become part of the student's confidential record kept in Office of Graduate Studies. Cases involving sanctions other than University suspension, or University expulsion may be expunged from the students' confidential record seven years after the student graduates.

### **Hearing Procedure**

Any student who is suspected of violating a University rule and regulation and denies the violation is guaranteed a timely and fair hearing. Appropriate safeguards of the due process have been built into the procedures so that no permanent or recorded penalty shall be given until the alleged violator has a fair opportunity to be heard. Appropriate appeals are also permitted.

### **Hearing Guidelines / Student Rights**

The following procedural guidelines are established for the direction of all persons or bodies conducting formal hearings in student conduct matters:

- the Dean for Academic Affairs, Graduate and Adult Studies or their designee will notify the student, through the student's University of Dubuque email, that the student is accused of violating a policy/regulation.
- the Dean for Academic Affairs, Graduate and Adult Studies or their designee will conduct all initial formal hearings on student conduct matters.
- The student is entitled to an expeditious hearing of the case.
- The student may admit to the suspected violation and request that the official take whatever action seems appropriate.
- All hearings are private and confidential.
  - In cases involving more than one student, any of the involved students may request that their case be heard separately.
- The hearing officer may choose to hear the cases separately.
  - The student may examine written testimony of any witness (names may be withheld to protect witnesses.)
- The complainant, the alleged violator, or the hearing officer shall have the privilege of presenting witnesses.
- The student may be accompanied by an advisor of their choice at the hearing. The advisor is there only to advise the student. The advisor may not speak on behalf of the alleged violator.
- The student may refuse to answer questions (without implication of admitting violation of University values, policy, or procedure.)
- The student is entitled to an explanation of the reasons for any decision rendered against them.
- An appropriate sanction will be imposed as soon as possible. The student would retain the right of appeal if they felt the sanction imposed was not in keeping with the gravity of the violation.
- If the student wishes to appeal the decision, they must do so in writing within three (3) school/business days. The Appeal Letter must be delivered to the Dean for Academic Affairs, Graduate and Adult Studies who will either act on the appeal or forward to the appropriate party depending on the origination of the hearing decision. An appeal of a decision made by the Dean for Academic Affairs,

Graduate and Adult Studies will be heard by the Vice President for Academic Affairs.

- The student shall be notified of their right to appeal an initial decision. Should the student appeal, any judgment assessed shall be suspended until acted upon by a higher body, unless the person's actions are considered dangerous to others.

## **STUDENT CONDUCT STRUCTURE**

The guidelines indicated above shall be implemented as follows: The Dean for Academic Affairs, Graduate and Adult Studies is responsible for the student conduct structure at the University of Dubuque. The designated University official then becomes a hearing officer. Students found in violation of University values, policies, or procedures may appeal. The appeal must follow all established guidelines as outline in this Student Handbook.

### **Process**

In cases of original jurisdiction or appeals, the alleged violator shall be accorded the full right of due process as outlined. Hearing proceedings shall be conducted as outlined in this Student Handbook. Suspected violations of University policies or regulations shall be reported in writing to The Dean for Academic Affairs, Graduate and Adult Studies. The Dean, or their designee who will serve as a hearing officer, will inform the alleged violator, in writing, of their rights of due process concerning the alleged violation and arrange for a hearing. Students found in violation of University values, policies, or procedures may appeal following the established guidelines.

Reasonable time extensions because of the alleged violator's inability to appear shall be granted, but normally limited to a single reschedule. A record of proceedings shall be kept including the name of the alleged violator, the complainant, the violation, the decision of the hearing officer, the reasons therefore, and the sanctions imposed. Pertinent records, exhibits, and written statements may be accepted as evidence for consideration by the hearing officer.

### **Rules of Evidence**

There are varying standards of proof that are recognized in the various levels of civil proceedings. First, "substantive evidence" will most likely be required in the case before it reaches the board, meaning there must have been "enough" evidence as determined by University officials before the case would be adjudicated.

The three levels of evidence recognized in the civil courts are a "preponderance of evidence," "clear and convincing evidence," and "proof beyond a reasonable doubt."

A preponderance of evidence is when the existence of fact is more probable than not. The University of Dubuque uses this degree of evidence in order to establish responsibility or in violation. In most criminal cases, proof beyond a reasonable doubt is required to hold individuals responsible for a certain behavior. The courts have consistently viewed this degree of evidence necessary only in instances when life or liberty is at stake, thus, not requiring colleges or universities to adhere to such a strict standard.

### **Decisions**

After hearing a case (of original jurisdiction), the hearing officer shall decide whether the student was or was not responsible for any of the alleged violations of the values, policies, or procedures with which the student is charged. Should the student be found responsible for violating any of the University

values, policies, or procedures, sanctions shall be determined in accordance with the severity of the violation. The Dean for Graduate and Adult Studies, in consultation with the Vice President for Academic Affairs, may immediately suspend any student from the University and/or residence facilities when that student threatens or causes physical harm to another student, or if the behavior of that student threatens the safety of other members of the community.

