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Student Development and Wellness

A wellness philosophy emphasizes a positive approach to living – an approach that enhances and maximizes the dimensions of your life. Wellness is an evolving and changing process in which individuals participate in the development and integration of all aspects of their social, occupational, spiritual, physical, intellectual and emotional well-being.

The choices you make and your behavior in college will, in the long run, contribute to your health, whether that is wellness, illness or something in between. Milwaukee School of Engineering believes in and encourages students to develop a wellness attitude.

While we look forward to seeing you grow intellectually, we also hope you grow as a total person. To that end, the Kern Center – which includes not only extensive physical recreation and fitness facilities, but also MSOE's Counseling Services, Health Services and Servant-Leadership programs – reflects and validates the University's commitment to holistic student development and wellness, diversity and community outreach.

All aspects of wellness can be enhanced while you attend college, and the Student Life Office offers a variety of programs that can aid you in your total education. Stress management, alcohol awareness, relationship building and leadership development seminars, along with student organizations, athletic programs and a wide range of co-curricular and extra-curricular activities are a few of the educational experiences awaiting you. For support in increasing your academic and personal skills, attend the Health, Development and Wellness Programs each month. In September and January of each year, a new brochure becomes available that lists the upcoming wellness programs. For more information on these programs and other support opportunities, contact the Counseling Services Office in the Kern Center (K-320) and/or the Student Life Office in the Cudahy Student Center (CC-377).

We encourage you to establish a lifestyle that promotes your well-being – to develop into the best YOU that YOU can be.

Buildings and Departments

Alumni Partnership Center (APC)

1120 N. Broadway On the National Register of Historic Places, this treasure by architect Herman Paul Schnetzky is made of the city's famous cream-city brick with a limestone and sandstone facade. The APC was built in 1890 as the headquarters of Blatz Brewing Co. The building was bought by MSOE in 1989. Many of its interior details have been preserved, such as a central skylight, handcarved fireplace mantels, hardwood floors and oak details. The APC is a focal point for alumni activities, meetings and community events. It also houses a portion of the Man at Workart collection. When downtown, alumni are encouraged to stop in and visit the Alumni Affairs Office in the APC.

Alumni Association

APC, 2nd floor • (414) 277-4512

All graduates and former students who were enrolled for credit are considered members of the MSOE Alumni Association. Also, individuals receiving honorary degrees and graduates of the Milwaukee County General Hospital School of Nursing are members of the MSOE Alumni Association.

The mission of the MSOE Alumni Association is to serve the needs of alumni and to foster a spirit of loyalty and fraternity; maintain close relations among the university, its alumni and the various constituencies it serves; promote enrollment and student retention; advance MSOE through financial and professional support; and assist the administration, faculty and Board of Regents to fulfill the mission of MSOE.

At each Commencement, the Alumni Association presents achievement awards to graduates chosen by their classmates from the baccalaureate degree classes, and yearly presents one Distinguished Alumnus of the Year Award at Summer in the City, a three-day reunion weekend each July.

The Association has given financial support and assistance to the MSOE Library, the Kern Center, various academic departments,

intercollegiate athletics, various student activities, hosts the Senior Reception for graduates, their families and friends the Friday evening before Commencement, the Legacy Scholarship, the Alumni Association Endowed Scholarship and other programs.

The elected officers and directors of the Alumni Association work closely with the Alumni Affairs Office. This office and its professional staff act as a liaison between MSOE and the alumni in planning and implementing all alumni-related programs. Programs include activities within 26 chapters nationwide, organizing the annual Summer in the City reunion weekend, arranging plant/facility tours, recruiting volunteers to assist with scholarship interviews, senior orientation classes, and shadow programs.

The Alumni Office is responsible for maintaining and updating alumni records and its staff is readily available to help MSOE alumni, students, faculty and staff.

Marketing and Public Affairs

APC, Lower level • (414) 277-7137

The Marketing and Public Affairs Department, located in the lower level of the Alumni Partnership Center, can provide MSOE's logo and Roscoe Raider logos on disk, via e-mail and/or in camera-ready format for use in publications, flyers, etc. Please do not take the logo off the Web site or try to make one. E-mail to hass@msoe.edu.

Photographic images of MSOE buildings, activities and students also are available.

Web Page Development

If you plan to use the MSOE logo on your personal Web page, you must fill out the Personal Home Page Agreement form at inside.msoe.edu.

Student organizations should make sure the person maintaining their Web page has been listed on their student organization registration form, filed annually with the Student Life Office. Changes to the designated Webmaster must be directed to Rick Gagliano at gagliano@msoe.edu. Contact the Student Life Office for more information.

MSOE Name and Credit

Admission to MSOE does not and cannot confer any general or unrestricted license to the use of the university's name, credit, publications or facilities as the student may deem appropriate or convenient. MSOE has established, and reserves the right to modify or augment, special rules governing the use of facilities, credit and name. Contact Marketing and Public Affairs for more information.

University Colors/University

Nickname

MSOE's official colors are red and white, and the university's athletic nickname is the "Raiders." The MSOE logo was designed by famed industrial designer Brooks Stevens in 1978.

These logos may be obtained from the Marketing and Public Affairs Department. Please call (414) 277-7138 or e-mail hass@msoe.edu for further assistance.

Student Life and Campus Center (cc)

1025 N. Broadway

Once the home of the Blatz Brewery's offices and bottling operation, the Center, which was built in the 1940s, boasts design reflecting a celebration of the machine age. Later, the building was occupied by another famous Milwaukee brewery, Pabst, and was used as that company's headquarters until MSOE acquired it in 1987. It was dedicated in 1991 and houses academic departments, administrative offices and special event areas. The following offices are located on the ground level: Architectural Engineering and Building Construction Department, Student Support Services offices, as well as the Learning Resource Center. Located on the first level are the Todd Wehr Auditorium, named for Milwaukee philanthropist C. Frederic (Todd) Wehr, chairman of the Wehr Steel Co., President's Conference Room and the director of Public Safety. Its third floor, the Michael J. Cudahy Student Center, a hub of student activity, is named for MSOE Regent and entrepreneur Michael Cudahy, who co-founded what is now part of GE Healthcare. The Cudahy Student Center houses the Bookstore, Skylight Marketplace, student organizational offices, Enrollment Management Office, Business Excellence Consortium, Registrar's Office, Career Placement Office, Student Life and ROTC Offices and CCID. On the mezzanine level are the President's Office, Vice President of Academics Office, Human Resources, Student Financial Services and the Treasurer's Office.

ID Card Office

Digital Copiers

CC-319 • (414) 277-7460

Five Savin Color or black and white digital copiers are located in various locations around campus. The copiers feature card readers that may be used with the Raider Plan (a stored value plan located on a student's identification card). Three of the copiers on campus have card and cash use.

The copiers are located on the first and second floors of the library (card and cash service), the ground floor in the Student Life and

Campus Center (card and cash service), and on the ground floors of Roy W. Johnson Residence Hall (RWJ) and Margaret Looock Residence Hall (MLH) (card-only service).

The Savin Color copiers default to black and white at \$.10 per copy card or \$.15 per copy cash. If color is selected, the cost is \$.40 per copy for card use or \$.60 per copy for cash use.

One of the microfiche machines, located in the library, also is equipped with a card reader.

Identification Cards

All students currently enrolled at MSOE are required to have and retain a university ID card. This card serves as official identification for all university-related activities and services. The ID cards are prepared at the time of registration. ID cards must be presented upon request. Your MSOE photo ID card is your MSOE Raider plan, your Meal plan, your Meal Dollars, your Book slip, your Door Access card, your Kern Membership, your Student Advantage Discount card (if purchased)! Your card/account is activated and then accepted at all locations where the MSOE ID card is accepted, even some off-campus merchants (Raider plan only). Every time you make a purchase the card reader or your receipt shows your balance. Raider dollars work everywhere for purchases! The card provides students with the convenience of purchasing food at any one of the four locations on campus, concessions at the Kern Center or designated off-campus merchants.

Remember: when multiple plans are utilized each plan balance is reported individually. When two or more plans are valid, the 'first' plan allowed for the location is used until it reaches a \$0 balance – **THEN** the 'next' plan allowed for the location is automatically accessed. The balance shown on the reader or receipt is for the last plan used from your account. Those with meal plans and the attached meal dollar account have the option of using 'meals' or 'meal dollars' for their purchase at on-campus food locations.

You may use your account to a \$0 balance with no penalty. You may add additional funds during business hours in person at the Office of Student Accounts in the SLCC with cash, check, or bank card. You may also add funds at any CSVT located on campus.

You may log into <https://msoe.managemyid.com> to see your current balance, run a report of transactions, or report your id card stolen.

Lost or misplaced I.D. cards should be reported immediately to the Campus ID Card Office (277-2277 or 277-7460), Public Safety (277-7169), or the Office of Student Accounts (277-7130). An ID card that has been lost or stolen can be replaced at a charge of \$10, payable to MSOE, at the Student Accounts Office. ID cards are made at the Campus ID Card Office, CC-319.

MSOE students, faculty and staff have the option of purchasing the Student Advantage (SA) discount program. SA benefits can be added directly onto the ID card with the purchase of a one-year or four-year package. The special addition to the card will give you exclusive savings of up to 50 percent on everyday expenses at favorite eateries, plus online and nationwide discounts. You can log onto studentadvantage.com/msoe to enroll, or stop at the Campus ID Card Office.

Project Lead The Way (PLTW)[®]

CC 3rd Floor • (414) 277-7238

PLTW is a not-for-profit organization that promotes pre-engineering courses for middle and high school students. PLTW forms partnerships

with public schools, higher education institutions and the private sector to increase the quantity and quality of engineers and engineering technologists graduating from our educational system. In 2004, MSOE proudly became a PLTW National Affiliate.

If you were involved with PLTW through your middle or high school, or would like to learn more about what PLTW is all about, our door is always open. Stop in and say hello!

Student Activities

CC-377 • (414) 277-7225

The student activities program at MSOE is designed to complement and enhance the formal academic program of the university through providing a variety of co-curricular activities. This objective is accomplished through a comprehensive program of speakers, movies, music and other social/recreational events, as well as through the work of more than 60 officially registered campus organizations. Student Activities is located in the Student Life Office.

Student organizations work with Student Activities, and are ultimately run by students, for students. The types of organizations include: honor societies, government bodies, professional organizations, fraternities, sororities, general interest organizations, religious groups, international student organizations and service groups. Student Activities assists in the coordination of student organization events and is responsible for policies pertaining to these organizations.

An important objective of Student Activities in cooperation with all student organizations is to plan, develop and conduct a schedule of events ranging from the intellectually challenging to the popularly entertaining. Other cooperative efforts are made in channeling the student voice effectively in the areas of university governance. Students actively participate on university committees and bodies, such as the Executive Educational Council, Student Union Board, Student Government Association, Greek Council and others. The Student Activities Office also coordinates the campus activities calendar, which includes all campus activities, such as Welcome Week, St. Pat's Week, Homecoming, Parents' Weekend, Sub-Zero Days and Spring Fling.

Student Activities sponsors a variety of speakers, workshops and other programs designed to assist students in developing leadership and interpersonal skills. The development of these skills enables students to assume leadership roles while at MSOE and prepares them for rapid advancement in their future careers.

For a complete list of student organizations see page 16.

Game Room

Cudahy Student Center

Open seven days a week, the game room gives students, staff and faculty the opportunity to play a game of pool, darts, foosball or table tennis. Don't find those options appealing? Relax and watch some TV in our nearby TV area or enjoy a board game with some friends. All game room equipment can be checked out at the Campus Center Information Desk.

Locker Usage

Lockers are available for student use in the Fred Loock Engineering Center and the Student Life and Campus Center on a first-come, first-served basis. Lockers are intended for daily use and not for long-term storage. The university accepts no liability for losses. Students may provide their own lock on the condition it is removed during the Summer Quarter and the locker is empty. During the summer, lockers

will be cleaned and repaired. Any locker with a lock is subject to having it cut off and the contents removed.

Bulletin Boards

Bulletin boards are provided in all buildings for students to post information pertaining to organizations, events and services. All information must first be approved by the Student Life Office before posting, and must be removed from the bulletin boards when the event has been completed. Posting elsewhere is not allowed unless an exception has

been made by the Student Life Office after consultation with the Facilities Department. No postings are allowed on glass or painted surfaces, elevators, doors etc.

Campus E-mail Lists

Want to learn more about what is happening around the MSOE campus, get free movie passes and stay informed? You can do just that by remaining subscribed to various Campus E-mail Lists, your "ultimate source" of fun, entertaining, educational and most importantly ... enjoyable campus activities.

By being a part of the MSOE Campus E-mail Lists, you will keep in touch with what is taking place on the MSOE campus or in the area. You will receive e-mails with important information on:

- FREE sneak preview movies
- Guest speakers on campus
- Artist performances
- Student organization events
- Concerts on campus
- Leadership opportunities for students
- Program schedules for all special weeks (Homecoming, St. Pat's Week, Spring Fling)
- Student Forum and SGA updates
- Health, Development and Wellness Program information
- Volunteer opportunities
- MSOE and community events
- General campus information ... and much much more!

To subscribe or unsubscribe to any mailing list please contact Rick Gagliano in the Student Activities Office at gagliano@msoe.edu.

Campus Room Reservation Policies

Campus-wide room reservations follow an expanded policy adopted by the university in February 2002. For a copy of the full policy, contact the Student Life Office. Please be aware of the following:

1. Room reservation forms are available online. Forms must be submitted to the Student Life Office via e-mail. Some requests may require coordination with another department or area. Parking for campus guests also is covered by this policy. It is suggested that all reservations be made a minimum of two weeks before the event.
2. Room reservations may be made by university departments or offices and by student organizations. Off-campus organizations or groups are required to contact the Student Life Office for room reservation requests at (414) 277-7225. A benefit to MSOE must be demonstrated for off-campus reservations to be considered. Reservations by outside individuals or companies through an office other than Student Life are not allowed unless an exception has been granted by Student Life.
3. Special needs or requests for a room reservation (such as room setups, audio-visual items, etc.) should be arranged through the

proper departments and are the responsibility of the person or group reserving the room. The following is a list of contact areas:

Audio-Visual	(414) 277-7179
Catering	(414) 277-7403
Housekeeping	(414) 277-7459
Parking	(414) 277-7161 Room
Set-Up	(414) 277-7412
Stage Lighting	(414) 277-7368

4. Charges for space, equipment or parking may apply to any room reservation.

5. Please be aware that room reservations can be cancelled or changed at any time as determined by student life.

Voting

You may register to vote by stopping at the Student Life Office to complete a voter registration card.

Who can vote? Voting in Wisconsin is limited to people who are United States citizens, age 18 or older on election day, and residents, for 10 days or more, of the election district or ward where an election is being held. The voter may not be currently serving a sentence, including probation or parole, for a felony conviction, and/or may not be ruled incapable of voting by a judge (and/or be managed by a legal guardian).

Where do you vote? If you live in Roy W. Johnson Hall or Regents Hall, you vote at the Municipal Building (841 North Broadway). If you live in Margaret Look Hall, you vote at Convent Hill Housing (1325 North Jefferson St.). For additional polling places visit: <http://itmdapps.ci.mil.wi.us/electedreps/electrep.jsp>

Election day voting: You may still register to vote at a polling place on election day. If you have missed the voter registration deadline you may go to the polling place (in the district or ward you are qualified to vote in) on election day and ask to register. ***You must provide your driver's license or valid state I.D. number (or social security number if you do not have those document numbers), and have proof that you have been a resident for 10 or more days of that ward or district in which you want to vote. Acceptable forms of proof include, but are not limited to:***

- 1. Bring a corroborator. A corroborator is someone who will confirm your identity and place of residence. Corroborators MUST be registered voters and have valid IDs.***
- 2. A valid Wisconsin driver's license.***
- 3. A residential lease that is effective for a period that includes election day.***
- 4. A gas, electric or telephone bill for the period beginning not more than 90 days before the election day.***

Activity Registration

All registered student organizations may use MSOE facilities for events that have been approved by the Student Life Office. For information regarding the reservation of MSOE facilities, contact the Student Life Office. A room reservation form must be completed at the time of the request. Student organizations may be subject to room reservation changes and additional costs for their events when they use MSOE facilities.

Private Business, Sales and Soliciting

No form of selling, soliciting or private business is permitted on campus without specific prior written authorization by a Student Life Office professional staff member. Submit requests to the Student Life Office. Student organizations or outside groups must obtain an "authorization pass" that must be clearly displayed on their tables and/or carried with them when not at a specific location. Failure to do so will result in the group being asked to vacate the area or cease their actions.

Concerns for the property of students, general building security, the protection of property and safety of residents have led to the development of stringent regulations about selling and soliciting on campus and in the residence halls. Solicitation, even if approved by the Student Life Office, may not take place in campus offices as this interferes with day to day operations. Solicitors are not allowed under any circumstances to canvass in residence halls, and never from room to room. Anyone suspicious of solicitors in the halls should notify a resident assistant or the main desk immediately. Solicitors operating in the halls are considered trespassers and are subject to arrest and prosecution.

Residents of the halls and responsible student organizations may obtain permission from the Housing Office to sell merchandise or services in the residence halls. In general, such activities must conform to residence hall policies.

Solicitation for individual, business or corporate sponsorship or donation for any university sanctioned event or activity by any student organization or project group must be reviewed and approved by the vice president of development prior to contact with a potential donor, underwriter or sponsor. Sponsorships/donations include, but are not limited to: requests for money, building materials, hardware or software, gift certificates, food donations and raffle prizes, etc.

All requests must be approved by the organization's advisor and submitted in writing to the vice president of development in a timely fashion to ensure appropriate review.

Written requests should include:

- Student name(s) and contact information.
- Advisor name(s) and contact information.
- Organization/class for which solicitation is being conducted.
- Organization(s) to which the proceeds will benefit.
- Businesses/company names who will be solicited and explanation of what will be requested of them.
- Timeline of project/solicitation.

Please deliver to:

Mr. Frank Habib
Vice President of Development
MSOE Alumni Partnership Center (APC)
1120 N. Broadway
(414) 277-7121 (office)
(414) 277-7480 (fax)

Raffles

All raffles sponsored by MSOE student organizations must comply with the rules and regulations of the State of Wisconsin Department of Regulations and Licensing and Student Life Office policies. Contact the Student Life Office for more information.

Student Life Office

CC-377 • (414) 277-7225

The Student Life Office is committed to the concept of total student development, and defines its continuing mission in terms of the following statement, which is one of the articulated goals of Milwaukee School of Engineering:

To facilitate and promote holistic student development by providing quality programs, appropriate services and a community environment that will motivate, support and enhance students' intellectual, emotional, physical, spiritual, social and professional growth and fulfillment.

The Student Life Office, thus, is responsible for developing, recommending, administering and evaluating institutional policies, programs and procedures that affect students and student life both inside and outside the classroom.

The responsibilities of the Student Life Office are distributed over eleven areas: vice president for student life/dean of students, Counseling Services, Student Activities, Athletics, Health Services, Learning Resource Center, TRIO programs, Mentor Programs, Servant-Leadership, Women's Connections and International Student Services.

Property Insurance

Students are encouraged to have personal property insurance. Dependent students should check the provisions of their parents' policies. Resident students may obtain applications for personal property insurance at the Student Life Office or at the main desk of Roy W. Johnson Residence Hall.

Dean of Students

CC-377 • (414) 277-7225

The dean of students coordinates and supervises the work of professional and paraprofessional staff in each of the areas mentioned above within the Student Life Office. In addition, this person has full responsibility for administering student life policies and the student grievance process, and implementing the Student Conduct Code, all of which are set forth elsewhere in this Whole Student Life Handbook.

Emergency Messages

If there is an emergency and someone at home or elsewhere needs to reach you on campus, they may call the Student Life Office at (414) 277-7225. We will attempt to locate you using your class schedule. If you anticipate an urgent call for any reason, please notify the Student Life Office so as to facilitate our reaching you. In the evenings call Public Safety at (414) 277-7169.

Women's Connections Program

CC-377 • (414) 277-7225

Women's Connections is designed to provide opportunities for women students on campus to make connections with each other, faculty/staff and women leaders in the surrounding community. The women participate in social, educational and career-related activities throughout the year. Though our numbers are small, women have a strong presence on campus through leadership and involvement in organizations, clubs and athletics. This program provides role models

for women students as they prepare to enter the fields of engineering, business, nursing or technical communication.

Women's Connections is:

Care: Our returning women students familiarize our incoming students with our campus courses, community resources and life as an MSOE student.

Communication: Women's Connections gives students an opportunity to talk about their individual experiences, which enables women to hear different perspectives on how goals can be realized.

Networking: By developing relationships with current students and alumnae, the female student establishes connections that will broaden her opportunity in the workplace.

By participating in Women's Connections, you will benefit from:

- Learning more about the people and resources on campus
- Meeting other new and returning women students
- Developing an awareness of the choices and challenges that college life brings
- Experiencing what the Milwaukee area has to offer
- Exploring educational opportunities and career possibilities
- HAVING FUN and MAKING LIFELONG FRIENDS!

Women at MSOE Committee

Mission Statement:

The Women at MSOE committee was formed to help our educational community promote understanding, acceptance, respect and appreciation of women and women's issues on the MSOE campus. The committee will provide opportunities for students, staff and faculty to learn about those issues and will help educate the MSOE community on positive ways to improve the entire educational experience for women at MSOE. The committee is chaired by the vice president of academics.

Purpose Statement:

- To help all members of the university to work, live and study in a safe and positive environment.
- To promote increased awareness among students, faculty and staff of the importance of diversity within the university.
- To disseminate to the entire MSOE community information that involves women's rights and issues of concern with MSOE.
- To advise other university groups/committees, including students, faculty and staff groups, on the development of educational programming and printed materials aimed at creating a positive and safe living, learning and working environment for women within MSOE.
- To identify, investigate and make recommendations involving any practices or behaviors of concern regarding women within MSOE.
- To maintain regular communication with the vice president of academics and the vice president for student life on issues affecting the educational experience of women at MSOE.
- To recommend to the officers of MSOE policies, procedures and programs that will improve the environment for women students, faculty and staff on the MSOE campus.