### **Appeals**

Decisions may be appealed by the alleged student or complainant within three (3) business days of the decision. Appeals must be in writing and delivered to the UD appeal official named in the sanction letter.

### **Grounds for Appeal**

All grounds for appeal shall be based on:

- The emergence of new evidence that was previously unavailable or unknown during the investigation or original hearing;
- The grounds that some aspect of this policy or procedure was not adequately followed that significantly impacted the outcome; or
- The sanctions imposed are substantially disproportionate to the severity of the violation or fall outside the range of sanctions the University has designated for the offense.

All appeals will be conducted in an impartial manner by either The Dean for Academic Affairs, Graduate and Adult Studies, or a another designated Appeal Official, neither whom conducted the initial investigation. An appeal shall not be heard unless the student presents a written request for an appeal which touches on one or more of the three (3) Grounds for Appeal issues. The Appeal Official shall limit its inquiry to the issue(s) put forward in that complaint as these issues relate to its charge. If, in the opinion of the Appeal Official, the appeal lacks merit, they have the power to refuse to accept it. If the Appeal Official does accept the appeal, it shall review the reports and documentation from the original hearing.

### **Final Decision**

After hearing an appeal, the Appeal Official may decide as follows:

- Accept the original decision.
- Direct the case to be reheard if it is determined there was a failure to provide due process.
- Accept the original decision, but reduce the sanction imposed.

**The decision of the designated Appeal Official is final.**

## **VALUES and VALUES VIOLATIONS**

The University recognizes students' rights to respect and consideration and to the constitutionally guaranteed freedoms of speech, assembly, and association as long as they are consistent with the mission and stated policies of the institution. The University expects the same respect and consideration from students going through the student conduct process. The University further recognizes the students' rights within the institution to freedom of inquiry and to the reasonable use of the services and facilities of the University that are intended for his or her education.

In the interest of maintaining order on the campus and guaranteeing the broadest possible range of freedom to each member of the community, a list of Values and Value Violations has been developed and is listed in this Student Catalog & Handbook. All students are responsible for knowing the policies, standards, and regulations that are printed in this Student Catalog & Handbook and available on the UD website. The following forms of misconduct by a student, or student groups, or organizations and their officers are subject to disciplinary action when they occur on campus or off campus. Conduct that is displayed electronically may be subject to the student conduct process. Staff does not police online social networks for possible violations. However, if information concerning a potential violation is brought to the staff's attention, a hearing may be conducted to determine whether or not a violation has occurred.

Action Plan: A value-laden education, which focuses on justice, ethics, and responsible stewardship within a globally diverse community, is stressed. We are committed to the Christian faith, and our belief leads us to hold a basic set of beliefs and standards regarding personal and community behavior and the consequences that such behavior will attract. In light of our conviction, the following are examples of inappropriate behavior. This listing is not inclusive, but is intended to give you a good idea of the types of behavior that may result in disciplinary action and sanction(s). Some sanctions may also include police or community intervention as well as University sanctions.

### **Value: Integrity**

We value a commitment to integrity in all one's dealings. Activities and attitudes should be consistent with high academic standards, Christian commitment, and with the Mission and Values of the University. Students' academic works should represent their own ideas and expressions of creativity; and where otherwise, is properly cited.

### **Violation: Academic Dishonesty**

Cheating, plagiarism, fabrication of information, non-permitted collaboration on assignments, unauthorized re-purposing work from a prior class, unauthorized distribution of answer keys, solicitation of others to perform one's work, and misrepresentation of student status are some ways in which a student may commit an act of academic dishonesty.

Details on process and consequences of violations of the Academic Integrity policy is found in this document starting on page 70.

### **Value: Worth of the Individual**

We value the intrinsic worth of every individual in our community and seek to honor different opinions, attitudes, backgrounds, and beliefs.

### **Violations:**

#### **1. Physical Abuse/Assault**

Physical abuse/assault is the physical abuse of any person, or other conduct which attempts or

threatens to do harm to another person with force or violence including, but not limited to, striking, shoving, kicking, slapping, or otherwise forcefully touching a person.

## **2. Bullying**

Bullying is defined as conduct of any sort directed at another that is severe, pervasive, or persistent, and is of a nature that would cause a reasonable person in the victim's position substantial emotional distress and undermine the person's ability to work, study, or participate in their regular life activities or participate in the activities of the University.

Cyber bullying (or any type of harassment) will not be tolerated via social media. Cyber bullying can and will lead to disciplinary and/or legal action with detrimental consequences by the University of Dubuque administration.

This policy is not intended to, and will not be applied in a way that would, violate rights to academic freedom and freedom of expression, nor will it be interpreted in a way that undermines a supervisor's authority to appropriately manage their work unit.

If a student feels they have been bullied, the student is encouraged to report the incident(s) to a member of the Student Life Department, Residence Life staff, faculty/staff member, or Security.