Action Areas:

- Data Gathering
- Harassment Education
- Recruitment
- Women's Climate

International Students

GEA first floor • (414) 277-4544

International students at MSOE are students who are citizens of any country except for the USA and who do not have permanent residency in the USA. These students are responsible for acquainting themselves with and conforming to United States immigration policies and procedures during their stay at MSOE. Information is provided during orientation and international student advisors are available for further assistance regarding policies, procedures, visas and I-20s, work authorization and other questions of life and adjustment to the USA and to MSOE. There are also clubs and organizations on campus that provide social and cultural programming that all international students are welcome to attend.

Help Desk

Help Desk: CC 3rd floor

The Computer and Communication Services Department (CCSD) is responsible for the planning, development, maintenance and administration of the university's computer resources. CCSD is comprised of two main functions: the educational mission of the university, and the administrative, dealing with such things as student records, financial aid and telecommunications.

Students are assigned their own computer accounts while attending MSOE. These accounts enable students to send and receive internet and local e-mail, access to other internet applications and PC networkbased and systems applications. Students may also have a personal Web page, which links from the MSOE home page, www.msoc.edu, if they wish.

Regulations

1. Computer accounts are non-transferable and are not permitted to be shared.
2. Computer usage is strictly limited to academically related applications, with highest priority given to projects and programs assigned by the faculty. Use of an account for personal reasons, not related to MSOE enrollment, is not allowed.
3. All work developed on the academic computer systems is the property of MSOE.
4. Copying, viewing, or in any other way "subverting system integrity or security" on the computer systems, other accounts and their files violates Wisconsin State Law and is punishable by loss of computer privileges and/or collegiate and/or civil prosecution to the fullest extent of the law.
5. Copying of copyrighted software violates the law and is similarly punishable.
6. Removal of output (printouts, plots, etc.) not belonging to a student is considered computer theft and covered by the aforementioned statute.
7. Tampering with equipment associated with the computer systems constitutes vandalism and violates school policies. Such action can result in disciplinary measures as outlined in the Student Conduct Code. (See page 33.)
8. CCSD is not responsible for the integrity of student files on the academic computer systems; such responsibility lies with the account owner.
9. More specific issues related to CCSD policies are expanded in a listing posted on the CCSD Web page. Periodic bulletins alert

users at login of any changes in procedure and/or policies. All users are responsible for the content of these bulletins.

10. Violations of these regulations can result in suspension or loss of computer access and other measures outlined in the Student Conduct Code.

Enforcement

As a means of enforcing policies and ensuring efficient operation of the systems, CCSD reserves the right to monitor all phases of system activity. This includes monitoring session activity and reading contents of any and all files, including mail files. File monitoring is done on an exception basis only, when warranted by other operation indicators that require further inspection.

Bookstore

Cudahy Student Center • (414) 277-7173

The MSOE bookstore is located on the third floor of the Cudahy Student Center. The bookstore provides MSOE students with a selection of products and services including both new and used textbooks. MSOE students can simplify the process of getting books by reserving or purchasing books on-line at www.bookstore.msoc.edu. In addition to textbooks, the MSOE bookstore offers a large assortment of MSOE clothing and novelties, school supplies, software, electronics, greeting cards, and a variety of other products. The MSOE bookstore also offers such services as cashing personal and two-party checks for up to \$60 and special discounted bus tickets and passes. For more information visit our Web site at www.bookstore.msoc.edu.

Career Services

CC-370 • (414) 277-7120

The Career Placement Office staff provides placement assistance to undergraduate students, graduate students and alumni. Services include job listings, reference library, Internet access, career and job search videos and graduate school information. The Career Placement Office also can assist in providing salary information, resume and cover letter assistance, developing a job search strategy and improving interview skills.

The Career Placement Office staff coordinates the university's internship program, sponsors the Annual Career Fair and hosts employers who come to campus to conduct employment interviews. Part-time and summer job listings also are available.

Financial Aid Office

CC-431 • (800) 778-7223 • (414) 277-7223

The Financial Aid Office assists students by awarding federal, state and MSOE grants, scholarships and loans. It also can assist students in locating private scholarships, alternative loans and financing options. We have an open-door policy and no appointments are necessary to see a financial aid counselor; any student with financial concerns is encouraged to visit us.

Notary Public

The services of a notary public are available free of charge to all students during regular office hours at the Treasurer's Office.

Student Accounts Office

CC-437 • (800) 886-6763 • (414) 277-7130

The Student Accounts Office is the office that sends out tuition bills and the office to which you make your tuition payments; any questions about your bill should be directed to us. In addition, you can put money on your Raider Account, purchase commuter meal plans, process employer tuition reimbursement agreements or purchase additional meals for your meal plan here.

Employment (Part time)

The student employment program is designed to promote the parttime employment of students who are pursuing a course of study at MSOE. Most student employment positions are in the form of Federal Work-Study. Work-Study, because it is federally funded, is included in the total financial aid package you have been awarded by Student Financial Services. If you have not been awarded Federal Work-Study and are interested in employment, please contact Student Financial Services (414) 277-7223 to see if you qualify. All student employment is administered through the Human Resources Department, CC-428.

The Placement Office, CC-370, assists students in locating parttime, off-campus jobs as well as assisting in résumé and cover letter development.

All summer on-campus employment is administered through the Human Resource Department, CC-428.

Veteran's Benefits

CC-431 • (414) 277-7223

The MSOE Financial Aid Office works with students, the U.S. Department of Veterans Affairs (VA) and the Wisconsin Department of Veterans Affairs (WDVA) in administering the federal and state veteran educational benefits. While the VA or the WDVA actually determine eligibility for benefits, the Financial Aid Office can assist you in determining what forms need to be completed and can assist you with them. Students should submit all of their completed VA or WDVA paperwork to the Financial Aid Office which will then process them for you.

Detailed information on eligibility for benefits should be obtained at the following:

Federal VA Benefits:

Telephone: (888) 442-4551 Web site: www.gibill.va.gov

Wisconsin State VA Benefits:

Telephone: (608) 266-3574 Web site: www.dva.state.wi.us

Milwaukee County Veteran's Service Office:

Telephone: (414) 278-4045

Raider Center for Academic Success (RCAS)

GEA 3rd floor • (414) 277-7274

The Raider Center for Academic Success (RCAS) provides students with free academic support services in primarily freshman and sophomore courses through individual peer tutoring, student-led interactive study sessions (ISS) and writing, chemistry and

mathematics/physics drop-in centers. Hours and locations for these services are posted throughout campus.

RCAS staff also provides students with specific learning strategies in the areas of mathematics, science, reading, time management and study skills. Tutoring services are provided by approximately 50 peer tutors. In addition, the department's ESL coordinator is available for international and immigrant students who wish to improve their English language skills through grammar instruction, vocabulary building and writing practice and review.

Academic Year Hours

Monday-Thursday	8 a.m. - 9 p.m.
Fridays	8 a.m. - 4:30 p.m.
Sunday	4 p.m.-9 p.m.

Fred F. Look Engineering Center (E)

912 N. Milwaukee Street

Opened in 1967, this distinctive sculptured brick building by architect Fitzhugh Scott features applied tile facing, recessed windows, and a succession of curved forms on the Milwaukee Street facade that follow the contour of the test cells inside. The facility houses classrooms and laboratories including:

- Rapid Prototyping Center
- Center for BioMolecular Modeling
- Construction Science and Engineering Center Laboratory
- Johnson Controls Building Environmental Systems Laboratory
- GE Foundation Human Factors Laboratory
- Photonics and Applied Optics Center
- High Impact Materials and Structures Center
- Gov. Warren. P. Knowles Nursing Laboratories
- Alvin and Marion Birnschein Laboratory
- Harley-Davidson/Lee Georgeson Design Laboratory

Grohmann Museum (GM)

1000 N. Broadway

In 2005, MSOE purchased with donated funds the former Federal Reserve Bank of Chicago building for a museum to display MSOE's art collection, *Man at Work: The Eckhart G. Grohmann Collection* at Milwaukee School of Engineering, as well as faculty offices for the General Studies Department. The museum will provide a destination venue for the campus community and public to view these works. Extensive renovation is currently underway. The museum is scheduled to open in October 2007.

Humphrey House (H)

1202 N. Broadway This charming three-story, Queen-Anne-style house made of cream-city brick was built in 1894 as the parsonage for Grace Evangelical Lutheran Church, located across the street. MSOE bought it in 1996 and it has recently been renovated to serve as residence for the president's family. MSOE purchased the building through a grant from the Glenn & Gertrude Humphrey Foundation. Glenn Humphrey was a Milwaukee entrepreneur who by the early 1960s owned the largest General Motors dealership in the country.

1245 N. Broadway • (414) 277-2850

The Kern Center, a 210,000-square-foot recreation, athletic, health and wellness facility, opened in the fall of 2004. Students and faculty/staff are encouraged to make use of this state-of-the-art facility. The venue includes a field house with three basketball courts, convertible for volleyball, tennis, badminton and other recreational and intramural activities. It also includes a 160-meter track for jogging or walking, a 9000-square-foot fitness center for weight training and exercise, an ice arena, a wrestling room, a basketball/volleyball arena, classrooms suitable for activities and meetings, recreational and varsity locker rooms, a juice bar for refreshments and relaxation, an MSOE Athletic Hall of Fame room, equipment check out and storage areas and office space for counseling, health services, servant-leadership and athletics.

Academic Year Hours Monday-

Thursday 6:30 a.m. - 10 p.m.

Friday 6:30 a.m. - 8 p.m.

Saturday 9 a.m. - 8 p.m.

Sunday 1 p.m. - 8 p.m.

Exam week, summer and holiday hours may vary.

Exercise Facilities

Students and faculty/staff are encouraged to make use of the Kern Center. This state of the art facility features a field house with three basketball courts, convertible for volleyball, tennis, badminton and other recreational and intramural activities. See the “Kern Center” section of this Handbook for more information.

Another option is Bally Total Fitness, located two blocks from campus (1137 N. Van Buren), which students may use free of charge by picking up a pass from the public safety officer on duty in Roy W. Johnson Hall and leaving identification. Bally Total Fitness offers a swimming pool, state of the art weight equipment, aerobic and exercise classes, lifecycles, racquetball courts and an indoor running track.

Vehicle Driving and Reservation Policies

MSOE requires all drivers of university vehicles to attend a vehicle driving safety program, have their driving record reviewed and be approved by the university to operate an MSOE vehicle.

1. Students (and employees) who wish to use vehicles on behalf of a sport, organization or on-campus employment are required to participate in the MSOE Vehicle Driving Program. The program requires classroom time with a written test and on-the-road test, as well as having one’s driving record reviewed and approved by the university as a driver. A supervisor or student organization advisor also must approve any person applying to the program. Drivers who do not successfully complete the MSOE Vehicle Driving Program, or have not been approved by the university, may not drive MSOE vehicles at any time. If a person wishes to participate in the program, they should contact the Student Life Office at (414) 277-7225.
2. Vehicle reservations may be made by MSOE departments, offices and student organizations. Off-campus organizations or groups may not use MSOE vehicles. Reservations by individuals, or for an individual and/or company through a department, are not allowed.
3. Van Reservations: MSOE vehicle (athletic van) reservations can be e-mailed to millerbj@msoe.edu. Only authorized drivers who have completed the MSOE Vehicle Driving Program may reserve a van. Some vehicle reservation requests may require coordination with

another department or area. It is suggested that all reservations be made a minimum of two weeks before the event.

4. Drivers using university vehicles other than athletic vans must make a special vehicle request through the department controlling the vehicle. Drivers of these vehicles must also be approved drivers who have completed the MSOE Vehicle Safety Program and must be approved for that specific vehicle through MSOE’s Human Resources Department.
5. MSOE students without an advisor, professor or coach present may not drive farther than 30 miles (one-way) from MSOE. Any longer trips must be cleared through the Student Life Office. Failure to have longer trips approved may result in suspension of driving privileges and action under the Student Conduct Code (See page 39).
6. Charges for vehicle use may apply to any reservation. Drivers should expect to pay a per mile rate, which is determined by the Treasurer’s Office staff.
7. Please be aware that vehicle reservations can be cancelled or changed at any time as university needs require.
8. All drivers are required to obey local, state and federal driving and transportation laws.

Counseling Services

K-230 • (414) 277-7590

Counseling Services provides a setting in which students, faculty or staff members of the MSOE community may discuss in confidence with a counselor any problem that affects the individual’s sense of academic, personal or social well-being. Students face numerous common concerns including study habits, relationships, conflicts, selfdiscovery and career decision-making. Many students use the support of counseling to work through anxiety, chemical dependency, depression, loneliness, stress or lack of motivation. One of our counselors can help you to focus on realistic solutions to these and other potential problem areas so you experience life more fully. Referral to appropriate community specialists is also available.

Counseling Services maintains a wide variety of brochures and CDs addressing many personal problems. For more information, visit our Web page to check out the links to: mental health screening, mental health and career sites, area resources and online pamphlets and newsletters of interest to the MSOE community.

Counseling Services is located in the Kern Center, K-230. Students can make an appointment to see a counselor either by stopping in the office or by calling (414) 277-7590. In emergency situations and on weekends, students living in the residence halls should contact their resident assistant; any student may call Public Safety at (414) 277-7159 for assistance and referrals.

Servant-Leadership

K-240 • (414) 277-2269

With a major gift from the S&R Pieper Family Foundation, MSOE has established an endowed chairmanship to promote the concept of “servant-leadership” at the university.

Servant-Leadership is responsible for helping faculty integrate the concept into current philosophy and ethics courses and develop a new course on the topic. On the student life side, this department helps integrate the philosophy throughout the social fabric and culture of the university through extracurricular programs. Servant-Leadership works

closely with both the vice president of academics and the vice president for student life offices.

The Servant-Leadership Office is located adjacent to the Counseling Services and Health Services offices.

Athletics

K-344 • (414) 277-4552

MSOE sponsors 21 intercollegiate sports for men and women. Men: baseball, basketball, cross country, golf, ice hockey, rowing, soccer, tennis, indoor and outdoor track & field, volleyball and wrestling. Women: basketball, cross country, golf, softball, tennis, indoor and outdoor track & field, volleyball and soccer.

The university competes in the NCAA Division III level and is a member of the Northern Athletics Conference (NAC). Our men's ice hockey team is a member of the Midwest Collegiate Hockey Association. Our men's volleyball team competes as an independent and our men's wrestling team belongs to The Northern Wrestling Association.

Coaches may be contacted through the Athletic Department.

Varsity teams generally practice on a daily basis during their season. Some teams have limited off-season practices. Students who have competed in athletics in high school are encouraged to try out for teams. Contact the Athletic Department.

MSOE athletes have won numerous All-American, All-Midwest, All-Conference, Conference Player of the Year, Player of the Week and Rookie of the Year awards. MSOE athletes also have distinguished themselves as Academic All-Americans.

MSOE's official colors are red and white, and the university's official athletic nickname is the "Raiders." The mascot, "Roscoe Raider," was introduced in 1996.

Club Sports/Athletic Affiliates

The Athletic Department offers an intramural sports program for recreational competition. These activities are designed for those students who wish to participate on a once-a-week basis, with no formal practice or coaching. Sports offerings include broomball, ice hockey, flag football, floor hockey, basketball, volleyball, softball and indoor soccer. All intramural sports are co-ed.

The department also offers club sports in bowling, fencing, paintball, tae kwon do, judo, xtreme, SPHEC racket sports (badminton, ping pong), rugby, ski/waterboard, weightlifting, ultimate frisbee, and lacrosse. These teams engage in intercollegiate competition but are student organized and do not necessarily have professional coaching.

A Student Advisory Athletic Committee, made up of two representatives of each varsity team, meets bimonthly and advises the athletic director on student concerns about MSOE intercollegiate athletics.

MSOE's co-ed stunt team, dance squad, and pep band (Sound Engineers), strive to promote school spirit by planning and participating in pep rallies and performing at various athletic events.

Athletic Field Policies and Procedures

The MSOE Athletic Field is located at the corner of N. Milwaukee and E. State Streets.

The Athletic Field is a multi-purpose facility with multiple user groups having different priorities for its use. The field is for campuswide recreation activities (such as Orientation, Homecoming, and St. Pat's

Week), for intercollegiate and intramural team practices and games, and for general student use – individuals and groups, both preplanned and spontaneous. STUDENTS ARE WELCOME AND ENCOURAGED TO USE THE FIELD WHENEVER IT IS AVAILABLE.

There will be times however, when it is possible to damage the field because of weather or field conditions. At these times, there will be a sign posted on the backstop of the softball field. There also will be a sign on the field itself, near second base. When the signs state that the field is closed, please do not go onto the field. This includes both the infield and the grassy areas.

When the tarp is down on the field, the field will be posted as closed and no one is allowed on the the infield or the grassy areas.

The field also is used for intramurals and by the varsity softball and soccer teams for practices and games. Please do not use the field at these times. Please respect their use of the field when they are playing their games. Generally, these times will be from 4 p.m.-6 p.m. on Monday through Friday, and some weekends through the fall and spring. These and other reservations will be posted on Outlook.

If you want to reserve the field exclusively for a campus-wide event or a group activity, a permit from the Athletic Department is necessary. You can get a free permit to reserve the field from Athletic Director Dan Harris at Kern Center, office K-346. Call 277-7230 or email harris@msoe.edu for further information. Any "reserved" permit will have a date and time on it and the holder of a reserved permit will have the use of the field during this time period. Any individuals who are on the field or who come to use the field and who are not part of the permit group will have to leave the field.

Health Services

K-250 • (414) 277-7590

MSOE Health Services sponsors on-campus health care services for the entire MSOE community. Health Services provides treatment for free, and includes basic services such as first aid, routine screenings, treatment of minor illnesses or injuries and physician referral. Limited supplies of over-the-counter medications will be provided to the patient as appropriate at no charge.

Students who require medical, dental or optical treatment can contact Health Services at (414) 277-7590 or refer to the Health Services Web site for information regarding professional practitioners and health care facilities located near the university.

Students who wish to continue the ongoing medical treatment they are receiving at home or require specialized care should contact the Health Services staff for more information and referral to the appropriate local specialist, physician or hospital. Charges for such care rendered off campus will be assumed by the patient.

In the event of sudden illness or the need for emergency care, the patient may contact Health Services or Public Safety at (414) 277-7159 for evaluation and assistance. Students may also refer to the Health Services Web site for information regarding local emergency rooms, doctors and dentists, urgent care/walk in clinics and free clinic information. Public Safety officers are available to assist in the transport of any patient in the event of an emergency.

Echoing the philosophy of the Student Life Office, Health Services also seeks to promote a wellness attitude among the members of the MSOE community. Along with its functions as a center for treatment and referral, Health Services maintains a wide variety of brochures and health-related resources for personal use, and sponsors a number of programs throughout the year relating to current health concerns, such as smoking cessation, weight control and health maintenance.

Health Insurance

Students who require medical, dental or optical treatment can contact the Health Services Office for information about professional practitioners and health care facilities located in the vicinity of MSOE. A group medical insurance program, renewable annually, is available to students on an optional basis. Brochures and applications may be obtained from the Student Life Office, Health Services (K-250) or Health Services Web site. All international students are required to provide evidence that they have medical insurance, including repatriation coverage.

820 N. Milwaukee Street

Krueger Hall is home to MSOE's award-winning radio station WMSE 91.7 FM, well-known as the alternative frontier radio for Milwaukee music with an eclectic mix. In October 2007, MSOE's Rapid Prototyping Lab is moving into a new facility on the second floor. MSOE purchased the building in 1996 with funds from Evelyn Krueger given in memory of her late husband, William, co-founder of what became one of the nation's largest printing companies, W.A. Krueger Co.

Rapid Prototyping Lab

This lab will house our Selective Laser Sintering (SLS) machine, four Stereolithography (SLA) machines and our 3D scanning system along with necessary computers and work areas for the dozen student employees who operate this equipment. This new lab is made possible by the more than 60 companies from around the world who rely on our students and this technology to help them develop new products. These machines are also available for use by students and faculty for class and Senior Design projects. Stop by to see an operation that isn't matched by any other university in this country or go to www.rpc.msoe.edu for more information.

WMSE Radio

Krueger Hall, Ground Floor • (414) 277-7247 Request Line: (414) 799-1917

Web site: www.wmse.org

A rare opportunity awaits you to become a radio disc jockey on MSOE's very own noncommercial radio station, WMSE 91.7 FM. WMSE broadcasts at the assigned frequency of 91.7 mega hertz, and WMSE's effective radiated power is 3,200 watts. The station is a department of the university, and you are encouraged to take part in performing engineering duties, or you may train to be an on-air disc jockey! WMSE plays a varied mix of alternative, progressive, blues, reggae, ethnic, world, rap, soul and funk. WMSE also hosts live bands in-studio on a weekly basis. WMSE 91.7 FM broadcasts from campus 24 hours a day and via the Internet at www.wmse.org. Come check out the station's awesome facilities and learn how you may become a part of WMSE.

Walter Schroeder Library (L)

500 E. Kilbourn Avenue

Dedicated by former U.S. President Gerald Ford in 1980, the library is a resource for MSOE students and industry including print floors house library materials and group study rooms. The third floor contain classrooms and faculty offices.