## **3. Hazing**

Hazing is any action taken or situation created intentionally that produces mental or physical pain, discomfort, embarrassment, harassment, or ridicule for the purpose of initiation or admission into, or affiliation with an organization regardless of a student's willingness to participate in the activity. Hazing includes active or passive participation in such acts and occurs regardless of the willingness to participate in the activities. Hazing creates an environment/ climate in which dignity and respect are absent. (Reference Student Activities section for more details or contact Office of Student Activities at OSA@dbq.edu.)

## **4. Harassment**

Harassment is any physical abuse or verbal abuse, threats of abuse, intimidation, harassment, coercion, character vilification, provocation, retaliation, stalking, and/or other conduct that threatens or endangers the health or safety of any person, including racial, sexist, or ethnic slurs or public displays of racist or sexist pictures, cartoons, jokes, written materials or internet (i.e. Facebook, Twitter, Instagram, etc.)

Speech or other expression constitutes harassment by personal vilification if it:

- Is intended to insult or stigmatize an individual or a small number of individuals on the basis of their sex, race, color, handicap, religion, sexual orientation, or national and ethnic origin;
- Is addressed directly to the individual or individuals whom it insults or stigmatizes; or
- Makes use of insulting or "fighting" words or nonverbal symbols.

## 5. Harassment: Sexual

Sexual harassment is unwanted/unwelcome, sexual, sex-based, and/or gender-based verbal, written, online and/or physical conduct. Sexual harassment may be disciplined when it takes the form of quid pro quo harassment or retaliatory harassment, and/or creates a hostile environment.

Hostile Environment: A hostile environment is created when sexual harassment is sufficiently severe, persistent or pervasive, and objectively offensive that it unreasonably interferes with, denies, or limits someone's ability to participate in or benefit from the university's educational (and/or employment), social, and/or residential program.

Quid Pro Quo Harassment: Unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, by a person having power or authority over another constitutes sexual harassment when, submission to such conduct is made either explicitly or implicitly a term or condition of rating or evaluating an individual's educational (or employment) progress, development, or performance. This includes when submission to such conduct would be a condition for access to receiving the benefits of any educational (or employment) program.

- Examples could include: an attempt to coerce an unwilling person into a sexual relationship; to repeatedly subject a person to egregious, unwelcome sexual attention; to punish a refusal to comply with a sexual-based request; to condition a benefit on submitting to sexual advances; sexual violence; intimate partner violence, stalking; and gender-based bullying.

## 6. Sexual Misconduct

It is our belief and experience that God's gift of sexuality is special and is best reserved for expression between two people who have committed themselves to each other in that lifelong union known in Christian tradition as marriage. This policy will also be used to address persons who spend extended hours of a night together and/or sleep together.

Sexual Misconduct is any sexual behaviors that violates the University of Dubuque's Code of Conduct and/or Title IX Policy. Prohibited conduct under this Sexual Misconduct Policy includes:

Non-Consensual Sexual Contact: any intentional sexual touching, however slight, with any object or body part, by a person upon another person, without consent and/or by force. Sexual Contact can include:

- Intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; or
- Any other intentional bodily contact in a sexual manner.

Non-Consensual Sexual Intercourse: any sexual intercourse however slight, with any object or body part, by a person upon another person, without consent and/or by force. Intercourse includes: vaginal or

anal penetration by a penis, object, tongue or digit penetration, and/or oral copulation (mouth to genital contact), no matter how slight the penetration or contact.

Sexual or Gender Discrimination: behaviors and actions that deny or limit a person's ability to benefit from, and/or fully participate in the educational programs or activities or employment opportunities because of a person's sex, sexual orientation, or gender.

- Examples of sexual discrimination under Title IX include, but are not limited to, sexual harassment, failure to provide equal opportunity in education programs and co-curricular programs including athletics, discrimination based on pregnancy, and employment discrimination.

### **7. Dating & Domestic Violence**

A pattern of violence or abuse, power and control between those in an intimate relationship with each other. Some examples of dating or domestic violence include threatening a partner or their family, coercing them into doing something they don't want to do, constantly belittling them, controlling what they can and cannot do, or physically hitting, kicking, punching, slapping or scratching.

### **8. Retaliatory Harassment:**

Any harassing action, taken against a person participating in a protected activity, because of their participation in the protected activity. Subject to limitations imposed by the First Amendment and/or academic freedom. Retaliation against an individual for an allegation, for supporting a reporting party, or for assisting in providing information relevant to an allegation is a serious violation of university policy.

### **9. Sexual Exploitation**

When a person takes non-consensual or abusive sexual advantage of another for self-serving advantage or benefit, or to benefit or advantage anyone other than the one being directly exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses.

- Examples of sexual exploitation include, but are not limited to: Invasion of sexual privacy; Prostituting another person; Non-consensual digital, video or audio recording of nudity or sexual activity; Unauthorized sharing or distribution of digital, video or audio recording of nudity or sexual activity; Engaging in voyeurism; Going beyond the boundaries of consent (such as letting your friend hide in the closet to watch you having consensual sex); Knowingly exposing someone to or transmitting an STI, STD, or HIV to another person; Intentionally or recklessly exposing one's genitals in non-consensual circumstances, or inducing another to expose their genitals; and Sexually-based stalking and/or bullying may also be forms of sexual exploitation.