The library is named after Walter Schroeder (1878-1967), a

Milwaukeean in the insurance, mortgage loan and bond business who later became a hotelier. Under his leadership he managed the Hotel Wisconsin and built both the Astor Hotel and in 1920 the Schroeder Hotel (now Hilton), his pride and joy. Schroeder established the Schroeder Foundation in 1963 for charitable, religious, scientific, project,

Video and projection equipment, in addition to multimedia

Rosenberg Hall (R)

1235 N. Milwaukee Street

This three-story, 20,000-square-foot building was constructed in later 1964 as a school of mortuary science, and has been used by several

occupants over the years. It was purchased by MSOE through the

Walter generosity of Kenneth and Doris Rosenberg. The late Dr. Kenneth

Rosenberg was a 1950 graduate of MSOE. After a major renovation testing for public safety, literary or educational purposes. project, the building opened for classes in fall 1999. It comprises Rader

School of Business Offices, classrooms and laboratories, a study lounge instructional help, is available through the Audiovisual Center, which is and the U.S. Department of Commerce-Milwaukee Export Assistance housed in the library. Group study rooms, scanners, laser printers, color Center offices. photocopiers and a popular paperback book reading area featuring

MSOE's business programs provide students with a solid foundation ongoing exhibits are available. A CVST machine is available for adding for an exciting career in many industries, such as telecommunications, money to MSOE ID cards. Designated as an open computer lab, the e-business, marketing, international business, finance, health care library also makes available several walk-up desktop computers that management and more. For more than 45 years, the unique blend of provide access to Novell Network applications and the Internet. Study technical courses with traditional business courses, such as marketing, rooms and several study carrels are networked. The Gene Carter finance and economics, help MSOE graduates stand out among the

rest, demonstrated by our excellent job placement rate and high first floor; the second floor features the elegant Schroeder Room, starting salaries. available for meetings. Documenting the history of the university, an

The Rader School of Business is named after longtime supporter archives housed in the library is open by appointment. Unique physical the late Dr. I. Andrew ("Tiny") Rader, MSOE Regent Emeritus, models produced by the Center for BioMolecular Modeling are also former chairman of The Lynde and Harry Bradley Foundation and available for borrowing through the library's biomolecular models retired chairman and CEO of Allen-Bradley Co., which is now

Allen-Bradley Hall of Science (s)

432 E. Kilbourn Avenue

Acquired in 1958, this three-story building was renovated by MSOE to reflect contemporary design, with an aluminum and glass exterior. Allen-Bradley Co. contributed substantial funding to the building and its equipment. It houses the School of Nursing, Electrical Engineering and Computer Science, Mechanical Engineering, faculty offices, state-of-the-art laboratories, and the Fluid Power Institute™, the first institution of its kind that today remains on the forefront of fluid power research.

Facilities Department

SG-55 • (414) 277-7160

The Facilities Department is responsible for providing a clean and safe environment conducive to campus activities (teaching, learning and other activities).

Please contact the main office at (414) 277-7162. In the event of a facilities emergency (HVAC, electrical problems, water leakage, etc) call the Facilities Emergency Line at (414) 940-1556. For all other facilities emergencies, please contact Public Safety at (414) 277-7169. Please remember that Public Safety should not be called to report routine maintenance requests.

Information Technology Department (IT)

Technology Package (Notebook Computer Program)

CC 3rd floor • (414) 277-7280

MSOE is leading the state in its commitment to technology. as the first university to require its students to have notebook computers. The visionary program, begun in fall 1999, gives students immediate access to the computers that they require and facilitated communication and collaboration between students, faculty and the public. The technology package includes standardization of software tools by degree program, upgrades as appropriate, user training and support, insurance for breakage and theft and a guaranteed loaner for computers in need of service. For additional information including hardware and software specifications visit www.ccsd.msoe.edu.

Margaret Look Residence Hall (MLH)

324 E. Juneau Avenue

Constructed in 1967, the hall is named after the wife of a former president of Allen-Bradley Co., Fred Look, who was chairman of the MSOE Board of Regents. The MSOE Public Safety Department is located here.

The hall provides housing for several hundred students, study and recreation space.

Public Safety Department

MLH, First floor • (414) 277-7169

The Public Safety Department dispatcher is located on the ground floor of Margaret Look Hall, 324 E. Juneau Avenue.

The MSOE Public Safety Department is dedicated to providing a safe and secure environment for everyone associated with the university. To accomplish this mission, the Public Safety Department utilizes a variety of proactive patrol strategies, as well as numerous innovative crime prevention programs. The Public Safety Department is on duty 24 hours a day, 365 days a year.

Telephone numbers:

EMERGENCY	Non-Emergency (414) 277-7159 (414) 277-7169
Campus Shuttle	Parking
(414) 277-7464	(414) 277-7161
Director (414) 277-7210	Public Safety

Report Suspicious Persons or Incidents: The Public Safety Department's effectiveness depends on the timely reporting of incidents by the campus community. All crimes in progress, suspicious persons, thefts, etc., should be reported immediately.

Medical Emergencies: Immediately call the Public Safety Department and describe the nature of the medical problem with as much information as possible. The dispatcher will immediately dispatch the appropriate medical assistance.

Shuttle Service: The Public Safety Department operates a shuttle service to provide for safe transportation between campus locations for all members of the campus community. To request the shuttle service call (414) 277-7464 and inform the shuttle dispatcher that you desire a shuttle escort.

Parking Regulations: If you have any questions concerning the parking regulations on campus, please call (414) 277-7161.

Auto Theft Protection: Remember to always lock your vehicle and remove the ignition key, no matter how long you will be gone or where

you are parked. Also, remove any valuables from the vehicle and either take the items with you, or place them out of view in the trunk. Rent "The Club" steering wheel lock for a refundable fee of \$20.00. This one-time fee will cover the use of this anti-theft device for your entire academic career at MSOE.

Bicycle Theft Protection: Always lock your bicycle to a fixed immovable object in a well-lit, frequently traveled area. Most bicycles are stolen because they are either left unlocked or are locked with inferior locking devices. Rent "The Bike Club" for a refundable fee of \$10 from the Public Safety Department.

Lost and Found: Public Safety is the central location on campus for all lost and found items. If you find an item of value on campus or have lost an item, please call (414) 277-7169.

Operation Identification: Operation Identification is a national program to help deter theft and to aid in the recovery and identification of stolen property. Easily removable property is engraved with your driver's license number so that your property can be traced back to you. Engravers are available for loan at the Public Safety Department. There is no fee.

Campus Safety and Security Act

The Campus Safety and Security Act is a federal guideline that makes crime statistics on a college or university campus accessible to the public. Statistics on MSOE's campus can be obtained by contacting the director of public safety at (414) 277-7210. These statistics are also available online at www.msoe.edu.

Homeland Security Advisory System - MSOE Campus Response

The world changed significantly on Sept. 11, 2001. We remain a nation at risk of terrorist attacks and will remain so for the foreseeable future. As a university, MSOE must be properly prepared, vigilant and ready to respond to any threat to the safety and security of the MSOE campus community.

In response to the different advisory conditions, MSOE officials including the MSOE Public Safety Department continue to work very closely with local, state and federal law enforcement officials to address the safety and security of the MSOE campus.

Additionally, MSOE has in place an established Crisis Response Team, as well as policies and procedures to address various types of emergencies that could possibly occur on the MSOE campus. These plans are constantly reviewed and updated, especially in response to heightened security levels.

Please check www.msoe.edu for periodic updates and instructions in the event of a situation that would be a threat to the MSOE campus.

Roy W. Johnson Residence Hall (RWJ)

1121 N. Milwaukee Street

Dedicated in 1965, the hall is named after Roy W. Johnson, former chairman of the board of Controls Company of America, who was an MSOE Regent. The building provides housing for hundreds of students, contains the Housing Office, the RWJ Dining Room, a game room, and the Food Services Office.

Food Service

RWJ • (414) 277-7403

Students who live in the residence halls must participate in a meal plan. We offer three flexible plans that allow students to eat a combination of meals in four different food service locations around campus:

- The Dining Room in the Roy W. Johnson Residence Hall specializes in full-meal dining.
- Roscoe's in the Regents Residence Hall offers a variety of pizza, deli and grill items.
- The Skylight Marketplace, located in the Cudahy Student Center, provides special sandwiches, hot entrees and fast food service.

All on-campus food service is provided by Food Services Inc. with offices on the ground floor of the Roy W. Johnson Residence Hall.

Housing

RWJ First Floor • (414) 277-4410

On-campus housing is the responsibility of the Housing Department. This responsibility includes the administration of residency-related student affairs, providing for the in-house services for residents and the operation of the related physical facilities of three residence halls. Offices are located in RWJ Residence Hall.

Regents Residence Hall (RH)

1121 N. Milwaukee Street

Regents Hall is a four-story addition to Johnson Hall built in 1990. It is arranged apartment style with each suite containing bedrooms, a bathroom and a kitchenette.

Student Organizations

All students can reap the benefits of joining a student organization; they offer many social, intellectual and professional rewards that complement your academic endeavors. There is a wide variety of organizations on campus, and one is sure to interest you.

There are a number of ways to learn more about student organizations:

Student Organization Days take place during welcome week and during the Campus and Community Fair in September. These events provide the opportunity to talk with student organization representatives about their particular organization. They are available to meet with prospective members to give an understanding of what their organization does and to encourage you to get involved.

Campus E-mail Lists - Sign up to be a part of the Campus E-mail lists. Being a part of these lists will keep you personally informed of all the happenings on campus and in the Milwaukee area.

Mailboxes - Each organization has a mailbox located outside the Student Life Office. Write a note and put it in the respective organization's mailbox if you want them to contact you.

Talk to people - Ask a member of the Student Life Office professional staff about how to join a particular organization. Ask your program director which professional organization will complement your academic program. Ask a classmate what organization he/she belongs to. Ask a senior what organizations he/she would recommend joining. And ask yourself how you can make the most of your college experience.

Bulletin Boards - Student organizations advertise their meeting times and events via e-mail and bulletin boards. Feel free to attend one of their meetings or events.

The following are officially registered student organizations:

Governmental Organizations

There are many opportunities for students to become involved in the governing process here at MSOE. These organizations provide strong input to the university in areas of actual student governance, programming, athletics, housing and greek affairs. Campus leadership is the key component to these organizations.

Greek Council (GC): The Greek Council is the governing body for all social fraternities and sororities and is made up of representatives of each from each Greek organization. Member organizations are assisted in planning and coordinating business and social activities, and in sponsoring programs and activities beneficial to both the Greek community and the MSOE student body. Fellowship among the Greek organizations is promoted through the coordination of social, professional, and philanthropic events.

Residence Halls Association (RHA): The purpose of the RHA is to represent students living in the residence halls in any matter affecting them in their residential environment, and to promote and organize academic, social, cultural, and recreational activities for the welfare of the residents in these halls.

Student Government Association (SGA): SGA is the common ground for every facet of MSOE. At the core of our government lie 15 student-elected senators, who are committed to maintaining the communication link between students and administration. Each week, student organization representatives, senators and MSOE students meet to address and vote on key issues that affect students' lives. SGA is further represented through student appointments to crucial campus committees such as the Executive Education Council. Throughout the

year, SGA also sponsors a student organizational leadership conference, Spring Fling, and a multitude of student forums as a service to MSOE. All members of the MSOE community are welcome and encouraged to attend SGA's weekly meetings, and more importantly, make a difference by becoming actively involved with SGA.

Student Union Board (SUB): SUB is geared for professional development of each member and the general enhancement of students' lives at MSOE. Each side of our five sided logo represents one aspect of our organization: leadership, teamwork, communication, social skills and programming. We will also look to improve campus life through entertaining and educational programming on campus.

Greek Organizations

Greek organizations are student fraternities and sororities that promote fellowship among their membership. Fraternities and sororities at MSOE have both local and national memberships. Their missions are multifaceted: assisting members in developing their social relationships, promoting scholastic achievement and providing leadership opportunities.

Alpha Omega Epsilon Sorority (AOE): Alpha Omega Epsilon is a professional sorority founded in 1983 that provides friendship, leadership and professionalism to all members of the organization, the community and our professions.

Delta Sigma Phi Fraternity (DSP): Delta Sigma Phi is a general Fraternity based on the ideals of creating better men through the basic ideals of harmony, brotherhood, and culture.

Kappa Eta Kappa Fraternity (KHK): As a nationally recognized fraternity, KHK membership assists in making contacts with professionals outside of Milwaukee, including Madison and the Minneapolis metropolitan areas. We also have alumni in all areas of study who provide valuable resources and internships. KHK provides the opportunity to advance academically and professionally, but also a chance to gather in a social manner. KHK is celebrating 50 years as a fraternity.

Phi Delta Chi Sorority (PDC): Phi Delta Chi is a social sorority. We participate in annual activities such as Homecoming and St. Pat's, in addition to intramural sports. We work together with other Greek organizations in order to plan gatherings and social events. In addition, we provide support for one another as needed in scholastic and social situations. We also do what we can do for the community in the form of educational and philanthropic projects. Some past projects include: Easter Seals Bowl-a-thon and volunteering at soup kitchens and the Sherman Park Family Services Center. We have a few traditional activities such as our annual flower sale, car wash, and summer camping trip.

Triangle Fraternity: Triangle fraternity has been helping students become well rounded individuals since 1907. It is an organization that accepts only those in the architecture, science and engineering fields. Members of Triangle have been found to not only become more involved in campus and community life, but also join a select group of individuals, and have a more memorable and lasting college experience. In addition to this the MSOE Chapter of Triangle has its own a house, where members can live, study or simply hang out. The goal of our

chapter is to help promote brotherhood among members while still maintaining the important aspects of academic life.

Honor Societies

Honor societies are student organizations that provide students recognition and an opportunity to interact with other students within a specialty area who have also demonstrated strong academic success.

Alpha Eta Mu Beta (AEMB): Alpha Eta Mu Beta is the biomedical engineering honor society founded by Dr. Daniel Reneau of Louisiana Tech University, under the sponsorship of the Alliance for Engineering in Medicine and Biology. The purpose of AEMB is to bring into a closer union and to mark in an outstanding manner those biomedical engineering students who have manifested a deep interest and marked ability in their chosen life work so as to promote an understanding of their profession and to develop its members professionally.

Eta Kappa Nu (HKN): Eta Kappa Nu is a national honor society for biomedical, computer and electrical engineering students. Membership is drawn from students in the top quarter of the junior class and the top third of the senior class.

Sigma Lambda Chi (SLC): Construction management honor society and service society. We meet once a month and try to do a few service activities as well as some job-site tours.

Tau Alpha Pi (TAP): Tau Alpha Pi is the National Honor Society for engineering technology students. Tau Alpha Pi membership is open to top-performing baccalaureate-degree students in engineering technology programs. Only the highest 8 percent of MSOE's total engineering technology enrollment per academic year may be elected members. The purpose of Tau Alpha Pi is twofold: to recognize high standards of scholarship among students in engineering technology programs, and to promote and encourage scholastic achievement and leadership by offering outstanding engineering technology students membership in the society. The society rewards selected scholars for past achievements and leadership, while encouraging a lifetime of commitment to learning and scholarship. Tau Alpha Pi members are truly interested in furthering and improving the academic life for all engineering technology students and in promoting the engineering/engineering technology departments at their own institutions.

Tau Beta Pi (TBP): Tau Beta Pi is the only engineering honor society representing the entire engineering profession. It is the nation's secondoldest honor society, founded at Lehigh University in 1885 to recognize students of distinguished scholarship and exemplary character. Tau Beta Pi recognizes engineering students for academic achievement and exemplary character. Tau Beta Pi is a service organization that seeks to improve the quality of its members and the community in which they live. There are now collegiate chapters at 229 U.S. colleges and universities, active alumnus chapters in 16 districts across the country, and a total initiated membership of 477,587.

Professional Societies

Professional organizations are student organizations that expose the student to their chosen profession. Such exposure may include, but is not limited to, speakers, tours, service projects, films and conferences.

American Institute of Constructors (AIC): The purpose of the AIC student chapter is to provide architectural engineering and construction management students with an opportunity to gain a better understanding of the construction industry through activities such as

tours of construction sites, presentations by professional contractors, and discussions on construction issues. It gives students the opportunity to continue as an individual constructor membership in AIC

American Society of Civil Engineers (ASCE): The student chapter of ASCE is highly active in the pursuit of promoting the activities of the civil engineering profession. This is done through such activities as the annual concrete canoe and steel bridge competitions, field trips to construction sites, service projects to help the community at large and student fellowship among other ASCE chapters.

American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE): ASHRAE is an international organization dedicated to the advancement of the arts and sciences for the HVAC industry. The society is organized and operated for the sole purpose of advancing the arts and sciences of heating, refrigeration, air conditioning and ventilation, the allied arts and sciences and related human factors for the benefit of the general public. To fulfill this role, the society shall recognize the effect of its technology on the environment and natural resources to protect the welfare of posterity. **American Society of Mechanical Engineers (ASME):** ASME chapter bridges the gap between students and professional organizations via local touring nearby companies, as well as encouraging students to attend monthly professional ASME meetings. At our bi-weekly chapter meetings the students are invited to listen to professional speakers, and partake in design competitions.

Architectural Engineering & Construction Management Societies

(ACS): The objectives of the Architectural Engineering and Construction Management Societies are to promote, aid, and develop school-related activities; provide service to the community; and establish a channel of communication between AE & CM students and their respective career goals. To realize this vision, we dedicate this organization to promote and advance architectural engineering and construction management students as a single collective voice.

Architectural Engineering Institute (AEI): The purpose of the AEI Chapter at MSOE is to provide the entire student body with opportunities to enhance educational goals in architecture by the means of tours, speakers, and involvement in both community and professional activities.

Associated General Contractors (AGC): The purpose of the organization shall be to unite its members in a professional fellowship, and to offer members the chance to learn more about construction through group activities and functions. This goal shall be met through the participation of the AGC chapter sponsor and members of the construction industry.

Biomedical Engineering Society (BMES): BMES is the student chapter of the national Biomedical Engineering Society, the professional organization for engineers. Members meet monthly to promote biomedical engineering and to provide a social environment for biomedical engineering students at MSOE. Yearly activities include company tours, guest speaks, workshops, and annual picnics with faculty, staff and biomedical engineering students.

Emerging Green Builders (EGB): The purpose of Emerging Green Builders is to create a network of emerging green building leaders, as well as develop opportunities for involvement through the U.S. Green Building Council to further generate momentum for the green building industry.

Illuminating Engineering Society (IES): IES provides avenues for students to become more knowledgeable about what constitutes a

quality lighted environment. Access to lighting professionals offers exposure to potential careers in the lighting industry.

Institute of Electrical and Electronics Engineers (IEEE): The purpose of this organization is to introduce student members to the world of electrical and computer engineering. Through tours and professional associations, the student members experience what it is like to be a professional engineer. The MSOE IEEE student branch welcomes and encourages all biomedical, computer, electrical, and software engineering students to become members of the organization.

Institute of Industrial Engineers (IIE): IIE is an international organization dedicated to promoting the industrial engineering profession. The MSOE chapter of IIE provides members with information relating to industrial engineering. It accomplishes this through meetings, company tours, guest speakers, films and conferences. The chapter also plans various social activities throughout the school year. Being a student member of IIE has several benefits, which include networking opportunities, professionalism and leadership training.

Mechanical Contractors Association of America (MCAA): The MCAA is devoted to a further understanding of mechanical systems, and how are designed and installed. MCAA provides its members with numerous opportunities to build lasting, beneficial relationships with their peers while acquiring career contacts. They will also have the opportunity to apply and be apart of a team that uses their skills to solve a real-world problem, with the opportunity to win a grand prize and the recognition of their peers.

MSOE Business Leaders Association (MBLA): The purpose of MBLA is to practice professional leadership techniques and methods involved with the business and technological professions, and to increase student knowledge of business and technical professions.

National Electrical Contractors Association (NECA): To provide interested students with the opportunity to broaden their educational experience in the building electrical systems field through: contacts with individuals and companies associated with electrical power, educational materials provided at meetings of the MSOE student chapter, and observing electrical installations in operation through site tours.

National Society of Black Engineers (NSBE): To increase the number of culturally responsible black engineers who excel academically, succeed professionally and positively impact the community.

Society of Automotive Engineers (SAE): SAE is the international engineering society established for “advancing mobility on land and in air, sea, and space.” Included in the members of SAE are leaders and workers from all areas of the transportation industry, as well as thousands of college students around the world. The student branch of SAE at MSOE has established a well-structured organization which provides many opportunities to its student members. Our main goals include designing and building on and off-road vehicles as well as radio-controlled airplanes for use in SAE sponsored competitions. This student branch thrives on member participation and is open to engineering and engineering technology majors. Students who receive membership in SAE gain valuable industry experience.

Society of Hispanic Professional Engineers (SHPE): The purpose of the Society of Hispanic Professional Engineers is to promote the advancement of Hispanic engineers in employment and education, promote an increase in personal and professional development, and to work closely to the community to promote career awareness, self-esteem, and national pride. SHPE members are encouraged to participate in local activities, advisory boards, and serve the community in general.

Society of Women Engineers (SWE): SWE provides a support system for women in engineering to increase the understanding of engineering, and to enhance professionalism among its members. SWE promotes engineering in several ways, including scheduling talks by speakers from various engineering companies, supporting young women considering engineering by speaking at local schools, and hosting informational programs. The society encourages male and female members.

Student Nurses Association (SNA): The purpose of SNA is to provide membership with and association dedicated to the growth, interaction, and skills to its members. SNA will create opportunities for health promotion and prevention for the MSOE community and surrounding Milwaukee community.

Technical Communication Student Organization (TCSO): This organization provides TC students, and other students with an interest in TC, a chance to collectively better the program, their academic experience, and their preparation for their career while serving each other and the MSOE community by meeting together and becoming actively involved in the program.

Religious Organizations

Religious organizations provide students with an opportunity to work with each other for the benefit of others, both on campus and in our society ... while learning and growing in their faith.

Campus Crusade for Christ (CCC): Campus Crusade for Christ is an interdenominational Christian ministry desiring to meet the spiritual needs of students around the world. They wish to be a positive influence on the campus and community by providing programs and events that deal with the wellness of the whole student. Their goal is to be a relevant spiritual resource to the campus.

Catholic Students Association (CSA): The mission of the Catholic Student Association at MSOE is to gather, sustain, and grow a community of Faith wherein students, staff and faculty may be nurtured in the fullness of faith and grow in holiness through access to the full range of sacramental, intercessory, pastoral and educational traditions in the Roman Catholic Church. The Catholic Student

Association welcomes all MSOE students, staff and faculty without regard to their religious affiliation and provides opportunities for prayer, study, counsel, and social interaction. The CSA is dedicated to worshipping Almighty God in the Roman Catholic tradition, incorporating the riches of the Catholic heritage into our lives, forming Christian conscience, working for justice, facilitating personal growth, developing leadership and supporting the outstanding mission and commitment of MSOE to higher education.

Collegiate Ministries (CM): We are a group of college-age people committed to passionately pursuing Jesus Christ together. We desire to know the real God, to live in authentic community with one another and to live out our faith in a way that has genuine impact ... both in our lives and in those around us. Join us in our weekly large-group worship service where you can gather with 100-150 other college-age people through community, worship, truth discovered from the Word and a ton of fun as well!

Jewish Student Organization: Jewish Student Organization is meant to enrich the lives of Jewish undergraduate and graduate students and those that want to learn so that they may enrich the Jewish people and the world. Jewish Student Organization leaders

(both students and professionals) want to create a pluralistic, welcoming and inclusive environment for Jewish college students and those that want to learn, where they are encouraged to grow intellectually, spiritually and socially.

InterVarsity Christian Fellowship (IVCF): InterVarsity Christian Fellowship USA is a national organization with 1600 staff advisors who have been on hundreds of college campuses since its inception over 60 years ago. InterVarsity has been at MSOE for nearly 30 years as a student organization. Our students seek to grow as college students in love for God, God's Word, God's people of every ethnicity and culture, and God's purposes in the world. Activities at MSOE include bible studies, prayer meetings and large group meetings featuring live worship, music, fellowship, and a speaker. IVCF offers exposure to hands-on learning opportunities through student led dorm community studies, service and education at the Milwaukee Urban Project, global learning treks overseas, leadership character and skill development, and integration of faith in all aspects of life.

Rejoyce in Jesus Campus Fellowship (ReJOYce): ReJOYce in Jesus Campus Fellowship (RJCF) is affiliated with ReJOYce in Jesus Ministries, Inc. (RJM). ReJOYce in Jesus Ministries is a Los Angeles based, non-profit Christian organization that began in 1974 as a student campus group at Pepperdine University in Los Angeles. Under the direction of Pastor Chester C. Pipkin, Jr. and the other pastoral staff members, the ministry has grown considerably during the last two decades and today is a thriving organization with over 1,500 members nationwide and many, many more associated with it. Since its inception, the heart of this organization has been to reach students on college and university campuses. RJCF has now expanded from its original campus at Pepperdine University to many outreaches in 27 cities throughout ten states. To date, RJM/RJCF has reached well over two million young people with the message of the gospel, either by direct contact or through its teaching tapes that are distributed around the nation and the weekly broadcast of the nation wide television program "Time in the Word". **BIBLE STUDY:** We invite you to join us for weekly Bible study for more information on day and location, watch for postings around campus or call us. Bible Study serves as a weekly worship service including praise and worship, and a teaching message from the ReJOYce pastoral staff. The teaching is followed by an opportunity to ask questions and discuss the practical ways to apply the Word of God in day-to-day situations.

Service Organizations

Service organizations are student organizations that provide students with an opportunity to work for the benefit of others, both on campus and in our society.

Arnold Air Society (AAS): Arnold Air Society is a professional, honorary service organization advocating the support of aerospace power. The "service" aspect is perhaps the foremost in the mind of many members, because of the society's continuing contributions to our campuses, our communities, and our corps-but it should always be remembered that our primary mission is to improve ourselves as future Air Force officers. We have a sister organization called Silver Wings which is open to civilians.

Circle K (CK): Circle K International is part of the Kiwanis community and is the college equivalent of Key Club, which is present in many high schools. The organization is a service organization that does service projects, fundraisers, and other such activities for charitable purposes. Circle K also believes in having strong ties with all chapters,

and there are several social events held each year that allow for networking and leadership skill development.

Engineers Without Borders (EWB): Students interested in teaming up and using our education to improve the life or lives of a person or community that is underprivileged. We plan to pursue projects locally and internationally including waste water management, providing a source of clean water, and construction that meets this need. We accept any person that is interested in helping the cause, and plan to implement these changes with a group trip at least one time each year. The majority of each year is spent planning, designing, assessing and fundraising to support the trip.

Special Interest Organizations

Special interest organizations are student organizations that provide students with an opportunity to become involved with groups that promote similar interests. Each group helps students develop their interest in activities outside of academics.

Amateur Radio Club (ARC): The Amateur Radio Club, W9HHX, is an organization of amateur radio operators, and those interested in becoming "hams." For the benefit of its members, the club maintains an amateur radio station capable of operating voice, Morse Code, and various digital modes from MF to UHF. The club also owns a twometer repeater on top of Loock Hall. The repeater runs on the 145.27/144.67 split, with a CTCSS tone of 127.3 Hz. The ARC would love to help you earn your amateur radio license. We even have an accredited amateur radio license exam team and offer exams right here at MSOE. We meet weekly.

Asian Student Association (ASA): The Asian Student Association provides cultural, social, and educational growth of the Asian culture to MSOE students and the surrounding community. One does not have to be of Asian descent to be a member of ASA, simply just an interest in Asian culture.

Cigar and Pipe Social Club (CPSC): The purpose of the CPSC is to provide a social environment for its members to gather and to allow people who share the same hobby and/or interest of cigars and pipe tobacco to share their experiences together. The club is a great way for people from all walks of life to come together and enjoy new friendships. The club also will promote smoking in moderation to coincide with a healthy lifestyle and will provide the information on the health risks involved with smoking.

College Republicans (CR): Looking for the best party on campus? All you have to look for is the Republican Party! College Republicans is a nationally recognized political organization that has been in existence since 1892. At College Republicans, you can volunteer to help out at exciting political events in the area, participate in get-out-the-vote programs, increase your knowledge of issues, volunteer for community service projects, and hang out with like-minded people! College Republicans brings guest speakers to campus to discuss various political issues and also has many fun social events, such as meetings and other activities throughout the year.

Ecology Club (EC): Ecology Club provides MSOE staff, students, and faculty the opportunity to help preserve the environment through activities such as fundraising, clean-up days, and educational tours and speeches by professionals. Ecology Club wants member to have fun doing what they're doing and provides ecological-themed activities such as camping hiking, canoeing, fishing, etc.

Fishing and Outdoors Club (FOC): The Fishing and Outdoors Club offers fishing and outdoor opportunities for all members of the MSOE community.

Liberal Students Organization (LSO): The purpose of the organization is to provide awareness to the MSOE student population and Milwaukee area to the goals and causes of liberalism in politics and public policy. We plan to hold fundraisers, social events, and rallies to promote our cause.

MAGE (MAGE): MAGE is MSOE's organization of fans of gaming, sci-fi, anime and chess. Our goals include the following: to provide and promote an area for safe and fun play of all games but especially those of role playing, miniature battle and collectible card genre; to promote the playing of games for recreational purposes; to support a healthy atmosphere for the playing of games; to discuss science fiction/fantasy books, films, and television shows; and to provide a means of student/faculty interaction. We are known on campus for being highly involved in campus activities and planning events of our own.

Microsoft User Group (MUG): The purpose of MUG is to broaden and expand the knowledge and skills of students regarding the use of Microsoft products. Our main goal is to develop the skills of students regarding their use of Microsoft products. Members are able to attend presentations on the release of new Microsoft products along with the use of existing products. Membership is open to those with an interest in Microsoft products.

Milwaukee FIRST Support Organization (MFSO): The FIRST (For Inspiration and Recognition of Science and Technology) Robotics Competition is a high school competition in which high school students work directly with teachers and engineers to design and build a robot for national competition. The MFSO primarily serves as mentors for local teams, providing leadership, engineering support, and overall guidance. The MFSO gives past FIRST participants a way to give back what they have received.

Society of Model Engineers (SOME): Our main goal is to provide a place for MSOE students to expand their knowledge of the hobby of model railroading through an environment where all share a common, broad interest in trains and railroading as well as to promote the hobby in our area.

Society of Reasonable Doubt (SORD): Ask questions that are not commonly asked, explore all sides, and promote discussion.

Straight and Gay Alliance (Gay / Lesbian / Bi-Sexual / Transgender) (SAGA): SAGA is designed to promote unity between MSOE's GLBT and Straight community in fun, supportive and informational ways. As such, we provide a safe zone for members, friends, and supporters of the GLBT community to be themselves, discuss relevant issues, and to encourage equality in rights.

MSOE Stickmen (SNAP): The purpose of this organization is to broaden and expand the social skills of students through the games of billiards (otherwise known as pool). Our main goal is to make the game of billiards more accessible by creating an environment where students would be comfortable competing, teaching, and learning pool. Our organization is open to anyone who has interest in pool. Members may expect a variety of events including, but not limited to, meetings, teaching sessions and tournaments.

Symphony Orchestra (SO): MSOE Symphony Orchestra is a unique group of talented musicians and singers performing music for its community and campus. The symphony orchestra consists of three groups: Orchestra, Choir and Band. The organization performs concerts throughout the year to the MSOE and surrounding community. The MSOE Symphony Orchestra is open to all students,

faculty and staff members of MSOE, and provides a sense of unity as musicians.

Theatre Troupe (TT): The MSOE Theatre Troupe is an organization run by students that promotes the performing arts through many different activities and programs.

Guidelines for Officially Registered MSOE Student Organizations

Those groups of students or student organizations that wish to be registered by MSOE, the Student Activities Office and the Student Government Association, must observe the following guidelines. Violation of these guidelines is reason to recall the organization's registration:

Registration

1. Submit an annual registration form. Forms can be found online at the Student Organization Web site. Completed forms should be turned in to the Student Activities Office by the deadline listed on the form. A copy of the most recent constitution and bylaws should be submitted along with the registration form.
2. Provide a roster of members to the Student Activities Office by the deadline announced by Student Activities. This includes officer and advisor changes and updates. Organizations will be held responsible for updating and ensuring the accuracy of membership lists.
3. Every student organization must have at least one advisor from the faculty, staff and/or alumni. The Student Activities Office reserves the right to not approve an organization advisor.
4. The Student Activities staff reserves the right not to approve the registration of any student organization whose membership requirements discriminate on the basis of race, gender, religion, culture or sexual orientation.
5. Student organizations can seek temporary organization status from Student Activities if not recognized by SGA (i.e. political candidate committees).
6. MSOE reserves the right to approve or not approve the registration of any group or organization that could conflict with the spirit of MSOE goals and objectives.

Advising

1. Advisors and Student Activities staff must be kept informed regarding financial matters, upcoming events, business operations and general information about the organization.
2. Advisors and Student Activities Staff must be consulted when planning events, especially if there is a financial risk or a potentially controversial topic.
3. Advisors should be invited to all functions, including regular business and committee meetings. Advisors will have full speaking privileges at these events.
4. To recall an officer, the organization must follow the process outlined in its constitution, notify its advisor(s) and, if deemed necessary, a Student Activities staff member.
5. All organizations shall be responsible for all outstanding debts incurred by the organization, including deposit, rental and damage charges owed to MSOE.
6. Organizations should consult with the Student Activities staff before purchasing materials or services. Note: Student organizations may be responsible for additional fees/costs, security, equipment set-up, etc., as a result of their sponsored

events/activities. Student Activities reserves the right to change or cancel any room or van reservations.

7. Student organizations may not bill MSOE for any purchase of materials or services. Organizations that bill MSOE, accidentally or intentionally, will be responsible for full payment and may face recall of their registration.
8. The Student Activities staff reserves the right to review the financial records of any registered student organization to ensure that the records are maintained in an appropriate manner. Student organizations must provide Student Activities with detailed account information including bank name and account numbers, and must make it possible for Student Activities to have the capability to request or change account information.

Financing

Student organizations are responsible for knowing all SGA and university guidelines regarding financial support for organizations.

Failure to fulfill these obligations will delay renewal of an organization's registration and could result in loss of active status.

Rights and Privileges

The following are some of the rights and privileges that are extended to each MSOE student organization upon, and only upon, its official registration by the Student Government Association and Student Activities. An officially registered organization's failure to maintain good standing may result in suspension of any or all of these rights and privileges:

1. To assemble at MSOE.

2. To reserve calendar dates for activities through the Student Life Office.
3. To reserve and use MSOE facilities and classrooms including the Student Life and Campus Center facilities.
4. To be assigned office space, whenever available, upon the submission of a written request and justification for the request.
5. To reserve and use space for distribution of literature or for organization fundraisers.
6. To borrow athletic equipment from the MSOE Kern Center.
7. To arrange through Student Activities and/or Marketing and Public Affairs for coverage and news releases of events of public interest.
8. To be assigned exclusive use of a mailbox by the Student Life Office.
9. To apply for funding from the Student Government Association or their respective academic department.
10. To use the campus printing service. Organizations must contact Student Activities prior to printing and are responsible for their own printing costs.

If you have any questions concerning rights and privileges granted officially registered MSOE organizations, contact the Student Activities Office.

Forming a New Student Organization

Students interested in forming a new student organization are encouraged to do so. It is necessary to meet with a Student Activities staff member in the preliminary stages. A student organization can become officially registered upon completion of all registration requirements and approval of SGA.

Legal Responsibilities of Student Organizations

The officers and members of a student group are fully responsible for observing all campus, community, state and federal laws and regulations governing the group's various activities. The university does not authorize, protect, defend or assume responsibility for the violation of public or private rights by students or student groups. In addition to any civil or criminal action taken against students or student groups by reason of irresponsible conduct, on or off campus, such conduct may subject the student or group to university disciplinary proceedings.

Membership and Eligibility

All full- and part-time undergraduate and graduate students are eligible for active membership in student organizations. A student with less than a 2.00 cumulative GPA may not have officer-level responsibilities in any student organization or extracurricular activity, serve as a student representative on any institutional committee or represent the university as a member of any MSOE athletic team. It is the student's responsibility to inform the organization of ineligibility and the organization's responsibility to inform the Student Activities staff. In addition, academic eligibility will be reviewed periodically by the Student Activities staff for student organizations and is reviewed quarterly by the Registrar's Office and the Athletic Department for intercollegiate athletics.

Hazing

Hazing is defined as any act, whether physical, mental, emotional or psychological, that subjects another person, voluntarily or involuntarily, to anything that may abuse, mistreat, degrade, humiliate, harass or intimidate him/her or that may in any fashion compromise his/her inherent dignity as a person. This definition, although derived from the fraternity structure, applies uniformly to all MSOE organizations and athletic teams. All organizations are governed by the same hazing policy.

Freedom from the humility and danger of hazing is guaranteed to every member of the university community. MSOE unconditionally opposes any action or activity that results in mental or physical discomfort, embarrassment, harassment or ridicule. MSOE prohibits the act of hazing and follows the laws set by the State of Wisconsin as stated in the section 948.51 Wisconsin Hazing Law.

Any alleged incident of hazing should be reported to the vice president for student life/dean of students in the student life office.

Greek Organizations

Eligibility, Pledging and Membership:

1. No student may be initiated until he/she has earned 12 credit hours in one quarter as a full-time student.
2. No student who has less than a 2.00 cumulative grade point average or who has an incomplete (which may result in having less than a 2.00 GPA) may be initiated until his/her record is clear.
3. Students coming to MSOE with advanced standing may not be initiated until they have completed one quarter of work. However, junior and senior transfer students are allowed to be initiated into fraternities or sororities in their first quarter at MSOE, provided they have maintained a 2.00 cumulative GPA in course work at previous colleges and universities.
4. To maintain active status in a fraternity or sorority, a student must have and maintain a cumulative GPA of at least 2.00. Fraternity or sorority members who drop below a 2.00

cumulative GPA automatically become inactive for the following quarter of their studies, and remain inactive until they regain a 2.00 cumulative GPA.

5. No initiation activities shall be held later than the ninth week of any quarter. The activities must not cause the student to miss any classes. Fraternities and sororities are responsible for notifying and inviting their respective faculty/staff advisor(s) to all pledging and initiation ceremonies. The Greek Council Advisor(s) should be notified of all such ceremonies as well.

IMPORTANT NOTE:

At the time of the printing of this document, MSOE's Web site was undergoing an extensive re-design and reorganization. New Web addresses were not finalized, therefore, could not be included in this document. Additional information relating to material in this document will be found at inside.msoc.edu, the new Intranet site for MSOE students, faculty and staff.

knowing or negligent use of the ideas, expressions or work of another with intent to pass such materials off as one's own.

3. The student should consistently prepare for examinations so as to reduce temptation toward dishonesty.
4. A student may not share examination answers with others for the purpose of cheating, nor should he or she, intentionally or through carelessness, give them an opportunity to obtain the same.
5. The student should know that a person of integrity will not support, encourage or protect others who are involved in academic dishonesty in any way, and will furthermore attempt to dissuade another student from engaging in dishonest acts.

The institutional policy that follows includes prescribed procedures for the assigning of penalties by instructors in instances of academic dishonesty as well as procedures for student appeals of such actions. A student who in any way acts dishonestly in class assignments or examinations or who submits a plagiarized or unoriginal work to an instructor shall be subject to sanctions up to and including an "F" grade for the assignment, examination and/or the course at the discretion of the instructor of the course. The numerical value of the "F" will be assigned by the instructor. If the instructor assigns an "F" for the course, the student will not be allowed to drop the course. If the instructor assigns an "F" for academic dishonesty, the student has

University Policies

The regulations and policies of MSOE include only such as are necessary to the proper organization and operation of the university. MSOE reserves the right to change the rules governing admission, tuition and the granting of degrees, or any other regulation affecting its students. Such changes shall take effect whenever the administration deems them necessary, and shall be accompanied by timely notices to the appropriate university community. MSOE also reserves the right to exclude, at any time, students whose conduct or standing is regarded as undesirable. University policies are listed under three headings in this section of the *Handbook*: ACADEMICS, STUDENT LIFE and RESIDENCE LIFE.

ACADEMICS

Additional policies may be found in the MSOE academic catalogs.

Policy on Student Integrity

As an institution of higher learning, committed above all to the educational development of its students as responsible and principled human beings, and as an institution accountable in this regard to all whom it serves and by whom it is scrutinized, MSOE has a priority interest in promoting personal integrity and in ensuring the authenticity of its graduates' credentials.

The university is similarly mindful that both the professions and business and industry have, for a long time, been concerned with the ethical, no less than the professional, practice of their members and employees. It follows, therefore, that students of MSOE – preparing for professional careers and leadership roles that are founded on responsibility and trust – must observe and be guided by the highest standards of personal integrity both in and out of the classroom.

The expectations of the university with respect to academic and classroom integrity are reflected in, but not limited to, the following guidelines:

1. The student must recognize that even a poorly developed piece of work that represents his or her best efforts is far more worthwhile than the most outstanding piece of work taken from someone else.
2. Assignments prepared outside of class must include appropriate documentation of all borrowed ideas and expressions. The absence of such documentation constitutes "plagiarism," which is the

the right to appeal following established procedures. Upon recommendation of the instructor or at his own initiation, the chief academic officer may decide that repeated or extremely serious acts of dishonesty may be grounds for more severe disciplinary action up to and including student expulsion.

Academic Dishonesty Procedure and Appeals Process

The student will be notified by the faculty member either within three academic working days of the faculty member's awareness of the problem or at the next class session attended by the student. The faculty member will notify the student using the form designed for notification. A copy of this notice will be sent to the department chairperson and the chief academic officer. The chief academic officer will retain all such reports in a permanent file.

The procedure outlined in steps one through seven will be used if a student wishes to appeal a faculty member's judgment that academic dishonesty has occurred. If a student wishes to appeal the penalty, such an appeal must be in writing and must follow the normal grievance procedure outlined elsewhere in this publication under "Grievance Process."

1. The student will have three academic working days after delivery of the written notification to initiate an appeal to the chairperson of the department in which the faculty member serves. The student will be deemed to have waived his/her right to appeal unless he/she files the appeal with the department chairperson within these three academic working days. The statement of appeal must specify each denial of the faculty member's decision and the substance of the

contentions upon which the student intends to rely in his/her appeal. Filing notices of appeal in accordance with these provisions shall not suspend the operations of the sanction previously declared in the case by the faculty member. The student will remain in class during the entire appeal process.

2. The department chairperson will have three academic working days in which to review the appeal. The sole purpose of the department chairperson's review is to determine if sufficient evidence exists that the student was cheating. The chairperson must inform the student and faculty member of his/her judgment within those three academic working days.
3. The student or faculty member may further appeal to the chief academic officer within three academic working days.
4. The chief academic officer shall convene an academic review board to hear the student's appeal within a reasonable time (if possible, within three academic working days of the appeal). The academic review board shall be made up of two department chairpersons selected by the chief academic officer, and one faculty member selected by the chief academic officer and agreed upon by the person initiating the appeal. The chief academic officer will be a nonvoting chairperson. The faculty member assigning the penalty and his/her department chairperson may not be on the board.
5. The sole purpose of the academic review board is to determine if sufficient evidence exists that the student was cheating. The academic review board shall render its decision after all sufficient evidence has been presented, but in a time period not to exceed three academic working days from the commencement of its proceedings. The decision of the academic review board in appeal cases is final and cannot be further appealed under procedures established herein.
6. All appeals established by this procedure must be in writing.
7. The student may bring a representative to any meeting established under this procedure. The faculty member may also have representation at any meeting.

Grievance Process (Academic Area)

If a student has a complaint of unfair treatment in the academic area, he/she should first consult the instructor in the course. If no mutually satisfactory solution is achieved, the chairperson of the department in which the course is being offered should be contacted next. A final appeal may be directed to the chief academic officer.

MSOE's director of human resources also may be consulted, in addition to the above officers, on matters pertaining to alleged unfair treatment because of race, gender, national origin, religion, disability or sexual orientation.

Student Attendance Policy

MSOE expects all students to attend regularly and promptly all lectures, laboratories and other sessions of courses for which they are registered. **It is the student's responsibility to add and drop classes from his/her academic schedule.**

Faculty have the option of developing a policy concerning grade reduction or dropping students for excessive absence from class. Any policy of this nature must be announced to the student during the first week of class and must be made available in writing upon request. A student dropped under such a policy must obtain written permission

from the instructor to re-enter class. The instructor will inform the Registrar's Office if any student is readmitted to class.

Laboratory and examination attendance is mandatory. In the event of an excused absence, arrangements shall be made with the instructor in advance for make-up.

Policy on Study Abroad

Students wishing to engage in study abroad under programs arranged by MSOE are subject to the following:

1. Student applicants may not be on probation at the time of application and at the end of the quarter prior to scheduled departure. **Departments should have authority to set application deadlines and any appeals are to be decided by department chairs.**
2. Student applicants must obtain a letter from a licensed health physician or nurse practitioner which indicates the student is fit for study abroad.
3. Student applicants must sign a statement of understanding that, during their period of study abroad, they remain bound by the policies and regulations set forth in the MSOE Student Conduct Code, as contained in this Whole Student Life Handbook.
4. Student applicants must meet program-specific curriculum requirements (e.g. prerequisite courses) to participate in the planned activities abroad.
5. Academic departments have authority to set program-specific minimum academic requirements (e.g., meet minimum cumulative GPA or major GPA levels, complete an interview process).