### **10. Stalking**

Stalking is a course of conduct, directed at a specific person, on the basis of actual or perceived



membership in a protected class that is unwelcome, AND would cause a reasonable person to feel fear. Repetitive and menacing pursuit, following, harassing, and/or interfering with the peace and/or safety of another. Any other university policies may fall within this section when a violation is motivated by the actual or perceived membership of the reporting party's sex or gender.

### **Value: Self-Discipline**

We value intellectual, spiritual, and moral development and recognize the need for personal responsibility and responsible self-expression as we seek to become lifelong learners and of service to the community.

#### **Violations:**

##### **1. Alcoholic Beverages**

Students are expected to abide by all Iowa state laws and statutes regarding the use, possession, distribution, and consumption of alcoholic beverages.

In order to consume alcohol legally in the State of Iowa, you must be 21 years of age. The use, possession, distribution, and/or consumption of alcohol or possession of an alcohol container on the University campus or at any activity off-campus that is sponsored by any University organization, department, or group are strictly prohibited. The President, or appropriate designee, may approve exceptions to this prohibition to allow possession or consumption of alcoholic beverages by persons of legal drinking age at designated special events. For clarification regarding this policy, please contact the Dean of Student Life. No alcoholic beverages may be present at any activity for the purpose of initiation, admission into, affiliation with, or as a condition of continued membership.

Illegal distribution of alcohol beverages is defined as providing anyone under 21 years of age with alcohol. Students under 21 years of age providing alcohol to other students under 21 years of age is also in violation of the illegal distribution policy.

##### **2. Complicity**

Students associated with or present during the commission of an act(s) by another which constitutes a violation of University policy may also be charged if the student's behavior constitutes permission, contributes to, or condones the violation.

##### **3. Dishonesty**

Dishonesty is knowingly or intentionally concealing requested information and being untruthful or deceptive, or knowingly or intentionally using, misusing, entering, opening, or possessing any University property, office, room, building, or equipment (including cable and phone lines, furniture, television, computers, computer files, keys) without authorization.

##### **4. Fraud**

Fraud is any action considered falsification, misrepresentation, or distortion of information or results (including tampering with the election of any University-recognized student organization); any forgery,

alteration, misuse, or embezzlement of University or other documents, equipment (including computers and computer files), records, funds, property, or instrument of identification (including passwords).

## **5. Gambling**

Gambling is defined as betting on or selling “pools” pertaining to athletic or other events, card playing either in person or in an online environment for money, rolling of dice for money, use of college property including phone and internet services for illegal gambling activities, involvement in bookmaking activities, or online gambling which the U.S. Government has determined to be illegal.

The University recognizes that, for some individuals gambling can become a destructive pattern of behavior. Resources are available to assist individuals who may be experiencing problems related to gambling.

The University President, or appropriate designee, may approve exceptions to this prohibition. Requests for an exemption to this prohibition are available in the Business Office.

## **6. Illegal Drugs: Use, Possession, or Distribution**

### Definition of Illegal Drugs

Illegal drugs constitute the illegal use, possession, or distribution of controlled substances, including, but not limited to, prescription drugs, amphetamines, barbiturates, hallucinogens, narcotics, marijuana, cocaine, anabolic steroids, or other intoxicants. Any paraphernalia related to the illegal use, possession, manufacturing, or distribution of such drugs fall into the University illegal drug policy. Any other evidence that strongly leads a reasonable person to believe that such drugs or drug related activity is involved will be considered a violation of University policy and students may be subject to immediate suspension from the University

### Definition of Illegal Drug Use

Illegal drug use constitutes the use of drugs described in the above definition on-campus or off campus in forms that include, but are not limited to, being smoked, ingested, inhaled, applied externally to the body, used through a syringe, or any other application device. Students can be found in violation of the illegal drug use policy with evidence of using drugs or being in the vicinity of illegal drug use whether the illegal drug use was on-campus or off-campus. Illegal drug use evidence includes, but is not limited to, odor, slurred speech, loss of coordination, hyperactivity, and bloodshot eyes.

### Definition of Illegal Drug Possession and Paraphernalia

Illegal drug possession constitutes the possession of any drugs described in the above definition whether on a person, within personal effects or vicinity, or within any living area assigned to a student. Illegal drug possession on a person includes, but is not limited to, clothing pockets, personal items, or a body orifice. Personal area includes, but is not limited to, book bags, purses, wallets, motor vehicle, personal clothing, living quarters, and furniture, whether personally owned or University owned. Possession of drugs can be considered for items found on-campus and off-campus

Illegal drug paraphernalia refers to, but is not limited to, bongos, hookahs, rolling papers, non-medically prescribed syringes, grinders, and pipes. Possession of paraphernalia in a personal area includes, but is not limited to, book bags, purses, wallets, motor vehicle, living quarters, and furniture, whether personally owned or University owned. Items found on-campus or off-campus can be considered possession of illegal drug paraphernalia.