Fred Look Award

The Fred Look Outstanding Student Award is MSOE's most prestigious testimonial to undergraduate academic achievement and student leadership. Established by the late Irvin I. Aaron, an MSOE Corporation member, in honor of Fred F. Look, long time MSOE Regent, the undergraduate award is presented to an MSOE senior who has maintained an excellent academic record and demonstrated professional bearing in his/her extracurricular and community service activities. Eligible students are nominated by the faculty, and the winner is selected by the Executive Educational Council. The award consists of a plaque and a cash stipend and is presented each spring at the Student Leadership Dinner.

Graduation

Commencement exercises are held at the end of the Fall, Winter and Spring Quarters. As directed by the governing board of MSOE, **attendance and participation in graduation ceremonies is required of all candidates for baccalaureate and master's degrees.** Summer Quarter degree candidates may fulfill the graduation ceremony requirement at either the previous Spring Commencement in May or the following Fall Commencement in November.

Graduation with Honors

Associate and baccalaureate degree candidates who have maintained a cumulative grade point average of 3.20 to 3.69 are designated as graduating with honors, while those candidates who have achieved a cumulative grade point average of 3.70 or higher are designated as

graduating with high honors. This achievement is recognized in the Commencement Exercises Program, on the degree diplomas, and by the wearing of honor cords during Commencement exercises.

Family Educational Rights and Privacy Act (FERPA) Disclosure of Directory

Information

Milwaukee School of Engineering designates certain student information as public or “Directory Information.” Such information may be disclosed by the university without written consent of the student at the discretion of the institution.

Currently enrolled students may withhold disclosure of Directory Information. Forms requesting the withholding of Directory Information are available in the Registrar’s Office. Directory Information will then be withheld indefinitely until the Registrar’s Office receives a written revocation of the request for nondisclosure. The university assumes that failure on the part of any student to make a specific request for the withholding of Directory Information indicates individual approval for disclosure.

MSOE receives many requests for Directory Information from many sources including family members, friends, prospective employers, insurance companies, graduate schools, government agencies, etc. Consider very carefully the consequences of any decision by you to prohibit disclosure of Directory Information. Regardless of the effect upon the student, MSOE assumes no liability as a consequence of honoring instructions that Directory Information be withheld.

Directory information includes:

- Name
- Addresses
- Telephone numbers
- E-mail address
- Program
- Grade level
- Dates of attendance
- Enrollment status (full-time, part-time, withdrawn, not enrolled)
- Degrees and honors received
- Participation in officially recognized sports and activities
- Previously attended institutions
- Class schedule
- Photographic, video or electronic images
- Program and promotional materials for school-related materials such as athletics, extra-curricular activities and academic competitions

Please note that non-disclosure of Directory Information will prohibit the MSOE Marketing and Public Affairs Department from submitting student awards, dean’s list rolls, graduation and similar information to students’ hometown newspapers

Research Projects/Surveys

All students, faculty or staff who plan to conduct research involving human subjects must obtain approval from the MSOE Institutional Review Board (IRB) before the research begins and before any contact is made with prospective subjects. If the investigator is a student, the research must be performed under the supervision of an MSOE faculty or staff member who by his or her

signature assumes responsibility for the conduct of the research with respect to the proper safeguards of the rights of participants. The IRB is the only body, at MSOE, that has authority to exempt or approve research with human participants. The IRB chairperson in conjunction with the professor of the class, organization advisor, department chairperson and/or vice president of academics will handle violations of this practice.

Research is defined (45 CFR 46.102(d)) as “a systematic investigation, including methodology, development, testing and evaluations, designed to develop or contribute to generalizable knowledge.” **This definition includes research undertaken by students for purposes of classroom work, senior design projects, independent study, project work or theses, surveys/questionnaires, formal investigations from which the results will be publicly disseminated, pilot projects and exploratory research.**

A protocol is a description of how the research project will be conducted. It includes the who, what, when, how and where of the research project. The review ensures the research plan adequately protects the rights and well-being of human participants. The IRB meets on a regular basis throughout each quarter. **Completed protocols are due to the IRB chairperson two weeks before each scheduled meeting.** IRB protocol packets are available in the Applied Research and Grants Office, S-149. Contact Ann Bloor, IRB chairperson, at (414) 277-7237 or bloor@msoe.edu for information or assistance in writing the protocol.

The Institutional Review Board (IRB) is an administrative body established to protect the rights and well being of human participants recruited to participate in research activities. MSOE complies with requirements set forth in Title 45, Part 46 of the Code of Federal Regulations (45 CFR 46), known as the “Common Rule,” regardless of the source of project funding.

Human participant is defined (45 CFR 46.102(f)) as “a living individual about whom an investigator conducting research obtains data through intervention or interaction with the individual, or identifiable private information.” Intervention generally includes both physical procedures by which one gathers data and manipulations of the subject or subject’s environment. Private information includes information about behavior that occurs in a context in which the subject can reasonably expect that no recording is taking place or information the subject has provided for a specific purpose can reasonably expect will not be made public.

Patent Policy

The following policy, approved by the MSOE Board of Regents, became effective Nov. 1, 2001.

A. General Statement

The Board of Regents of Milwaukee School of Engineering (hereinafter “university”), recognizing that inventions and discoveries of commercial importance may be the natural outgrowth of research conducted by faculty, staff and students, and desiring to secure both public benefit from the applications of such research and enhancement of the university’s capacity for such research, has established the following Patent Policy:

1. The university’s primary obligation in conducting research is the pursuit of knowledge for the benefit and use of the sponsors, the university, and in a great sense, society itself.
2. Inasmuch as new ideas and discoveries of commercial interest are often a consequence of university research, and inasmuch as patent

protection can often enhance the reduction to public usefulness of inventions that result from university research, MSOE, as a general policy, will seek patent protection for those ideas and discoveries that arise out of the research activities of its faculty, staff and occasionally, students, where it appears desirable to do so. (Rights to inventions may be subject to external sponsor restrictions).

3. It is the judgment of the university that the reduction to a public usefulness of inventions and discoveries resulting from university research, the publication and availability for educational purposes of the fruits of such research, and the achievement of a fair and equitable distribution of royalties that acknowledges both the contribution of the inventor and the university, can best be assured by operation of a uniform Patent Policy.

B. University Research

University research shall be defined, for the purpose of this Patent Policy, to include all research conducted in the course of an inventor's employment with the university (including but not limited to the performance of a grant contract or award made to the university by an extramural agency) or with the use of university resources. [see notes 1 and 2]

1. Inventions may also result from efforts by university students, e.g., senior design projects, master's theses and class projects. These will be considered to fall under this policy if significant university resources [1, 2] are used. Patent disclosures resulting from these activities should be submitted to the University Patent Advisory Committee [K] either a) to seek exemption from assignment to university or b) to request university to consider filing a patent

application.

C. Disclosure of Inventions

Inventions conceived or first reduced to practice in furtherance of the university research shall be promptly disclosed in writing to the MSOE Dean of Applied Research.

D. Ownership of Inventions

1. All patentable inventions conceived or first reduced to practice by faculty and staff [3] of the university in the conduct of university research shall belong to the university. The inventors shall cooperate and assist the university in all phases of the patent application process, including prompt full disclosure, and shall assign such applications or any patents resulting therefrom to the university.
2. Patentable inventions made by individuals on their own time, not in the conduct of university research and without the use of university resources [1, 2], shall belong to the individual inventor.
3. In cases in which the university has an ownership interest in an invention pursuant to paragraph D1 and fails to make a positive determination regarding pursuit of a patent within four months, the inventor may petition the university to reassign the rights to the inventor, subject only to such external sponsor restrictions as may apply.
4. If, subsequent to a positive determination regarding pursuit of a patent by the university, the university in its sole discretion decides not to complete pursuit of a patent, ownership interest will revert to the inventor(s).

E. Royalty Distribution [4]

1. In the case of a patent owned by the university pursuant to paragraph D1 above, and in recognition of the efforts and contributions of the inventor or inventors, total net royalty income (defined in paragraph 3 below) shall be distributed to the inventors as follows:

33 percent of the first \$100,000

25 percent of net royalty income in excess of \$100,000

Joint inventors shall share the percentage of net royalty income allocated to the inventor equally among them. Any person hired or retained for the purpose of producing an invention shall not be entitled to a distribution of net royalty income with respect to that invention.

2. The university shall receive the remainder of the net royalty income to provide operating funds to cover the cost of service provided to the university with regard to intellectual property matters and particularly to cover the costs associated with patenting and marketing inventions where royalty income or other cost recovery has not been achieved, including retiring prior deficits from patent activity, as well as to support the general operation of the university.
3. Net royalty income shall mean gross royalties received by the university less directly assignable expenses [5] resulting from patenting, licensing and, if necessary, defending the particular invention.
4. If, in its sole discretion, university decides not to pursue defense of an issued patent, the inventor(s) may choose to pursue such defense.

F. Licensing Policy

It is the general policy of the university to encourage the development and marketing of inventions resulting from university research so as to reach a public usefulness and benefit, and in support of the university's objectives. It is recognized that furtherance of such a policy may require various forms of agreements, including the granting of licenses. The university may, in appropriate circumstances with due consideration to the prospective licensee and when consistent with law applicable to federally supported research, license an existing patent or invention for a reasonable period up to the full term of the patent.

G. Waiver Requests

Waiver of any provisions of the Patent Policy shall be granted only in extraordinary and compelling circumstances and pursuant to the procedure described below.

A request for waiver of any of the provisions of this Patent Policy shall be submitted to the dean of applied research for transmittal to the Patent Advisory Committee. Such request shall include an identification of the provision or provisions of the policy requested to be waived, and a full explanation of the reasons for the waiver including, but not limited to, the manner in which the waiver is consistent with the educational purposes of the university and the public interest.

The university recognizes that certain sponsors may wish to impose, as a condition of the award of contract or grant funds, special provisions which are at variance with this Patent Policy. Under such circumstances, the university may entertain such proposals as requests for waiver under this paragraph subject to the additional condition that all faculty or staff members engaged in research to be supported by the proposed grant or contract containing such provisions shall acknowledge and accept those specific provisions.

The Patent Advisory Committee shall review each request for waiver and submit a report of its findings and recommendation to the dean of applied research whose decision shall be final. Each action under this section shall be considered on its own merits in light of all of the facts surrounding the particular request and shall have no implication for consideration of subsequent requests.

H. Deferral

This statement of Patent Policy shall not prevent participation under research agreements with, or the conduct of research for, governmental agencies (local, state or federal) subject to laws or regulations that require a different disposition of patent rights than those herein provided, or impose other provisions that are in addition to, or inconsistent with, its provisions. Such provisions of this Patent Policy as are inconsistent therewith shall be deemed superseded and the provisions of such laws and regulation shall apply.

I. Patent Management Agencies

The university may make suitable arrangements consistent with the provisions of this Patent Policy with patent management agencies, firms, or organizations for the purpose of obtaining services and advice with respect to the patentability of inventions, the obtaining of patents thereon and the management, licensing and defense of any such patents. In the event the university does not choose to pursue patent coverage, such coverage may be pursued by the inventor(s) at their expense.

J. Patent Agreements

In order to facilitate a distribution of patent rights and benefits consistent with the provision of this Patent Policy, each participant in university research shall execute a Patent Agreement. Pursuant to such agreement, each participant shall acknowledge that all such research is subject to the terms of this Patent Policy, and shall agree to cooperate with the university or its designee in the assignment to the university of patent rights in inventions or discoveries conceived or first reduced to practice during such research and the preparation and prosecution of patent applications, as may be required in order to implement its provision.

K. Patent Advisory Committee

The dean of applied research shall, after consultation with the Policy Committee of the Board of Regents, establish and appoint a Patent Advisory Committee that shall serve at his or her pleasure. It shall be the function of the committee to advise and recommend to the dean of applied research with respect to:

1. guidelines and procedures for implementation of this Patent Policy.
2. proposed amendments to the Patent Policy.
3. the granting of individual exceptions to this policy.
4. the university's ownership of particular inventions.
5. such other matters as the dean of applied research may deem appropriate.

The dean of applied research shall report to the MSOE Board of Regents and the president of MSOE upon matters of significance relating to the administration of this policy.

Notes:

- [1] *Use of university office space or library facilities shall not constitute a use of university resources for this purpose.*
- [2] *Use of university-licensed software, laboratory equipment and computers are university resources for purposes of this policy.*
- [3] *For the limited purpose of this policy, staff members shall also include all research assistants, undergraduate and graduate research assistants, visiting engineers/scientists, students who provide services under sponsor agreements that require university ownership, and others who utilize university resources in the furtherance of their research.*
- [4] *The distribution provisions contained herein shall apply to all existing and future inventions. The distribution table contained at paragraph E1 shall be applied on a cumulative basis to all net royalty income earned during the life of an invention, and not annually.*
- [5] *Direct expenses include the costs of obtaining patent protection for the particular invention and all marketing, promotion and licensing costs related to the particular invention.*

STUDENT LIFE

Grievance Procedure (Non-academic Area)

If a student has a complaint of unfair treatment in a nonacademic area that cannot be resolved with the staff or faculty member involved, he/she should contact the vice president for student life/dean of students.

The university's director of human resources also may be consulted on matters pertaining to alleged unfair treatment because of race, gender, age, national origin, religion, disability or sexual orientation.

Moreover, and in particular, each of the behaviors identified and defined as "harassment" and "sexual contact/assault" in the following policy statements is a violation of university policy and Article I, Section 8 (behavioral misconduct) of the Student Conduct Code. As such, each will result in appropriate institutional disciplinary action and also may subject the offender to civil action.

Any students who feel that they have been the object of such behaviors should contact the vice president for student life/dean of students. Faculty who wish to file a complaint should contact their department chairperson or the vice president of academics.

Staff employees may file a complaint with their immediate supervisor or the division supervisor within their area. Any student or employee also may contact the director of human resources to file a complaint or receive additional information.

All complaints will be investigated in a prompt and thorough manner. During such investigations, the confidentiality of all parties will be respected to the extent that it does not interfere with the university's obligation to conduct a thorough investigation and take corrective actions where appropriate and necessary.

Harassment Policy

MSOE intends to provide an environment free from all forms of harassment or intimidation based on age, race, gender, creed, color, disability, marital status, veteran's status, national origin, ancestry or sexual orientation.

Harassment may occur whenever unwelcome conduct, comments, teasing, joking or intimidation derived from any of these bases interferes with work or study or creates an intimidating, hostile or offensive environment.

Unwelcome sexual advances, requests for sexual favors and other verbal, visual or physical conduct of a sexual nature also are serious violations of this policy and are prohibited. As a form of sex

discrimination, sexual harassment is moreover prohibited by state and federal law – specifically, Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972. More detailed information as to actions and behaviors that might constitute “sexual harassment” can be obtained from the Student Life Office and/or the Human Resources Department.

Harassment, regardless of its basis, occurs whenever submission to such conduct is made either explicitly or implicitly a term or a condition of an individual’s employment or academic progress, or whenever submission to or rejection of such conduct is used as the basis for employment or academic decisions. Any student, faculty or staff member who violates this policy will be subject to corrective action, which may include discipline up to and including termination of employment or expulsion.

Moreover, student involvement in such matters is of university concern whether it occurs on or off campus, and irrespective of any action or inaction by civil authorities. Whenever such student involvement comes to the attention of the university, the circumstances may render the student subject to suspension or expulsion.

We are aware that conduct, comments or behavior that might be offensive to some individuals might be considered inoffensive by others. Because of this, it is sometimes difficult for administrators, managers or supervisors to learn of and take effective action to halt harassment unless the affected individual alerts an administrator, manager or supervisor both to the occurrence and the fact that the conduct in question is offensive or unwanted.

With these considerations in mind, we make several options available under the Grievance Procedure (outlined in the previous section) to individuals who feel they are subject to harassment. Affected individuals should first approach the alleged harasser and ask him or her to cease the offensive activity. If this is not effective in stopping the harassment or if the individual feels uncomfortable raising the matter with the alleged harasser, the individual should report the conduct to one of the appropriate individuals identified in the Grievance Procedure. If an individual feels uncomfortable raising the matter with the individual identified in the Grievance Procedure, or if the matter is not resolved with that person and the problem persists, the affected individual is free to bring the matter to the attention of any of the other individuals identified in the Grievance Procedure.

We will make every effort to halt any harassment. This policy will not be effective, however, without the cooperation of all members of the MSOE community. Any individual who believes he/she has been subjected to harassment is strongly encouraged to bring this matter to the attention of MSOE promptly so that the problem may be confronted.

We treat all claims of harassment seriously. All claims will be investigated, and confidentiality will be maintained as much as possible during the investigation. If an investigation reveals that harassment has occurred, we will take immediate and appropriate corrective action reasonably designed to halt the harassment and prevent recurrences, which may include discipline, expulsion or discharge of the harasser.

Retaliating or discriminating against someone for complaining about harassment is prohibited.

Sexual Misconduct Policy

Any form of sexual contact without the free and full consent of each involved party is contrary to all value systems that respect the integrity of

the human person. Such behavior, identified as sexual assault, is reprehensible and may result in institutional disciplinary and/or civil action. Moreover, student involvement in such matters is of university concern whether it occurs on or off campus and irrespective of any action or inaction by civil authorities. Whenever such student involvement comes to the attention of the university, the circumstances may render the student subject to suspension or expulsion.

In the context of the educational community of MSOE, the following types of behavior (paraphrased and condensed from Wisconsin state statutes) are examples of sexual assault:

- A. Sexual contact with another person without the consent of that person.
- B. Sexual intercourse with another person without his/her consent.
- C. Sexual contact or sexual intercourse with another person by use or threat, force, violence or a dangerous weapon.

The following definitions and distinctions may be of assistance:

1. Sexual contact includes any intentional touching of another person’s private areas either directly or through clothing by the use of any body part or object without the consent of that person.
2. Consent means words or overt actions by a person competent to give consent. Failure to resist does not mean consent.
3. Acquaintance assault or “date rape” is a form of sexual assault.
4. Either party’s being under the influence of alcohol or drugs does not diminish or relieve personal responsibility on the part of the alleged assailant.

Policy Regarding On-Campus

Religious Activities

MSOE encourages spiritual exploration and moral and ethical formation as desirable components of students’ personal growth and development. On the other hand, the university asserts every individual’s right to make spiritual choices freely, and to form religious associations without coercion or constraint. At minimum, certainly, MSOE must insist as an academic institution that all members of the campus community – students, faculty and staff – be able to pursue their educational and professional objectives without harassment or undue distraction.

No matter how worthy the cause or idealistic the motive, evangelizing efforts and/or “spiritual recruitment” activities that are uninvited, and that are aggressive and persistent to a degree that is unacceptable and unwelcome, cannot be condoned. Moreover, no individual or organization, either internal or external to the university, may carry on activities on campus with the specific purpose to “proselytize” – that is, to make converts of – members of the campus community to a specific church or religious affiliation.

Any student or other member of the MSOE community having a complaint in this regard, or desiring more information regarding this policy, should contact the vice president of student life/dean of students.

Statement on Acquired Immune

Deficiency Syndrome (AIDS)

In our society, the identification of the presence of a life-threatening communicable disease such as AIDS may present a challenge in responding to both the community concerns and the individual’s circumstances. Should an AIDS case be reported at MSOE, our

response will be based on compassion and concern for the welfare of the afflicted individual as well as on protecting the MSOE community. Although we do not know with certainty all of the causes of AIDS, current medical knowledge indicates that students or employees with any form of human immunodeficiency virus (HIV) infection do not pose a health risk to other students or employees in an educational community as long as they avoid any direct interchange of bodily fluids. The mere diagnosis of AIDS, AIDS related complex (ARC), or AIDS virus antibodies is not, in itself, sufficient basis for the exclusion or dismissal of students or employees. Emotional and/or physical harassment of individuals suspected of being infected is not acceptable behavior at MSOE, and will be dealt with accordingly.

In any given instance, the university will proceed on a case-by-case basis, with the advice of medical professionals. The diagnosis of the condition, as with other medical information, is confidential.

An important role of the university in this area is education. The university will continue to review, revise and present health education and awareness programs aimed at providing facts and dispelling misunderstandings on this subject.

Standards of Conduct and Institutional Sanctions Regarding Alcohol and Illicit

Drugs

The Student Conduct Code of MSOE specifies the minimum level of conduct expected of every student at the university. The policies and procedures given are those that students, faculty and administration have agreed upon to further the educational aims of the institution and to assist all students in the pursuit of their educational and personal development.

The MSOE community will not permit any of its members or nonmembers to violate the rights of any other member of the university community, or to create an environment that is not appropriate to an educational institution or residential campus community. Whenever that occurs, and regardless of the action or nonaction of civil authorities, action will be taken by the university whether or not an individual's conduct has been influenced by the consumption of alcohol and/or use of other drugs.

A student who has been found to be responsible for any of the following actions pertaining to alcohol and illicit drug use will be subject to institutional disciplinary sanctions ranging from reprimand up to and including suspension or expulsion from the university as authorized by the Student Conduct Code and pursuant to the judicial processes set forth therein.

University Alcohol Policies

As an academic community, MSOE has a priority interest in the wellness and safety of all its members, as well as in the providing of an educational environment that actively promotes the intellectual, emotional and physical development of all its students. Such an environment at once affirms both the rights of individuals and the needs of the larger community to which they belong. Moreover, the maintenance of such an environment, as with any genuine social order, presumes both the freedom and the obligation to act responsibly.

As one important application of the principles stated above, MSOE believes that learning to make responsible decisions about the use of alcohol is a key developmental task for young adults in our society, and therefore is related to the educational mission of the university. MSOE policies regarding the use and consumption of alcoholic beverages by

students and student groups are derived, accordingly, from the following general premises:

- The MSOE community expects persons to take responsibility for themselves, for others and for the environment of which they are all a part.
- The university will provide an environment that supports those who choose not to drink as well as those of legal age who choose to drink responsibly.
- The university will discourage the misuse of alcohol by any member of its community through educational awareness programs and appropriate regulatory guidelines, and will offer assistance to any member having problems related to alcohol through Counseling Services or other community resources.
- The university will comply with federal, state and local laws, and expects all members of its community to do likewise.

Use, Possession and/or Dispensing of Alcohol

The policies and procedures governing the possession, dispensing and consumption of alcoholic beverages by students and student groups are as follows:

1. THE UNIVERSITY RESERVES THE RIGHT TO NOTIFY PARENTS/GUARDIANS OF STUDENTS WHO ARE FOUND TO BE IN VIOLATION OF INSTITUTIONAL POLICIES AND/OR STATE STATUTES REGARDING UNDERAGE POSSESSION OR CONSUMPTION OF ALCOHOLIC BEVERAGES.
2. Alcoholic beverages may be possessed, purchased and/or consumed on the MSOE campus only by persons of legal age to do so, and then only in designated areas. These areas are residence hall student rooms (subject to residence hall policies and guidelines) and other areas that may be specifically approved for campus activities. Age eligibility will be checked by campus Public Safety personnel and/or a licensed bartender. At no time may alcohol be consumed in academic or administrative buildings or elsewhere on MSOE property unless prior approval has been obtained from the Student Life Office. Any person with alcohol in a nondesignated area will be required to dispose of it or to return to the area in which consumption is permitted.
3. Licensed bartenders are required at all authorized on-campus events where alcoholic beverages are dispensed. The MSOE campus food service shall have exclusive responsibility for providing all beverages and licensed bartenders, and dispensing all alcohol at such events. Carry-in or bring-your-own are not permitted.
4. Identification (state ID or driver's license with photo) is required of those obtaining alcohol and will be checked at all campus locations where alcohol is dispensed. If a person's age remains in question, he/she shall be required to produce another form of identification. The use of false identification to obtain alcohol at any approved campus event is a violation of state law and of the MSOE Student Conduct Code and is, therefore, subject to both civil and campus disciplinary action.
5. No person may procure for, sell to, dispense or give alcoholic beverages to an underage person, a person who is intoxicated or a person whose behavior appears to be negatively affected by the consumption of alcohol. Public Safety personnel may be summoned if necessary in any problem situation.
6. All promotional materials associated with events sponsored by student organizations, clubs or other student groups must be approved by the Student Life Office. Publicity and promotion of

events at which alcoholic beverages are available may not encourage any form of alcohol abuse or emphasize quantity, frequency or duration of use. An alternative beverage (other than or in addition to water) must be made available at all events at which alcohol is dispensed, and its availability must be prominently stated as part of all promotional materials.

7. Beverage alcohol may not be provided as prizes or free awards, or to individuals or organizations as the result of raffles, contests, games, competitions or the like.
8. Organized games, contests, competitions and the like involving the consumption of alcoholic beverages by participants are prohibited. Likewise prohibited is the giving away of alcoholic beverages, or a flat admission charge or donation that then enables the consumption of alcohol at no charge or at a reduced charge.
9. All student-sponsored events must comply with campus, municipal, state and federal laws and regulations pertaining to alcohol sale, purchase and/or consumption. Knowledge of, and compliance with, such laws and regulations is the responsibility of the sponsoring organization or individuals. Persons failing to comply are subject to both civil and campus disciplinary action.

Use, Possession and/or Distribution of Controlled Substances

Students are not to use, possess or distribute any state or federally controlled drug, including stimulants, depressants, hallucinogens, narcotics or cannabis on university premises or property owned or controlled by the university, except as authorized by law. Moreover, student involvement in such matters is of university concern whether it occurs on or off campus and irrespective of any action or inaction by civil authorities. Whenever such student involvement comes to the attention of the university, the circumstances may render the student subject to suspension or expulsion. The full professional resources of the MSOE Counseling Services, Health Services and all other student personnel services are available to assist any student to meet problems related to involvement with controlled substances. The university strongly urges that full advantage be taken of these services. All contacts with Counseling Services are kept confidential, apart from all academic and other records.

Applicable Sanctions Under Local, State and Federal Law

Alcohol Regulations – The following is a summary of the laws of the state of Wisconsin pertaining to alcohol.

Age Requirements – The legal drinking age in Wisconsin is 21. Procuring or attempting to procure alcohol before age 21, or attempting to enter premises where alcohol is served and admission is limited to those more than 21 years of age, is unlawful and may be punished by a fine, suspension, or revocation of motor vehicle operation privileges, or any combination of these penalties

Selling alcohol to an underage person, or procuring alcohol for an underage person, is illegal and punishable by a fine up to \$500. If death or serious injury results from the sale or procurement of alcohol for an underage person, the person responsible for that sale or procurement may be subject to a fine up to \$10,000, or imprisonment up to nine months, or both.

An underage person who used a false identification card to obtain or to try to obtain alcohol, or to be in a tavern illegally, may be subject to fines up to \$500, suspension or revocation of their driver's license and compelled participation in a supervised work program, or a combination of the above penalties. Wis. Stat. Sec. 48.344, 125.07(4)(a) and (b), 125.08(3)(b), 125.09(2).

Operation of a Motor Vehicle – Under Wisconsin law, no person may legally operate a motor vehicle when the person's blood alcohol concentration is greater than 0.08 percent. A person whose blood alcohol concentration exceeds this level may be convicted of driving while intoxicated. A person under the age of 21 who operates a motor vehicle while that person's blood alcohol level is more than 0.00 but no more than 0.08 percent may be punished by suspension of motor vehicle operating privileges (absolute sobriety law). If the person refused to take a test for intoxication, his/her driver's license may be revoked for up to six months. Wis. Stat. Sec. 346.63(2m) and 346.65 (2q)

A first offense for driving while intoxicated is punishable by a fine up to \$300 and suspension of operating privileges for not less than six months nor more than nine months.

Two convictions in a five-year period will result in a fine of between \$300 and \$1,000, and imprisonment from five days to six months and revocation of operating privileges for not less than one year nor more than 18 months.

Three convictions over a five-year period will result in a fine from \$600 to \$2,000, and imprisonment from 30 days to one year in the county jail and revocation of driving privileges for not less than two years nor more than three years. Wis. Stat. Sec. 346.65(3). In addition, the court may order a person convicted of driving while intoxicated to perform community service work in lieu of part of the fine imposed. The offender may also be ordered to pay restitution, and a driver improvement surcharge in the amount of \$250 will be assessed. Wis. Stat. Sec. 346.65(3) and 346.655(1).

A person who causes injury to another person by the operation of a motor vehicle while intoxicated will be subject to a fine of from \$300 to \$2,000 and may be imprisoned for 30 days to one year in the county jail. Wis. Stat. Sec. 346.63(2) and 346.65(3)

A person who causes the death of another person by the operation of a motor vehicle while intoxicated is guilty of a class D felony, punishable by a fine of up to \$10,000, or imprisonment up to five years, or both. Wis. Stat. Sec. 940.09(1) and 939.50(3).

Drinking or Possession of Alcohol in a Motor Vehicle – An underage person who knowingly possesses, transports or has under his or her control any alcoholic beverages in a motor vehicle may be subject to fines from \$20 or \$400. Wis. Stat. Sec. 346.95(2).

No person may drink alcohol in a motor vehicle when the vehicle is on a highway. No person in a motor vehicle on a highway may have on his or her person an opened bottle of container or alcohol. No owner or driver of a motor vehicle may keep an open container of alcohol in the passenger compartment of the vehicle, while the vehicle is on a highway. Wis. Stat. Sec. 346.935. A violation of this section is punishable by a fine of up to \$100.

Controlled Substance Regulations – Federal and state laws prohibit the sale, manufacture, distribution, possession or use of controlled substances. Controlled substances include, but are not limited to, narcotics, depressants, stimulants, hallucinogens and cannabis or marijuana. Activities in violation of state and federal law are classified and punishable as follows:

Administering Dangerous Drugs – A person who administers to, or causes another person to take, a substance with the intent to facilitate the commission of a crime, is guilty of a Class C felony. Such behavior is punishable by a fine up to \$10,000, imprisonment up to 10 years, or both. Wis. Stat. Sec. 941.32, 939.50(3). Manufacture, delivery and possession of Controlled Substances, Wis. Stat. Sec. 161.41.

Schedule I or II Drugs – Substances with no or severely restricted acceptable medical uses, which have a high potential for abuse, and

which may lead to severe psychological or physical dependence. Examples: cocaine, opium, heroin, LSD, morphine, methadone, mescaline, psilocybin. Manufacture or delivery of narcotics is punishable by a fine of up to \$50,000 and up to 30 years imprisonment. Manufacture or delivery of heroin, PCP, or cocaine is punishable by a fine of from \$1,000 to \$1 million and/or imprisonment up to 30 years. Manufacture or delivery of non-narcotics is punishable by a fine of up to \$30,000 and up to 10 years imprisonment. Possession of these substances is punishable by a fine of up to \$10,000, or imprisonment of up to two years or both.

Schedule III Drugs – Substances having an accepted medical use, but which have a potential for abuse, and which may lead to moderate or low physical dependence or high psychological dependence. Examples: codeine, dilaudid, benzedrine. Manufacture or delivery of schedule III substances is punishable by a fine of up to \$30,000 or imprisonment up to 10 years, or both. Possession of these substances is punishable by a fine of \$250 to \$10,000 and imprisonment for up to two years in county jail.

Schedule IV Drugs – Substances, which may cause limited physical or psychological dependence. Examples: chloral hydrate, tranquilizers, some barbiturates, some amphetamines. Manufacture or delivery of schedule IV substances is punishable by a fine of up to \$20,000 and imprisonment up to six years. Possession of these substances is a misdemeanor, punishable by a fine of \$500, or up to two years imprisonment or both.

Schedule V Drugs – Substances that have limited physical or psychological dependence. Examples: Narcotic drugs containing nonnarcotic medicinal ingredients. Illicit manufacture or delivery of schedule V substances is punishable by a \$500 fine and up to one-year imprisonment.

Marijuana – Possession of marijuana in a public place is a misdemeanor punishable by a fine of \$100. Possession of marijuana with intent to manufacture or sell is punishable under Wisconsin law by a fine of from \$500 to \$25,000 and imprisonment up to three years.

Distribution to Minors – Any person 18 years of age or over who is convicted of distributing a controlled substance, including marijuana, to a person less than 18 years of age might be subject to a doubling of applicable fines and periods of imprisonment. Wis. Stat. Sec. 161.46.

Compliance with Applicable Federal, State and Local Laws – This policy is subject to amendment. MSOE reserves the right to amend, add, delete or modify this policy, and any others, for any purpose including compliance with local, state or federal law. This policy was developed in accordance with the Department of Education Drug Free Schools and Communities Act of 1989 and the Drug Free Workplace Act of 1988.

Health Risks Associated with the Use of Illicit Drugs and the Abuse of Alcohol

The abuse of alcohol and use of other illegal drugs is detrimental to the health of the user. Further, the use of drugs and alcohol is not conducive to an academic atmosphere. Drugs impede the learning process and can cause disruption not only for the user, but for other students and their academic interests as well.

Following is a list of the five common classifications of drugs, a description of the effects of some of those more commonly abused and consequences of such abuse.

1. STIMULANTS

Stimulants act to speed up the nervous system. Two common types of stimulants are amphetamines and cocaine.

Amphetamines (Dexedrine, Biphedamine) are usually taken by mouth or injection. They are medically used to control weight or treat hyperactivity. Some effects of use include increased heart rate and blood pressure; loss of appetite; feelings of alertness or self-confidence, sometimes followed by depression; and hallucinations, paranoia or temporary mental derangement as a result of heavy doses. Hazards of abuse might include harmful physical exhaustion, tolerance, physical and psychological dependence. Withdrawal from the drug can result in suicidal depression. Continued high doses can cause heart problems, infections, malnutrition and death.

Formerly used as an anesthetic, cocaine is rarely used today for medical purposes. When taken by sniffing, smoking or injection, effects of use include quickened pulse and circulation; sharpened reactions; restlessness; feelings of well-being, alertness, overconfidence, confusion, anxiety or depression; and paranoia, nervous exhaustion or hallucinations are a result of heavy doses. Chronic use can destroy nasal tissues, cause lesions in the lungs and lead to tolerance and physical and psychological dependence. Effects of cocaine are unpredictable; convulsions, respiratory paralysis and death are always possible.

“Crack” or “rock” is highly potent cocaine that has already been processed for smoking. It is as dangerous as other forms of cocaine and is extremely addictive.

2. DEPRESSANTS

Depressants slow down the central nervous system. Common depressants are barbiturates, tranquilizers and alcohol. Hazards of abuse of depressants commonly include tolerance for the drug, as well as physical and psychological dependence. Overdoses can cause coma, respiratory arrest, convulsions and death. Accidental overdoses occur often because the abuser is unaware of how much of the drug has been taken. Depressants taken in combination with other drugs (such as other barbiturates) are very dangerous, for they can lead to coma and death.

Barbiturates (Phenobarbital, Amytal, Seconal) are used medically to treat epilepsy, insomnia and to relax patients undergoing surgery. Usually taken by mouth or injected, barbiturates slow the heart rate and breathing and act to lower the blood pressure. Other effects include slowed reactions, confusion, weakened emotional control, distortion of reality and reduced awareness.

Tranquilizers (Valium, Librium) are used medically to relieve anxiety and relax muscles. Effects of use include slowed heart rate and lowered blood pressure. Relaxation, drowsiness, confusion, loss of coordination, intoxication or changes in personality might also result.

Alcohol is another common depressant. Its effects include a feeling of well-being, loss of coordination, intoxication and hangover. Moderate to heavy doses of alcohol cause marked impairments in higher mental functions, severely altering the ability to learn and remember information. Driving under the influence can cause accidents due to slowed reflexes, disorientation and impaired judgment. Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome, leaving them with irreversible physical abnormalities and mental retardation. Long term heavy drinking is a factor in liver and heart damage, malnutrition, cancer and other illnesses.

3. HALLUCINOGENS

Hallucinogens cause changes in perception and consciousness. Common hallucinogens include lysergic acid diethylamide and phencyclidine.

Lysergic acid diethylamide or LSD, usually taken by mouth, causes an increase in heart rate, blood pressure, blood sugar and irregular breathing. It can also cause euphoria, loss of ability to separate fact and fantasy, distortion of senses, hallucinations, paranoia, panic and violence. Tolerance develops quickly in the abuser of LSD. Abuse also results in an increased risk of birth defects in the user's children, recurrence of effects ("flashbacks") days or even weeks later, even without further use of the drug, or death as a result of suicide or accident.

Phencyclidine or PCP is used medically as a tranquilizer for animals. When taken by mouth, injection or smoking, the effects are unpredictable; they may include euphoria, distorted perceptions, depression, hallucinations, confusion, drowsiness, loss of coordination or irrational behavior. As with LSD, tolerance develops quickly for the abuser of PCP. Overdose can cause psychosis, convulsions, coma and death. Abuse can also result in accidents, suicide or violent acts.

4. NARCOTICS

Narcotics lower perception of pain. Common narcotics include heroin, morphine, opium, codeine and methadone.

Narcotics are used widely in medical settings for relief of pain, though opium and codeine have particular application in cough suppression and treatment of diarrhea, and methadone is used specifically as a drug substitute to help those dependent on heroin. Heroin has no sanctioned medical use in the United States. Most narcotics are taken by mouth or injection, though heroin can be sniffed or smoked, and morphine and opium are also smoked. Effects of narcotics include shallow breathing and drowsiness; reduced hunger, thirst and sex drive; euphoria, lethargy, heaviness of limbs, apathy and loss of ability to concentrate; and loss of judgment and self-control. Abuse of narcotics leads to increased tolerance for the drug, and physical and psychological dependence. Withdrawal symptoms are very painful.

Overdose can cause coma, convulsions, respiratory arrest and death. Risks from long-term use include malnutrition, infection and hepatitis.

5. CANNABIS

Cannabis alters mood, thinking and behavior. Common drugs in this category are marijuana and hashish.

Drugs in the cannabis category are used experimentally in medical settings to, among other things, reduce and control the side effects of cancer chemotherapy. When taken either by mouth or smoked, some effects of marijuana or hashish include increased heart rate, lowered body temperature, stimulated appetite, loss of coordination, feelings of well-being, intoxication, possible confusion and distortion of reality. Large doses may sometimes cause hallucinations. The hazards of longterm abuse might mean moderate tolerance and psychological dependence. Overdose can cause paranoia and a psychosis-like state. Effects of long-term use still are being studied. Heavy use is associated with chronic lung disease and possibly lung cancer.

6. DATE RAPE DRUGS

Date rape drugs are drugs that are often slipped into people's drinks without their knowing it. Take the precaution of holding on to your drink.

Rohypnol (better known to most as Roofies) is a medication prescribed by doctors in other countries for people with severe sleeping disorders. It is not legal in the United States. Rohypnol is a small white tablet that can be dropped into drinks to dissolve. A person will feel the effects of Rohypnol in about 20 to 30 minutes. A person who is drugged will feel drowsy, dizzy and disoriented (it is almost like being very intoxicated). Speech is affected as well as are motor skills like balance and walking. A

common side effect of Rohypnol is memory loss. People who have been drugged may not remember anything for four to 10 hours. It is usually during this time that the predator who has drugged the person violates her or him sexually. Speech and motor skills, such as balance and walking, may be affected.

GHB stands for gamma-hydroxy butyrate and is often called other names such as Liquid Ecstasy, Grievous Bodily Harm, Gatorade or Liquid-G. It is made with sodium hydroxide (lye), primarily an industrial cleaner and solvent used for degreasing engines or stripping wood floors. In small doses it produces euphoria and decreased sexual inhibitions. With too much, the user passes out or becomes depressed. Like other predatory drugs, it is often slipped into people's drinks without their knowing it. GHB can cause "short-term amnesia," which means you may not be able to remember what happened to you while you were under the influence of the drug.

7. DESIGNER/MICROCHIP DRUGS

Designer/Microchip drugs depress your body systems including heart functions and the breathing center of your brain. Common names are Fentanyl Citrate (Sublimaze, Sufentanil), ALpha-methylfentanyl, (AMF, China White), parafluorofentanyl (PFF), meperidine (MPPP) synthetic or new heroin. They are either injected into the bloodstream or muscle, or snorted into the nasal passage. Their toxic effects are more potent and threatening than heroin. These drugs give a euphoric "rush" but often are accompanied by anxiety, depression, nausea, vomiting and depressed breathing.

8. ECSTASY (MDMA)

Ecstasy has hallucinogenic and stimulant properties. It stimulates the release of the neurotransmitter serotonin from the brain neurons, producing a high. Ecstasy use damages brain serotonin neurons. Ecstasy-related fatalities at raves have been reported. The stimulant effects of the drug, which enable the user to dance for extended periods, combined with hot, crowded conditions that may be found at raves can lead to dehydration, hyperthermia and heart or kidney failure. In addition to addiction, the effects include confusion, sleep problems, depression, anxiety, muscle tension, nausea, blurred vision and increases in heart rate and blood pressure.

9. INHALANTS

Inhalants are volatile solvents, anesthetics and nitrites. Due to inhalation of a gas or vapor from the container, balloon or bag, the central nervous system is slowed down (nitrites stimulate it). The user can die from Sudden Sniffing Death Syndrome. Other effects include damage to the heart, kidney, brain, liver, bone marrow and other organs. Inhalants are physically and psychologically addicting and users suffer withdrawal symptoms.

10. ANABOLIC STEROIDS

Anabolic Steroids are synthetic derivatives of the male hormone testosterone. Steroids are used to enhance performance and to improve physical appearance. The major side effects of anabolic steroid use include liver tumors, jaundice, fluid retention, high blood pressure, severe acne and trembling. Men may experience shrinking of the testicles, reduced sperm count, infertility, baldness and development of breasts. Side effects in women include facial hair, changes in the menstrual cycle, enlargement of the clitoris and a deepened voice.

11. OVER-THE-COUNTER DRUGS

Over-the-counter drugs, when in an abuse of use and/or combination with antihistamines, decongestants, cough syrups, pain relievers, mouthwashes, reducing aids, sleeping aids, stimulants, alcohol, caffeine,

look-alikes and/or act-alikes, stimulate or depress the central nervous system, especially the respiratory center. They alter heart rate, blood pressure and breathing, and interfere with control of body movements and reflex actions. Other serious drug effects include hypertension, inability to sleep, changes in blood pressure and heart functions, respiratory depression, individual allergic or psychotic reactions, kidney and liver damage, coma, vomiting, tremors, ulcers and colitis.

MSOE Resources Pertaining to the Use of Alcohol and Drugs

As part of MSOE’s ongoing commitment to health and well-being, the Student Life Office offers educational programs and workshops; counseling, health and support services relating to alcohol and drug abuse; as well as a directory of community resources relating to these issues.

Services

Counseling Services

This office provides a setting in which students, faculty or staff members of the MSOE community may discuss, in confidence, with a counselor any personal, social, emotional or educational difficulty, which may be affecting that individual’s personal and academic satisfaction and success. Typical concerns brought to counseling might include chemical dependency, coping with anxiety, depression or loneliness and stress and time management. The counselor can help the individual focus on realistic solutions to these and other potential problem areas so that they may begin to experience life more fully. Referral to appropriate community specialists also is available.

Health Services

On-campus health care services are provided for the entire MSOE community. Treatment of minor illnesses, routine screenings and the development of educational programs designed with a wellness perspective are provided by the staff. Referrals to consulting physicians and area hospitals also are provided.

Awareness and Prevention

Health, Development and Wellness Programs

Sponsored by Counseling Services, this series of workshops offered throughout the academic year address personal and educational issues affecting a student’s development. The wellness philosophy emphasizes a positive approach to living, promotes self-responsibility and serves to enable students to enhance and maximize all dimensions of their lives. Programs addressing substance abuse, study skills, relationship development, as well as many others, are open to all students, faculty and staff.

Alcohol Awareness

Cosponsored by the offices of Student Activities, Housing and Health and Counseling Services, a series of workshops strives to create an awareness and understanding of alcohol use, and encourages responsible drinking practices, attitudes and behaviors among those who choose to drink. All students are invited to participate, underlining the premise that making sound choices when using alcohol is everybody’s business.