#### Definition of Manufacturing and Distribution of Illegal Drugs

Illegal drug manufacturing constitutes any actions with the intent to manufacture illegal drugs on campus or off-campus. Illegal drug manufacturing includes, but is not limited to, procuring ingredients specific for drug manufacturing, the direct manufacturing of an illegal drug, packaging of an illegal drug, or transporting an illegal drug.

Illegal drug distribution refers to any involvement in any transaction or attempted transaction of any illegal drug on-campus or off-campus. Students can be found in violation of the illegal drug distribution policy with any level of positive, affirmative, or conscious involvement in a chain of connecting any individual seeking the procurement of illegal drugs and a dealer of illegal drugs. Students can be found in violation of illegal drug distribution without having handled the illegal drug personally or without having been directly involved in the transaction.

### **7. Intoxication**

Intoxication is defined as a person who, having consumed alcoholic beverages, experiences a loss of the normal use of his or her mental and/or physical faculties. This includes, but is not limited to, slurred speech, loss of motor coordination, aggression, loss of memory, or abusive behavior.

### **8. Lewd, Indecent, or Disorderly Conduct**

Conduct or speech that is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on University premises, at events sponsored by the University, or events that the University participates in either on or off-campus.

### **9. Noise**

Noise is defined as any talking, yelling, singing, playing a musical instrument, electronic device, etc. loudly enough to disturb members of the Community.

### **10. Pets or other Animals**

A pet violation includes the presence or evidence of the presence of an animal in a residence unit as set forth under the Pet Policy outlined in the Student Handbook.

### **11. Smoking and/or Tobacco Use**

All University of Dubuque facilities and grounds, including any University-owned, leased, or controlled buildings, athletic fields, or vehicles are off limits for tobacco use, including but not limited to, or within a

25-foot allowance from any building doorway or window is a smoking violation. Hookahs, e-cigarettes, and/or other similar devices or nicotine-related products are prohibited on campus. This policy applies at all times, including school-sponsored and non-school sponsored events. Persons failing to abide by this policy are subject to disciplinary consequences.

**By directive of the City of Dubuque Fire Marshall, students found to be smoking on campus may be fined \$750 per incident.**

The Iowa Clean Air Act that became effective on July 1, 2008 bans the use of tobacco-related products (encompassing cigarettes, chewing tobacco, snuff, snus, pipes, cigars, hookah, water pipes, vaporizers, etc.) in all indoor and outdoor spaces on the campus including: all University property, parking lots (including in one's own personal vehicle), athletic fields, stadiums, University vehicles, apartments, residence halls, and University sidewalks. The law does not prohibit smoking on public sidewalks around the University, but a 25-foot allowance from any building doorway or window must be adhered to. The law takes a firm position concerning the failure to maintain a smoke-free campus that will result in civil penalties for both the individual and the University.

### **Value: Respect for Community Authority**

We value our freedom but understand our need to exercise that freedom responsibly within the guidelines set forth by this community.

#### **Violations:**

##### **1. Activities Obstruction**

*Definition:* includes any participation in a demonstration that disrupts the normal operations of the University and infringes on the rights of other members of the University community; any obstruction or disruption of the free flow of pedestrian or vehicular traffic, or of teaching, research, administration, disciplinary proceedings; other University activities (including its public service functions on or off campus); other authorized non-University activities when the act occurs on University premises; or leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area.

##### **2. Computer Misuse**

*Definition:* all policies outlined in the Technology Acceptable Use policy which includes, but is not limited to, criminal speech and/or use in the course of committing a crime, inappropriate, obscene, profane, lewd, vulgar, pornographic, disrespectful, threatening, or inflammatory language, video, or graphics. It also includes harassment, personal attacks (including prejudicial or discriminatory attacks), false or defamatory material about a person or organization, dangerous information (information that, if acted upon, could cause damage, present a danger, or educational or business operation disruption), violations of privacy, abuse of resources (use of chain letters or "spamming"), and copyright infringement or plagiarism. Also included is misuse of social media (see Social Media Policy.)

### 3. Unauthorized Entry

*Definition:* students, guests and all other unauthorized persons are prohibited from entering any University building or room, including residence facilities, as well as University owned or individually owned vehicles without expressed permission from an authorized University official, faculty, or staff member or resident of such housing unit or vehicle.