Resident Assistant Training Program

The Student Life Office teams up with residence life to assist with a one-week, intensive training program for those student leaders preparing to act as resident assistants in campus living facilities. Topics

covered include alcohol and drug abuse intervention, crisis intervention, leadership training, programming, effective communication and legal issues.

Community Information Line

(24 Hour, Food, Clothing & Shelter)(414) 773-0211 Toll Free Number(866) 211-3380

Abuse

Milwaukee Women’s Center

923 S. 24th.....(414) 272-6199 Crisis Line (24 hours).....(414) 671-6140

Aurora Sinai Medical Center Sexual Assault Treatment Center (Emergency Room – Ask for SATC)

950 N. 13th Street(414) 219-5555 Free Sexual Assault Counseling Monday-Friday, 9-5 p.m.

Alcohol/Drugs

Al-Anon Family Groups Summit Place

6737 W. Washington, Suite 2125(414) 257-2415
Mon. 10 a.m.-7:30 p.m., Wed. & Fri. 10 a.m.-4 p.m.,
Thurs. 4-7 p.m., Sat. 9 a.m.-Noon

Anonymous Lines (24 hours)

Alcohol, www.aamilwaukee.com.....(414) 771-9119
Cocaine, www.cawisconsin.org(414) 445-5433
Narcotics, www.wisconsinna.org/icna.asp(866) 913-3837

Genesis Detoxification Center (24 hours)

2835 N. 32nd Street (414) 342-6200

IMPACT Alcohol and Other Drug Abuse Services

North Ave. & Prospect Ave. (Mon., Tue., Fri. 8:30 a.m.-5 p.m.;
Wed. & Thurs. 8:30 a.m.-8 p.m.)
Assessment / Referrals.....(414) 276-8487
Appointment Desk.....(414) 443-6000

Mental Health Resources

For an online screening for mental health please visit
www.mentalhealthscreening.org/screening/welcome.asp

Counseling Center of Milwaukee.....(414) 271-2565

Center for Psychotherapies.....(414) 961-8117

Columbia/St. Mary’s, 2025 E. Newport
Medication and counseling through psychiatric inters, sliding fee.

Mental Health Association, Milwaukee County

www.mhamilw.org(414) 276-3122

Milwaukee County Mental Health Complex

9455 Watertown Plank Road
Crisis/Suicide Prevention Hotline (24 hours)(414) 257-7222
Crisis Walk-In Center (2nd Floor)(414) 257-7665
If no insurance (M-F, 9 a.m.-4:30 p.m.)(New clients must arrive before 8 a.m. only the first six Milwaukee County residents are served per day.)

Warm Line(414) 777-4729 (Talk about concerns regarding mental health with peers) Mon., Wed., Fri., Sat. & Sun., 7 p.m.-11 p.m.

HOUSING/RESIDENCE LIFE

The MSOE Housing Department provides each resident with a handbook of policies and procedures that apply to on-campus residency. Each resident is responsible for knowing and abiding by these policies and procedures.

Housing Terms and Conditions

1. MSOE's housing policy requires that all unmarried freshmen and sophomores under 21 years of age and whose primary family residence is more than 50 miles away either must live with parent(s), guardian(s), grandparent(s), brother or sister or in the residence halls. Any other exception to the residency requirements must be requested in writing to the housing director, who will review and respond to the request. Exceptional circumstances must be identified and documented for the request to be considered. Students found to be violating MSOE's Housing policy may be charged for the entire academic year's room and board.
2. The MSOE housing contract is in effect for the entire undergraduate academic year when the university is in session, from the beginning of the Fall Quarter to 24 hours after a student's last final examination in May.
3. Any student's contract may be canceled or altered by the housing director if he/she feels that the student demonstrated that their continued presence is detrimental to the living group or tho the educational environment. Any student's contract also may be canceled upon termination of his/her student status or for reduction of schedule resulting in part-time status of less than 12 credits.
4. Any student who is released from his/her housing contract by reason of schedule reduction or withdrawal may not add courses or reregister without the written approval of the housing director.
5. All students who reside in residence halls are required to participate, each term, in one of the available meal plan options. Residents requesting special exemption from meal plan participation must provide satisfactory documentation in support of the request.
6. Any student moving out of residence halls must follow the established check-out procedures. Failure to do so may result in fines, forfeiture of deposits and continued billing for housing.

Residence Hall Fees Refund Policy

In the event of an academic termination or decision by the student to terminate his or her student status, refunds of housing fees will be authorized according to the refund schedules below.

All refunds are determined by the actual move-out date. This is the date that all keys and the room condition report are turned in at the Housing Office. This may be done **ONLY** during posted business hours. Keys and/or forms **MAY NOT** be turned in to Public Safety personnel.

Room Reservation Fee

The \$75 room reservation fee is refundable if the request for such refund is made in writing to the housing director and the request is made prior to the applicable refund deadline. These deadlines are as follows:

1. Fall Quarter: June 15.

2. Winter and Spring Quarter: 14 calendar days preceding the first day of the term.
3. Summer Quarter: the last day of the preceding Spring Quarter.

Refunds

Room Fees: Room fees are refundable according to the schedule below, except for disciplinary termination. In the event of termination of residency due to disciplinary action, students will be held financially responsible for the entire quarterly room fee.

Before the start of the quarter (less \$75 room reservation fee)	100%
During the first week of the quarter	90%
During the second week of the quarter	80%
During the third week of the quarter	70%
During the fourth week of the quarter	60%
During the fifth week of the quarter	50%
After the fifth week:	NO REFUND

Meal Plan Fees: The meal plan contract period runs from the beginning of the Fall Quarter thru the end of the Spring Quarter.

Meal plan refunds:

At the end of the contract period: NO REFUND
(All meals and points must be used or they will be lost.)

In the event of academic termination or decision by the student to terminate his or her student status, refunds of the meal plan will be made according to the following schedule:

Withdrawing during:

Fall Quarter:	
Balance under \$35	NO REFUND
Balance over \$35	Balance minus \$35
Winter Quarter:	
Balance under \$35	NO REFUND
Balance over \$35	Balance minus \$35
Spring Quarter:	
Balance under \$35	NO REFUND
Balance over \$35	Balance minus \$35

*Note: Meals carried over each quarter will be refunded at \$2.50 per meal.

Residents' Responsibilities

Residents are responsible for the upkeep and cleanliness of their room and furniture therein. Residents may bring their own stereo, computer, TV and refrigerator (size limited to 5 cubic feet or smaller). MSOE assumes no responsibility for loss, theft or damage to a student's personal items.

In addition to the policies and procedures outlined below, residence hall students are responsible for the information contained in the following Housing Department publications: Residence Halls Student Policies and Procedures.

Residence Halls Staff

A full-time staff of administrative, maintenance and housekeeping personnel provides the services for residents. In addition, a carefully chosen and trained student staff provides resident students with guidance and support.

Residence Halls Association



The Residence Halls Association is an organization composed of residents in the residence halls. RHA represents all students living in the residence halls in any matters directly affecting life on campus.

Alcoholic Beverages

All applicable state and local laws governing alcohol use and the legal drinking age are strictly enforced in the residence halls. Housing policies provide detailed explanations of all restrictions concerning alcoholic beverage possession and use. Floor parties are not permitted in the residential (living) area of the residence halls. Alcoholic beverages in the possession of any underage residents or any visitor will be confiscated and disposed of.

For more detailed policies concerning alcoholic beverages, please refer to the Housing Department publication Residence Halls Student Policies and Procedures.

Decorations and Displays

Combustible materials used for decorations and displays present a serious fire hazard. The following safety standards are applicable.

1. Unattended lighted flame devices, such as candles or incense burners, are not permitted in student rooms at any time.
2. Fire doors at any location within the residence halls may not be propped open. Emergency exits may be used in emergencies only.
3. Window surfaces should be kept clear of all opaque material such as aluminum foil, posters, signs, etc., to assist fire fighters in locating the source of any fire that may occur.
4. Hallway and exit lights must be on at all times.
5. Materials must not be placed over air ducts or returns, exit signs, fire doors or any electric light fixture, including those in student rooms.
6. Electrical outlets must not be loaded beyond circuit capacity, generally 10 amps. Outlet circuits are rated at 20 amps but are shared with the adjoining room on either side.
7. Christmas trees must be artificial and flame proofed. In any case, all Christmas trees must be removed prior to the holiday break.

so as not to obstruct fire fighters.

4. Wear or carry clothing suitable for the weather.
5. Take a flashlight, if one is available.
6. Remain outside in a designated emergency area (and at least 50 feet away from the building) until the signal to return is given.

A damage and repair charge and a fine of \$100 will be levied against a resident, visitor or floor for tampering with, or unauthorized use of, hoses, fire extinguishers, smoke detectors, emergency exits and building alarm systems.

The housing director has the authority to establish and assess fines for failure to comply with certain regulations pertaining to residence halls.

Fire and Fire Alarms

A detailed emergency procedures plan is furnished to each resident. Residents are expected to be familiar with the plan and follow it during emergencies. All fire alarms should be considered as fire alerts, and the building must be evacuated immediately. In case of fire, sound the alarm for the building and evacuate. Residents failing to evacuate the building when the alarm sounds will be subject to disciplinary action.

Fire drills are scheduled periodically throughout the school year as required by state law. Fire drills are normally held in the early evening hours once each quarter. Fire alarms are tested at noon each Wednesday. This testing DOES NOT involve building evacuation or any other response on the part of residents.

In general, when evacuating the building for a fire or drill, you should do the following:

1. Close your windows, and close and lock your room door.
2. Use stairs, NOT elevators.
3. Leave the building in an orderly manner

Mail Delivery

To ensure prompt delivery of student mail, all correspondence and packages should be addressed to you as follows:

LETTERS:

Name
Room Number, Residence Hall Name
MSOE
P.O. Box 353
Milwaukee, WI 53201-0353

ALL PACKAGES (Regardless of the building you live in):

Name
Room Number, Residence Hall Name
MSOE

1121 N. Milwaukee St. Milwaukee,
WI 53202

USE ONLY THESE ADDRESSES FOR YOUR LETTERS AND PACKAGES.

Please be aware that mail not so addressed may not reach MSOE or the proper resident.

Meal and Points Plans

Three meal plans are offered that allow students to eat any number of meals in different locations around campus. The meal plans are turned in when the resident student applies for their room. Meal plans can be changed twice during the year, once at the end of the Fall Quarter and once at the end of the Winter Quarter. This allows the student to adjust their meal plan to suit their eating habits. The meal plan consists of Meals and Points. Points can be used in Roscoe's or in the Skylight Marketplace. Meals can be used in the RWJ Cafeteria. Meals and points are interchangeable when the other runs out.

All meals and/or points must be used by the end of the school year unless the resident is staying in the Residence Hall for the summer. If the resident is staying in the halls for the summer, then all the points and meals must be used by July 31. Commuter meal plans also are available upon request.

Raider Plan

The Raider Plan is a stored value point plan (\$\$) used for food service purchases, vending, copiers, bookstore purchases or laundry. Money can be added to this plan at the Student Accounts Office or by using one of the CSVT terminals located on campus. The CSVT terminals look similar to an ATM and can be found in the following locations:

- Across from the Bookstore next to the ATM
- Next to the copier near the main desk of the library
- On the west wall of the Kern Center's main entrance• In the RWJ TV lounge

Increments on \$1, \$5, \$10 or \$20 may be added at the CSVT terminals. Older laminated cards or cards that are broken or bent can not be used in the CSVT terminals.

The Raider Plan is accepted on-campus as well as designated offcampus merchants. Check out the MSOE Web site for a list of

merchants who accept Raider Plan cards or look for a sign with the MSOE logo.

Visitor Policy

All residents are responsible for knowing and abiding by Housing Policy P20 "Overnight Visitor Registration" and Housing Policy P21 "Residence Halls Visitor's Hours." Violations may result in severe visitor restriction and/or the visitor being barred from the residence halls.

Opposite sex visitation on floors is not permitted overnight or around the clock. Residents and their visitors must give first consideration to room and floor mates' rights of privacy and access in determining the specific hours during which opposite sex visitation is appropriate. Visitation privileges do not extend to washroom areas. Visitors must use designated washrooms in public areas of the residence halls, or those properly located on a men's or women's floor.

Also see Identification Cards on page 3.

Room Keys

Keys to rooms are issued to residents when they check in. Room keys provide access to the resident's mailbox. Room keys may not be duplicated or loaned to any person for any reason.

Thefts and Insurance

MSOE IS NOT RESPONSIBLE FOR THEFT, DAMAGE OR LOSS OF VALUABLES, MONEY OR OTHER PERSONAL PROPERTY BELONGING TO STUDENTS.

The best guard against property loss from a student's room is a locked door (especially while sleeping). Report any theft or suspicious person immediately to the Housing Department, a resident assistant or to the Public Safety Department.

Residents are advised against keeping large sums of money and other valuables in their rooms. Items particularly attractive to thieves include money, saleable jewelry, computer equipment, stereo components, radios and other audio equipment, televisions or clothing. It is strongly recommended that students insure their personal property at MSOE either through their parents' homeowner's insurance policy or by purchasing personal property insurance.

Tornado and Storm Alert

Tornadoes can occur at any time during the year, but are more prevalent during the spring months. The approach of severe weather may be announced through local radio and television programs. In case of a tornado alert or approaching tornado, the correct procedure is as follows:

1. Move to the lowest floor that can be reached before high wind or a tornado strikes.
2. Sit in central corridors, covering face with folded arms.
3. Stay away from windows.
4. Leave corridor doors open.
5. If outdoors, move away from the tornado's path at a right angle, or, if there is no time to escape, lie flat in the nearest depression, such as a ditch or ravine.

NEVER USE THE FIRE ALARMS FOR TORNADO OR STORM NOTIFICATION PURPOSES.

Visits that may constitute cohabitation are strictly prohibited as violation of university and Housing Department policy and may result in expulsion from residence halls.

RESIDENTS ASSUME ALL RESPONSIBILITY FOR THEIR GUEST(S).

Additional Policies, Procedures and Services

Please refer to Housing Department publications – for specific or additional information in regard to the following policies, procedures and services:

Antennas	Change of Room Locks
Check Out	Confiscation of Prohibited Items
Dart Boards	Flammable Materials
Lost Keys	Motorcycles
Pets	Quiet Hours
Residence Halls Association	Residence Halls Staff
Resident's Responsibilities	Room Assignments
Room Care and Damages	Room Changes
Room Entry	Room Furnishings
Roommates	Safety and Security
Screens	Services and Facilities
Smoking Policy	

IMPORTANT NOTE:

At the time of the printing of this document, MSOE's Web site was undergoing an extensive re-design and reorganization. New Web addresses were not finalized, therefore, could not be included in this document. Additional information relating to material in this document will be found at inside.msoc.edu, the new Intranet site for MSOE students, faculty and staff.

Student Conduct Code

All students are members of several communities — country, state, city and campus. As such, each student is subject to the conduct codes prescribed by each of these communities. Concurrently, both the university and civil authorities have jurisdiction in any violation of law occurring on property owned and controlled by MSOE.

As an academic community, MSOE has a vested interest in both the safety and well-being of members of this community, and the perpetuation of an educational environment that reflects the high caliber of men and women this institution is proud to have join its alumni ranks. The intention of this code is to maintain and promote the educational mission of MSOE.

The Student Conduct Code specifies the minimum level of conduct expected of every MSOE student. The policies and procedures given are those that students, faculty and administration at the university have agreed upon to further the educational mission of the university and to assist all students in the pursuit of their educational and personal development.

A student voluntarily joining any university community assumes the obligation of abiding by the standards that it has instituted relevant to its mission, processes, functions and goals. Ultimate responsibility and authority in matters of student conduct reside with the president of MSOE, who has delegated immediate responsibility and authority for student conduct to the vice president for student life/dean of students, assisted by student life and residence halls staff. MSOE, through the office of the vice president for student life, reserves the exclusive authority to impose sanctions for behavior that violates this code, and/or to sever the student from membership in the academic community.

Those charged with the enforcement of this code will at all times endeavor to observe the due process system so that each student is heard in a just and consistent manner.

The provisions of the Student Conduct Code are not to be regarded as contractual covenants between the university and the student. The university reserves the right to change procedures contained herein at any time within the student's term of enrollment or residence, with communication of said changes being given to the members of the campus community. In the event that there arises some ambiguity,

inconsistency or need for clarification on student conduct procedures or any portion thereof, such definition, interpretation or clarification shall be determined at the sole discretion of the vice president for student life/dean of students, and his determination in such instances shall be final.

Article I. Prohibited Conduct

A student who has been found to be responsible for any of the following acts is subject to disciplinary sanctions to include separation from the university or any lesser sanction authorized by this code.

Section 1. Falsification of Information — Students are not to use or provide false documentation to the university or to officials of the university in any form, written or verbal. Students are not to knowingly misuse, misrepresent or falsify any university records, forms or procedures. In particular, the wrongful alteration of a student identification card to misrepresent one's age or identity will result in a \$100 fine, to be posted on the student's account in the Student Accounts Office.

Section 2. Theft of Property — The theft of university, private or public property and/or possession thereof is prohibited.

Section 3. Possession of Weapons or Fireworks — Firearms or any weapon that could inflict bodily harm may not be brought to campus except as needed for bona fide academic purposes, and then only after being properly registered with the director of Public Safety. Resident students are further subject in this regard to the policies contained in the Housing Department's Policies and Procedures handbook.

The use of fireworks or other explosives is not only potentially dangerous to oneself and others but also a disturbance to the living environment. For these reasons, as well as Wisconsin state law, the use or possession of fireworks, explosives or any other item or substance that may injure, discomfort or disturb other individuals is strictly prohibited.

Section 4. Destruction of Property — Students are prohibited from the destruction, damaging or defacing of university, private or public property.

Section 5. Throwing of Objects from Campus Buildings — Throwing, dropping or other release of any and all objects or substances from residence hall windows — or from any campus building or facility — presents an obvious and serious threat of injury to persons and/or damage to property. Accordingly, all such acts are strictly prohibited and may result in termination of residency or expulsion from the university.

Section 6. False Reporting of Emergencies — The intentional false report of a bomb, fire or other emergency in any university facility or on property controlled by the university in any form — pull alarm, verbal, written or otherwise — is a serious violation of this code for which the maximum sanctions of this code shall be considered.

In addition, such violations in the residence halls will result in an automatic fine placed on the student(s) responsible, or collectively on all residents of the floor involved if those specifically responsible cannot be ascertained. The schedule of fines for tampering with emergency fire or safety equipment is given in Article II, Section 11 of this code.

Section 7. Unauthorized Alterations or Misuse of Emergency or Safety Equipment — The unauthorized alteration or misuse of any fire fighting equipment, safety equipment or other emergency device is prohibited. At minimum, such actions in the residence halls will result in an automatic fine placed on the student(s) responsible, or collectively on all residents of the floor involved if those specifically responsible cannot be ascertained. The schedule of fines for tampering with emergency fire or safety equipment is given in Article II, Section 11 of this code.

Section 8. Behavioral Misconduct — (See related "Student Life Policies" in previous section of this handbook.) Students are not to exhibit behavior that threatens, harasses, abuses, intimidates, harms or endangers any person, or that affronts or invades the privacy of another person. Nor are students to conduct themselves in a lewd, indecent or disorderly manner.

In particular, attacking, assaulting and intentionally inflicting bodily harm on another person; taking any action for the purpose of inflicting

bodily harm on another person; taking action with reckless regard that harms another person; or the verbal, written or other transmission of the threatened use of force to inflict harm on another person, is strictly prohibited and subject to the maximum sanction authorized by the code.

Behaviors cited above (and in the “Student Life Policies” section of this handbook) that are perpetrated by an MSOE student against another MSOE student or MSOE employee, are subject to disciplinary action by the university whether they occur on or off campus, and regardless of any action(s) taken by civil authorities.

Section 9. Unauthorized Entry/Access — Forcible or unauthorized entry into any building, structure, facility or room therein on the premises of university owned or controlled property is prohibited.

Likewise, unauthorized possession or use of keys, campus card, or other means of access to such premises or property also is strictly prohibited.

Section 10. Violation of Residence Hall Policies — Students are responsible for knowing the policies of the residence hall facilities they enter and are not to violate said rules or policies governing said residence facilities. (See “Residence Halls Policies” in previous section of this handbook, as well as the Housing Department’s Policies and Procedures handbook.)

Section 11. Violation of University Alcohol Policies — The university reserves the right to notify parents/guardians of students who are found to be in violation of institutional policies and/or state statutes regarding underage possession or consumption of alcoholic beverages. (See “Alcohol and Illicit Drugs” in previous section of this handbook.) Students are responsible for knowing the university’s policies governing the use, possession and distribution of alcohol, and are not to violate said rules or policies.

Section 12. Use, Possession and/or Distribution of Controlled Substances — (See “Alcohol and Illicit Drugs” under “Student Life Policies” in a previous section of this handbook.) Students are responsible for knowing the university’s policies governing the use, possession and distribution of controlled substances, and are not to violate said rules or policies.

Section 13. Violation of State, Federal or Municipal Law While on MSOE Property — Any student who violates any municipal, state or federal law while on property owned or controlled by the university may be subject to disciplinary action by the university for said offense(s) and to sanctions provided by this code, apart from and in addition to any action(s) taken by external agencies and/or civil authorities.

Section 14. Disregarding the Directive of an MSOE Official — Students are not to disregard the reasonable directive, verbal or written, of a university official. The term “university official” is here meant to include any member of the MSOE faculty or administrative staff, and any resident life staff member in the residence halls. Threatening, harassing, abusing, physically attacking, assaulting or intentionally inflicting bodily harm on such an official is subject to the maximum sanctions authorized by this code.

Section 15. General Behavioral Policies — Unauthorized or unlawful use of university telephones, computers or computer systems; unauthorized canvassing or solicitation; using, possessing or making or

causing to be made, any key(s) for any university building, room or facility — except as authorized; or the production of sound through

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amplification or other means that unreasonably disturbs the peace of others is prohibited on the premises or properties owned or controlled by the university.

Section 16. Posting of Materials — Written material (e.g. posters, signs, handouts, brochures, handbills and pamphlets) shall not be posted, affixed or attached on university property or premises, including but not limited to trees, shrubbery, lands and buildings. These materials may be posted on any bulletin board in university buildings designated “student activities,” following approval by the Student Activities Office.