### 4. Student Conduct System Abuse

Definition: student conduct system abuse includes, but is not limited to, the following:

- Failure to obey the summons of a student conduct body or University official.
- Falsification, distortion, or misrepresentation of information before a student conduct body or a University official.
- Disruption or interference with the orderly conduct of a student conduct proceeding.
- Institution of a student conduct proceeding knowingly without cause.
- Attempting to discourage an individual's proper participation in, or use of, the student conduct system.
- Attempting to influence the impartiality of a member of a student conduct body prior to, and/or during the course of, the student conduct proceeding.
- Harassment (verbal or physical) and/or intimidation of a member of a student conduct body prior to, during, and/or after a student conduct proceeding.
- Failure to comply with the sanction(s) imposed under the Code of Conduct.
- Influencing/attempting to influence another person to commit an abuse of the student conduct system.

#### **Value: Respect for Property and Stewardship of the Campus Environment**

We value the privilege of being in community and understand that our responsibility as stewards of this community requires acting in ways that respect the property of others, the environment, and the future of this University.

#### **Violations:**

##### **1. Failure to Comply**

Failure to comply with University policy and community standards with the directives of University officials or law enforcement officers acting in performance of their duties and/or failure to honestly identify oneself to these persons when requested to do so; failure to vacate a building after the fire alarm sounds or at the direction of a University official; failure to appear when summoned for an official meeting; failure to show respect for University faculty, staff, guests, or vendors including, but not limited to, verbal offensive behavior or obscene gestures; failure to complete community service hours and/or designated projects by the deadline stated with a sanction.

##### **2. Refusal to Identify Oneself**

Refusal to identify oneself; failure to display a University identification card or other identification; providing false identification to any appropriate University official or designee upon reasonable request.

### **3. Fire Setting and Arson**

The deliberate act of lighting a fire without authorization. This includes use of fireplaces, candles, incense, or any other flammable or smoldering device in a residence hall or campus building. Arson is the act of setting a fire with the intention of destroying property.

### **4. Fireworks Possession or Use on Campus**

The possession, use, or distribution of fireworks, explosives, incendiaries, flammables, or mixing of dangerous chemicals to produce such reactions is prohibited.

### **5. Littering**

The deliberate act of leaving your garbage in a place other than within approved disposal containers, including but not limited to, cigarette butts left on the ground, garbage, food or beverage containers, or other debris left in hallways and on floors or near a garbage container.

### **6. Reckless Behavior**

Any behavior that creates risk of danger to others or the University community including, but not limited to, propping open exterior doors in residence halls, throwing objects from windows, climbing outside walls of buildings, climbing through windows, removing window screens, removing lounge furniture from designated locations.

### **7. Safety Concerns: General**

Failure to observe all safety regulations applying to specific use of electrical appliances and/or cooking in the residence halls; failure to clean up any accidents involving, but not limited to, tobacco chew, spit, vomit, urine, feces, hair, food, or other products; any actions considered by state law, local ordinance, or University community standard to be a threat to the safety, health, and welfare of oneself or others.

### **8. Safety and Fire Prevention: Equipment Tampering**

Tampering with, damaging, destroying, or improperly using safety equipment or fire-prevention equipment such as exit lights, stair rails, fire exit doors, smoke detectors, fire alarms, fire escape stairs, or corridors. By directive of the City of Dubuque Fire Marshall, students found to have tampered with equipment will be fined \$750 per incident.

Setting off a false alarm is also a criminal offense under the City of Dubuque Fire Code, Section 10202, and is punishable by a court fine of \$100 and/or 30 days in jail. Students who do not leave during a fire alarm may be referred to the City of Dubuque and are subject to a fine of up to \$750 for a first offense and \$1,000 for any subsequent offense.

In addition to other sanctions, restitution charges for fire extinguishers are:

- Recharge Costs: ABC Dry-Chemical - \$55.00; Water Extinguisher - \$45.00
- Replacement Costs: ABC Dry-Chemical - \$105.00; Water Extinguisher - \$95.00

## **9. Theft**

Taking, selling, or possessing property without the consent of its owner or without proper remuneration.

## **10. Vandalism**

Any deliberate act of destruction (removal, destroying, defacing, or damaging) to any part of the University of Dubuque or any items of personal property, including but not limited to, any property (including buildings, grounds, or equipment) belonging to the University or to any student, faculty, staff, or guest of the University; any destruction that remains unreported by those responsible for accidental damage to such items.

## **11. Weapons**

The University of Dubuque expressly prohibits the possession and/or use of weapons on campus, on properties or facilities owned or occupied by the University of Dubuque, and at activities or events sponsored by the University. Possession includes carrying weapons on or about your person (e.g. holster, pocket, backpack, etc.) or other area under your effective control (e.g. residence hall, campus housing, storage locker, etc.) including, but not limited to, any vehicle located on University of Dubuque property.

For purposes of this policy, the term “weapons” includes:

- Firearms or ammunition of any kind, whether loaded, unloaded, or antique;
- Air rifles and guns of any type, including but not limited to, pellet, flare, tranquilizer, Nerf, stun, spear, and dart;
- Swords, knives, daggers, switchblades, and other spring-operated knives or projectile knives, whether common, antique, novelty or specialty, but excluding pocket knives with blades of three inches or less, and knives designed exclusively as eating utensils;
- Martial Arts weapons including, but not limited to, nunchakus, staffs, and throwing stars;
- Bows and arrows, or slingshots;
- Explosive devices including hand grenades, bombs, black powder, smokeless powder, percussion caps, friction primers, and pyrotechnic fuses;
- Any other items or devices banned from open and concealed carry under federal or Iowa law, including those items or devices that in the reasonable discretion of Campus Security pose a risk to the University community similar to that posed by any of the items or devices mentioned above.

The University permits individuals to carry pepper spray or mace for the purpose of fending off a sexual assault or other unwanted attack.

This prohibition against weapons applies equally to those carried by persons with a government issued permit or license, with the exception of weapons carried by local, county, state, and federal law enforcement, correctional officers, and members of the United States armed forces or National Guard as required for the proper fulfillment of their official duties.

If you possess weapons in violation of this policy you will be required to remove the weapons or yourself from University property. You may also be subject to dismissal from the University and its residence facilities, events and activities, and debarment from University premises and business relationships. If the University finds you to be in violation of this policy, charges may be referred against you with local and state authorities for criminal prosecution in addition to the institution of University disciplinary proceedings and sanctions.

Violations or suspected violations of this policy should immediately be reported to UD's Safety and Security at 563.589.3333.

### **SANCTIONS DEFINED**

**Action Plan:** Utilizing the resources at its disposal, the University will encourage all students to examine the moral and theological components of one's life. Sanctions for violation of University values, policies, or procedures are described in the following statements. Depending on the violation(s), a student may receive one or a combination of these sanctions.

**Educational Sanction:** May include attendance or implementation at educational programs, interviews with appropriate officials, referrals to appropriate University or community resources, community service, written reflections or educational essays, or any other educational activity that The Dean for Academic Affairs, Graduate and Adult Studies their designee deems appropriate for the specific incident.

**Loss of Privilege:** Removes from the student a privilege of use, access, or participation for a specified length of time to be determined with the violation and student in mind

**Loss of Representation:** Removes from the student the ability to represent the University through participation on intercollegiate sports teams (this includes, suiting up with the team or sitting with the team during official games) and in any leadership roles on University committees and recognized student clubs or organizations for the duration of the time the sanction is in effect.

**Responsibility Agreement:** Defines the parameters of expected behavior for a given period of time. The agreement must be prepared by the student under the supervision of the designated hearing officer and be approved by the hearing officer before implementation.

A Responsibility Agreement should be designed with the specific violation and the student in mind and may include one or more of the following:

- A written apology to another person who has been offended or harmed through violation of an institutional policy, regulation, or requirement.
- Community service in which the student seeks to act in a positive manner and contribute to the community through a specific project or activity.



- A paper designed with the specific violation and student in mind in which the student is required to research a given topic and provide a written report on the nature of his or her research and findings. Specific paper proposals and deadlines will be agreed upon before implementation.
- Counseling in which the student and The Dean for Academic Affairs, Graduate and Adult Studies, or their designee, explore the nature of the issue and the reasons behind the specific violation in order to come to a resolution regarding future behavior. When extreme behavior indicates that professional counseling may be beneficial, the student may be referred.
- Participation in a co-curricular activity designed to help the person learn self-discipline and the value of being a part of a larger community.
- Any other creative educational or corrective experience designed specifically with the violation and the student in mind

Restitution: Is the act of returning to another person something that has been stolen, or replacing that which has been lost, removed, damaged, or taken away. This includes reimbursement for repair or replacement costs of property (including clean-up costs) and, as it relates to persons, acknowledgment of intentional or unintentional wrong doing and compensation for that grievance in a way that restores and forgives all parties.

Reprimand: Is official notice, in writing, to a student reminding him or her that an institutional policy, regulation, or requirement has been violated and warns that person that a repeat of the offense will lead to disciplinary action.

Disciplinary Warning: Serves notice to a student that his/her behavior has not met University standards. The period of disciplinary warning will be defined

Disciplinary Probation/Final Disciplinary Probation: Serves notice to a student that his/her behavior is in serious violation of University standards. The period of disciplinary probation will be defined. If another violation occurs during this period of disciplinary probation/final disciplinary probation, the question of rendering a more severe sanction (suspension or expulsion) will be raised. A sanction of final disciplinary probation automatically places the student not in good behavioral standing which invokes the loss of representation sanction.

Suspension from the University: Is separation of the student from the University for a designated period of time, after which the student may reapply for admission. Any student who is readmitted to the University will be required to design a Responsibility Agreement with The Dean for Academic Affairs, Graduate and Adult Studies outlining behavioral expectations for a specified period of time. Normally that period of time will be a minimum of one semester and a maximum of two semesters.

Expulsion from the University: Is a permanent separation of the student from the University of Dubuque with no opportunity for re-application.

Clear and Present Danger: If, in the opinion of The Dean for Academic Affairs, Graduate and Adult Studies, a student is a clear and present danger to the community, the Dean, in consultation with the President of the University, may suspend a student from the University pending a student conduct hearing (process described above) and an appeal process.

*The policies, rules, and regulations within the Student Handbook apply to all Graduate students, as indicated. With questions or concerns about this handbook, graduate students should contact the Dean for Academic Affairs, Graduate and Adult Studies at [rcunning@dbq.edu](mailto:rcunning@dbq.edu) or 563-589-3728.*

## APPENDIX A

### STUDENT GRIEVANCE FORM

This **Student Grievance Form** provides guidance for students in following the grievance process for academic and non-academic grievances, and complaints of unlawful discrimination or unfair treatment. A “student” is an individual who is matriculated or otherwise enrolled to attend class full or part-time at the University of Dubuque (UD). Students wishing to file a grievance should do so within 15 business days of the event by submitting their concerns in writing to their academic advisor.

#### Issues and Disputes Covered Under Their Own Process:

1. Requests to review and challenge contents of student records (see Family Educational Rights and Privacy Act and Access to Student Records section).
2. Grievances or concerns involving harassment or discrimination on the basis of race, color, religion, sex, age, national origin, disability, or Vietnam-era veteran status (see Values and Values Violations section).
3. Grievances relating to sexual harassment (see Sexual Harassment Policy Title IX section).
4. Appeals of disciplinary actions not covered by written policy in a specific program of study’s Student Handbook (e.g., Physician Assistant Studies). Appeals of this nature will be submitted to the Dean for Academic Affairs, unless the Dean is a direct participant in the appeal. Where this may be the case, the appeal or petition will go before the GCAAC in consultation with the Vice President for Academic Affairs,
5. Appeals or petition regarding instructional or academic issues not covered by written policy in a program of study’s Student Handbook. Appeals for these issues will be submitted to the Dean for Academic Affairs, Graduate and Adult Studies, unless the Dean is a named party in the appeal. Where this may be the case, the appeal or petition will go before the GCAAC in consultation with the Vice President for Academic Affairs,
6. Complaints that, on their face, are not subject to possible resolution in a student grievance context. (An example would be a student complaint where the student’s requested relief is prohibited by state or federal law.)

Use this form to document your grievance. This form serves as the written grievance for informal and formal resolution, though it is possible to resolve your grievance without going through both levels. For information about this process, please refer to this Student Grievance policy in the University of Dubuque Graduate Student Catalog and Handbook at <https://www.dbq.edu/Academics/Registrar/AcademicCatalog/>

A Grievance reported on this form may include, but is not limited to, complaints alleging:

- (a) unfair treatment by a University employee,
- (b) errors in the assessment of fees or other financial obligations,
- (c) registration errors, and/or
- (d) loss of financial aid eligibility.

**Informal Resolution**

1. Before initiating the formal grievance process, the student is encouraged to make every effort to resolve the problem informally with the person(s) alleged to have caused the grievance.
2. Alternatively, or additionally, the student may present the informal grievance in writing to the person(s) alleged to have caused the grievance. This attempt to resolve the grievance informally should be started as soon as the student first becomes aware of the act or condition that is the basis of the grievance.
3. The student may present the informal grievance to the direct supervisor of the person alleged to have caused the grievance. Students uncertain about how to identify this person or determine how to proceed may consult the Graduate Program Director, who shall identify the appropriate person.

**Formal Complaint Resolution**

1. When appropriate, students are encouraged to work with their academic advisor and other parties involved to arrive at a solution before filing a formal complaint. If the student desires to request a formal complaint, the complaint is submitted to the Graduate Program Director, or their designee, for evaluation.
2. The Graduate Program Director, or their designee, will review and act on the issue within fifteen (15) business days of receipt.
3. The student may elect to appeal the Graduate Program Director's decision to the Dean for Academic Affairs, Graduate and Adult Studies, unless the Dean is a named party in the appeal. Where this may be the case, the appeal or petition will go before the GCAAC in consultation with the Vice President for Academic Affairs. Once the Dean, GCAAC and VPAA have decided a case, the complaint is no longer appealable.

## Student Grievance Form

To submit a grievance, please complete the following information: [\* indicates a required field]

*First name:	
*Last name:	
*UD Student ID #	
*Phone number (cell):	
Phone number (work):	
*Street address:	
*City:	
*State:	
*Zip code:	
*Email:	

### **\*Resolve**

Have you tried to resolve the problem informally with the person(s) alleged to have caused the grievance or with the direct supervisor?

- Yes  
 No

### **\* Incident Description**

Please include names of other persons involved, departments, any witnesses and support documentation. If additional space is needed please use another sheet of paper and attach to this form.

**\*Solution**

What Are You Requesting as a Proposed Solution?

If the student complaint cannot be resolved after exhausting the Institution's grievance procedure, the student may file a complaint with the Iowa College Student Aid Commission. The student attending a location in Iowa must contact the Iowa College Student Aid Commission for further details.

The Iowa College Student Aid Commission address is:

Iowa College Student Aid Commission  
430 East Grand Ave., FL 3  
Des Moines, IA 50309