Section 17. Disruption of Academic or Operational Functions — Students have the right, accorded to all persons by the Constitution, to freedom of speech, peaceable assembly, petition and association. Students and student organizations may examine and discuss all questions of interest to them, and express opinions publicly as well as privately. They may support causes by lawful means that do not disrupt the operation of the university, or organizations accorded use of university facilities.

Any person who interferes with the academic or operational functions of the university will be asked to cease and desist. If he/she does not do so, the following steps will be taken:

- A. The individual who is interfering with the academic or operational functions of the university will be asked to identify himself/herself.
- B. If the individual refuses to identify himself/herself or to cease and desist, he/she will then subject himself/herself to arrest and will, after being identified by the police, be charged with appropriate civil law violations.
- C. The individual who is interfering with the academic or operational functions of the university, who refuses to identify himself/herself or to cease and desist, also will subject himself/herself to immediate suspension from the university and be informed of the opportunity for an appeal hearing to be established at the earliest feasible date.

Section 18. Academic Dishonesty — Students engaging in any form of academic dishonesty with respect to examinations, course assignments or academic records may be subject to university disciplinary action for said offenses and to sanctions provided by this code, above and beyond any academic penalties that may be imposed.

Students are expected to know and abide by the regulations governing academic dishonesty as published under the section “Policy on Student Integrity” earlier in this handbook.

Section 19. Computer Misuse — Students are expected to know and abide by the procedures and regulations pertaining to computer accounts, university computer services and facilities that have been established by the Computer and Communication Services Department (CCSD), as well as any changes made to these procedures and regulations announced via computer system notices. The procedures and regulations may be found in the “Campus Services” section of this handbook.

Students who violate said procedures and regulations may be subject to institutional disciplinary sanctions contained in the Student Conduct Code in addition to actions taken or sanctions imposed by CCSD. Students are further reminded that extreme cases of computer misuse can lead to criminal prosecution.

Article II. Disciplinary Sanctions

The purpose of imposing sanctions in a student disciplinary process is to redirect the student's behavior toward a pattern more acceptable within the campus community, if such redirection is feasible; to protect the campus community from possible harm or injury by said person or persons; or to give financial redress to a plaintiff for loss, harm or destruction of property resulting from the actions of the accused. The vice president for student life/dean of students, designee, or other adjudicatory agent authorized by this code, may impose the following sanctions on a student or group of students:

Section 1. Reprimand — A reprimand is a written indication to a student that his/her behavior is unacceptable by university standards, and that any repeated violation will warrant further sanctions. The university reprimand is the least sanction an adjudicatory agent may impose if the accused has been found to be in violation of this code.

Section 2. Restitution — A student whose actions damage, deface or destroy any university property shall be required to restore said property by replacement or by monetary reimbursement, unless good cause can be substantiated otherwise, in addition to any other sanction the adjudicatory agent may recommend.

Section 3. Referral for Counseling Services — A student may be directed to contact the Counseling Services Office for the purpose of obtaining assistance in adjusting to his/her responsibilities as a member of the campus community. In such cases, the adjudicatory agent may inquire only into whether such contact has been made.

Section 4. Disciplinary Probation — Disciplinary probation is a written statement indicating to a student that his/her actions have placed him/her in a probationary status with the university for a specified period of time. Disciplinary probation is a limited encumbrance upon the student's good standing in the university, and may involve the restriction of a student's personal privileges, activities and associations within the campus community. Because of this probationary status, any or all of the following may be imposed: A. A fine up to \$100 posted to the student's account.

- B. Restriction from representing the university in any public performance, sporting event, intramural event or committee, or from holding any student governmental office, or membership or office in any recognized student organization.
- C. Ineligibility to receive testimonials or awards from any university source.
- D. Any other disciplinary action judged to be appropriate for the student.

In the event that the student violates his/her probation by ignoring or failing to observe its conditions, that violation may result in probation for an extended period of time or, in those instances where more serious violation has occurred, in suspension or expulsion. In determining the sanction to be imposed upon the student for a violation of his/her probation, the circumstances of the original offense for which the sanction of probation was imposed shall be taken into consideration in arriving at a sanction for violating probation. Every probation shall be deemed violated if the student is found to have committed, during his/her probationary period, any act of misconduct involving any sanction described in this code.

Section 5. Relocation — In cases where a student's action and/or conduct are found to conflict irreparably with the bona fide interests of his or her immediate living environment within the residence halls, the adjudicatory agent may request relocation of that student at the discretion of the director of housing to a living area elsewhere in the

residence halls. In such cases, the director of housing shall make every effort to relocate the student involved in an area offering reasonable opportunity for modification of behavior to acceptable standards.

Section 6. Termination of Residency — In individual instances of serious misconduct, or in cases where a student's repeated actions and/or conduct are found to conflict incorrigibly with the educational objectives of residence life and the bona fide interests of the resident student community, the adjudicatory agent may direct that the student terminate residency in the residence halls. "Termination of residency" is here defined to mean:

- A. The student shall be prohibited from entering all areas of the university residence halls, with the exception of ground floor offices for business purposes only.
- B. At the discretion of the adjudicatory agent, the above sanction may, in individual cases, allow access to the cafeteria area during established dining hall hours of operation only.
- C. At the further discretion of the adjudicatory agent, this sanction may be in force for a specified period of time, or permanently for the duration of the student's matriculation at the university.
- D. Room fees for the current academic quarter or other residence hall contract period presently in force will be forfeited. Food service charges will be refunded according to residence hall policies.

Section 7. Suspension — This is a recommendation by or to the vice president for student life/dean of students for separation of the student from participation in any academic or other activities of the university for a fixed period of time.

- A. This action is taken when a student's conduct is deemed incorrigible and a potential threat to the campus community; a student is a repeated offender of this code; or such action seems most suitable to the violation and appropriate to give the student the necessary time to adjust his/her behavior to standards of conduct expected by MSOE.
- B. Any recommendation for suspension is automatically subject to review and approval by the University Review Board before any action is taken by the vice president for student life/dean of students or designee, whether or not the student appeals the recommendation of the adjudicatory agent. Suspension from the university further involves the following:
 - 1. Notice of the action of suspension will be placed in the student's permanent file.
 - 2. The student may receive the grade of "W" (withdrawal) in all subjects carried that quarter, according to the policy of the university.
 - 3. The student shall forfeit fees according to the withdrawal policy of the university.
 - 4. The student must refrain from visiting the campus, except when engaged in official conferences connected with his/her suspension.
 - 5. Suspension may include any other disciplinary action that is judged to be appropriate for the student.
 - 6. Prior to being readmitted to the university in good standing, the student shall submit to the vice president for student life/dean of students a letter requesting readmission. The student may return to the university only upon approval of the vice president for student life/dean of students after the conclusion of the suspension period.

Section 8. Expulsion — Expulsion is indefinite or permanent dismissal from the university. This action involves the forfeiture of all rights to degrees or academic honors that had not been conferred at the time of expulsion, as well as notice of the action of expulsion to be placed in the student’s permanent file. The student may receive a grade of “W” (withdrawal) in all courses carried in that term. The student shall forfeit fees according to the normal withdrawal policy of the university.

- A. Expulsion is given in circumstances where a person’s misconduct has been of a very serious nature.
- B. Expulsion is automatically subject to review and approval by the University Review Board whether or not said person requests an appeal, before any action is taken by the vice president for student life/dean of students.

Section 9. Notification to Parents or Guardian — At the discretion and with the approval of the vice president for student life/dean of students, notification by letter or telephone may be made by the appropriate administrative officer to the parents or legal guardian of the accused student in any decision which would involve termination of residency, suspension or expulsion, and in any case involving a violation of university policy or state law regarding alcohol or controlled substances.

Section 10. Assigned Projects — At the discretion of the adjudicatory agent, a special educational project designed to assist the accused student in better understanding the overall impact of his/her behavioral infraction may be assigned. Such assigned projects could include a term paper, the creation of educational posters or the planning of an educational program related to the policy infraction. Assigned projects may not include work details except as may be directly related to the offense, nor may any such assigned project be of such a nature or scope as to cause undue humiliation or degradation of the accused student. Said assigned project will be under the direct supervision of the vice president for student life/dean of students or designee.

Section 11. Fines for Tampering with Emergency Fire, Safety or Alarm Equipment — In addition to any other sanctions deemed appropriate by the adjudicatory agent, the following fines will be automatically assessed against students responsible for tampering with emergency fire, safety or alarm equipment in any campus facility, or against all residents of the residence hall floor collectively if those specifically responsible cannot be ascertained. A. Rendering a smoke detector unusable by removal of the battery unit, disconnecting of the power, or removal of the smoke detector from a resident’s room or hallway location: \$100.

- B. Use of a fire hose for any purpose other than extinguishing flames: \$100.
- C. Pulling a fire alarm box resulting in an intentional false alarm: \$100.
- D. Use of emergency exit for other than legitimate emergencies:

\$100.

Article III. The Judicial Structure and Jurisdiction

The following MSOE officials shall adjudicate issues of student conduct that allegedly violate this code as prescribed herein.

Section 1. Administrative Hearing Officers

A. Director of Housing — The director of housing or designee has original jurisdiction for alleged violations of this code and/or of residence hall policies occurring on or about the premises of the residence halls, for any and all alleged student perpetrations unless otherwise specified.

B. Dean of Students — The dean of students or designee shall have original jurisdiction over all alleged violations of this code that do not come within the original jurisdiction of the director of housing. The dean of students further reserves the right to exercise appellate jurisdiction for decisions of the housing director, or his designee, which result in the sanction of Termination of Residency.

Section 2. Appeals — Any and all appeals of decisions of the administrative hearing officers shall be heard by the vice president for student life/dean of students or by the University Review Board, as specified below in Article VI, Section 8. All requests for appeals must be in writing and filed within three working days after notification to the student of the decision of the administrative hearing officer.

Requests for appeals must be filed with the dean of students, who is the chairman of the University Review Board. The dean of students reviews all requests for appeals and, as the designated chief judicial officer of the university, has exclusive authority to approve or deny said requests.

Section 3. University Review Board: Rules for Composition, Jurisdiction and Appeals — By this code is authorized the University Review Board, for the purpose of adjudicating, as outlined below, alleged violations of this code, for any and all such alleged violations by students.

- A. Composition — The University Review Board shall be comprised as follows:
 1. The dean of students, as nonvoting chairperson.
 2. The chief academic officer of the university, ex officio or his designee.
 3. A representative of the faculty or administrative staff selected by the vice president for student life/dean of students and agreed upon by the individual(s) whose alleged violation of this code is being adjudicated.
 4. A student representative, selected by the advisor to the Student Government Association, and agreed upon by both the individual whose case is being heard and by the adjudicating authority having original jurisdiction.
- B. Original Jurisdiction — The University Review Board shall have original jurisdiction over acts of a serious nature, as determined by the jurisdictional interpretation of the dean of students or designee, that may be included in “interim suspension” as specified in Article IV.
- C. Review Jurisdiction — The University Review Board shall automatically review any and all decisions of administrative hearing officers that result in recommendations of sanctions of suspension or expulsion. Such review will take place prior to the implementation of such sanctions by the dean of students and will

occur regardless of whether or not the student appeals the decision of the hearing officer.

- D. Appellate Jurisdiction —The University Review Board shall have appellate jurisdiction for any and all decisions of administrative hearing officers that result in sanctions of suspension or expulsion, and may have appellate jurisdiction in other cases as deemed appropriate and remanded by the dean of students. Additionally, the University Review Board will have appellate jurisdiction in cases

where the dean of students or designee had original jurisdiction.

- E. Appeals — Appeals of decisions of the University Review Board in which this board had original jurisdiction shall be to the vice president of student life. Such appeals must be filed, in writing, directly with the vice president's office, within three administrative working days after notification to the student of the decision of the University Review Board. Appeals of decisions of the University Review Board in which this board had appellate jurisdiction cannot be further appealed under procedures established by this code.

Article IV. Interim Suspension

Section 1. In special circumstances described in this article, the vice president for student life or dean of students may suspend a student forthwith for the interim, pending the initiation of a full hearing without undue delay on the merits of the case in accordance with the provisions of this code.

Section 2. This authority will be exercised only in those situations in which there is reasonable cause to believe a student's alleged behavior is of such a nature as to pose a clear and present threat to the health and well-being of persons, and where such alleged misconduct occurs on the premises or property of the university, or at events scheduled or sponsored by the university.

For example, such acts of misconduct would include at minimum all acts of assault and/or battery with any type of weapon or instrument; gross sexual misconduct; rape; armed robbery; arson; the manufacture, distribution and/or possession of major incendiary or explosive devices not elsewhere covered in this code; and other such acts as may endanger persons or property.

Section 3. Preliminary Hearing — To invoke interim suspension, the vice president for student life or dean of students will conduct a preliminary hearing unless it can be shown that such a hearing is impossible or unreasonably difficult to provide.

- A. At the preliminary hearing the student will be presented with written notice of the alleged violation(s) and the name of the person(s) bringing the charges.
- B. Interim suspension is to take place immediately after the preliminary hearing and requires that the student physically remove himself/herself from the premises of the university until such time as a full hearing is convened, not to exceed seven class days after the time of the interim suspension.

Section 4. Full Hearing — At the request of the student, a full hearing by the University Review Board may be convened at a date not less than three class days after the date of suspension.

- A. Should the full hearing find the student did not commit the act(s) for which he/she was suspended, or that continued suspension is not warranted by the circumstances of a particular case, the suspension shall be revoked and the student immediately reinstated without academic or other penalty.
- B. The student may request that a full hearing be delayed up to seven class days after the date of the interim suspension. The procedure for the hearing will be the same as specified under Article VI.

Section 5. Off-Campus Violation — In cases where a student allegedly violates the law in the course of his/her off-campus behavior and where the university's interests as an educational community are involved, the dean of students or designee may elect to immediately call a preliminary hearing to determine if such off-campus conduct is

probable cause to believe that said student poses a threat of harm or injury to the campus community; and may suspend such student forthwith as provided in this article.

Section 6. Appeals — In all situations covered by this article, the appeal of the preliminary hearing is by a written request, made not less than three class days after the date of the action, to the vice president for student life for a full hearing. The vice president of student life has final jurisdiction on all appeal decisions.

Article V. Responsibilities of the Dean of Students

Section 1. The dean of students retains express responsibility for the overall administration of this code (policies, procedures, sanctions and process) and specifically retains final authority for the following:

- A. Original jurisdiction for adjudicating all alleged student violations of this code, which occurred on or off campus, where such alleged violations are not within the parameters of the residence halls and, therefore, not within the original jurisdiction of the director of housing.
- B. Appellate jurisdiction for decisions of another hearing officer that result in sanctions other than suspension or expulsion.
- C. Determining the jurisdiction of any administrator in any given case where ambiguity exists.

Section 2. All decisions and sanctions of any and all administrative judicial hearing officers are recommendations to the dean of students.

Article VI. Judicial Proceedings

Section 1. Charges - Any member of the campus community (student, faculty or staff member, MSOE official or employee, contractual or otherwise) may initiate charges by filing said charges with the dean of students or designee against any student or registered student organization for alleged violations of this code, or MSOE residence hall policies or other official university policy.

- A. A person having reasonable cause to believe that a student(s) has violated this code, or provisions of other policies so stated, shall notify the dean of students within a reasonable time (if possible, within three administrative working days) of the alleged violation. Generally speaking, in cases of alleged violations of this code falling normally under the original jurisdiction of the director of housing, such notification shall be considered accomplished:
 1. Upon receipt by the director of housing (with copies to the dean of students) of two or more separate written warnings issued to a student by authorized residence hall staff personnel concerning the same or similar alleged minor violations of this code.
 2. Upon receipt by the director of housing (with copies to the dean of students) of any residence hall Report of Violation form completed by any authorized residence hall staff personnel concerning alleged more serious violation(s) of this code.
- B. A person having reasonable cause to believe that a registered student organization has violated university codes, policy or rules, shall file said complaint with the dean of students or designee to be remanded for adjudication by the director of student activities and Student Government Association under its constitution and bylaws.

Section 2. Notice of Judicial Proceedings — A student shall be notified by the dean of students, director of housing or other appropriate adjudicatory agent, in writing, of any judicial proceedings instituted to adjudicate said student's alleged misconduct.

- A. Notice to the student shall take place within a reasonable amount of time (if possible, within three administrative working days) after the dean of students, director of housing or the appropriate designated staff administrator has concluded a preliminary investigation of the alleged violation.
- B. The student shall have not less than a 72-hour notice, in writing, of judicial proceedings prior to the hearing.
 1. Notice shall be considered received upon delivery to a student's current local address as recorded with the university, unless the student can give just cause why such receipt substantially impaired adequate notice and preparation for said hearing.
 2. An accused student may waive the notice required, and/or the right to a full hearing, in consideration of a more immediate disposition of the alleged violation(s).
 3. An accused student shall have the right to continuance if just cause for delay can be substantiated. C. The written notice shall include:
 1. The time and place of the hearing.
 2. A statement of the charges brought.
 3. A statement of his/her rights as given in Section 3 of this article.
 4. The name of the person(s), group or MSOE office filing said charges.

Section 3. Judicial Proceedings — Judicial proceedings are conducted under the authority of the dean of students and shall be conducted in a fair and reasonable manner.

- A. Each accused student shall be entitled to appear in person to answer charges and present witnesses and evidence in support of his/her defense and:
 1. Shall be entitled to refuse to answer questions of an incriminating nature.
 2. Shall be entitled to be accompanied by no more than four advisors, references and/or family members of his/her choice.
 3. Shall be entitled to an expeditious hearing.
- B. The judicial proceedings shall be closed to all except the parties to the proceedings (hearing officer, accused student, accompanying person(s), complainant(s) and witness(es) unless the accused student requests, and the adjudicatory agent agrees, that the hearing be open to specified other parties.
 1. The accused student and his/her accompanying person(s) shall be present during the entire time of the hearing, and shall be absent only during the times in which the judicial board or administrative hearing officer is/are deliberating.
 2. Where a single incident or occurrence gives rise to charges against more than one student, a student shall be entitled to a separate hearing if he/she can substantiate the likelihood of prejudice by association.
 3. It is to be understood by the accused student that the administrative hearing officers will have access to all past judicial records of that student, after the officer has reached a

decision as to the disposition of the alleged violation, for the purpose of determining the type of sanctions to be recommended, if any.

Section 4. Cross-Examination — The adjudicatory agent retains exclusive authority to question all witnesses and parties to the alleged violation(s).

- A. The accused student may request that the adjudicatory agent inquire into specific areas of testimony of any person testifying.
- B. The complainant may request the adjudicatory agent to inquire into specific areas of any testimony of any person testifying.

Section 5. Witnesses — Both parties to the judicial hearing may present witnesses.

- A. If either party is unable to locate or receive compliance from any student asked to testify, the party may seek the assistance of the dean of students; however, the university may not compel a student to testify against his/her will.
- B. Any person knowingly giving false testimony or knowingly misrepresenting the facts pertaining to any university procedure shall be subject to disciplinary action.
- C. The adjudicatory agent may elect not to hear a witness if, in the agent's opinion, such testimony does not directly bear upon the circumstances of the alleged misconduct.

Section 6. Failure to Appear — No recommendation for the imposition of sanctions shall be based solely upon the failure of the accused student(s) to answer charges or to appear at the hearing. The evidence in support of the charges shall be presented and considered, even in the absence of the accused if the accused fails to appear and to answer charges.

Section 7. Disclosure — The university adjudicatory agent shall notify the accused student of its findings within the shortest reasonable time after a decision has been rendered. This decision shall be made on the preponderance of information presented at the hearing.

- A. This notice shall specify the charges the accused student has been found in violation of or acquitted of and any disciplinary sanction being imposed.
- B. The adjudicatory agent shall notify the complainant of its recommendation to the dean of students within a reasonable amount of time after the hearing and, at the discretion of said agent, any sanction said agent may recommend.
- C. All proceedings, testimony, findings and recommendations of any and all judicial hearings are confidential.
- D. The complainant, upon receipt of information regarding the findings and/or recommendations of any adjudicatory agent, shall be bound to keep in confidence such information.

Section 8. Appeal — As specified in Article III above, the accused student(s) may request to appeal the decision of an administrative hearing officer through the dean of students, within three administrative working days.

- A. Requests for said appeal must be based on one or more of the following contentions with respect to the initial hearing:
 1. A substantial procedural error that seriously impaired due judicial process.
 2. Insufficient evidence for the original decision with respect to guilt.
 3. Inappropriate or excessive sanction in proportion to the violation committed.

4. Substantial bias on the part of the administrative hearing officer.
 5. New evidence of a substantive nature, in support of the accused, not available at the original hearing.
- B. Filing a request for an appeal in accordance with these provisions shall not suspend the operation of any sanction previously imposed except as directed by, and at the sole discretion of, the adjudicating agent.
- C. Appeal hearings shall be conducted in accordance with the above sections of Article VI dealing with judicial proceedings.
- D. The vice president for student life, dean of students or the University Review Board, as the case may be, may, after review of all available information, elect to do the following:
1. Sustain the decision(s) and sanction(s) of the original administrative hearing officer.
 2. Dismiss all charges.
 3. Impose a less severe, more severe and/or different sanction from that imposed by the administrative hearing officer.
- E. The above grounds for appeal, and possible outcomes, apply also to those situations, such as “interim suspension” and otherwise as specified in Article III, Section 3 above, wherein decisions of the University Review Board may be appealed to the president of the university.

American Psychiatric Diagnostic and Statistical Manual of Mental Disorders, and as a result of the mental disorder does the following:

1. Engages or threatens to engage in behavior that imposes a danger of causing harm to self or others; or
 2. Engages, or threatens to engage in, behavior that would cause significant property damage, or which directly and substantially impedes the lawful activities of others.
- A. In such cases, the director of counseling services may recommend to the dean of students that in the best interest of the student and/or the campus community the student be administratively withdrawn from school.
- B. A student suffering from a mental disorder who is accused of a disciplinary violation will not be excused from the disciplinary process unless the student as a result of the mental disorder:
1. Lacks the capacity to respond to the charge;
 2. Did not know the nature or wrongfulness of the conduct at the time of the offense. In such cases, the vice president for student life/dean of students may refer the student for evaluation by an independent licensed psychiatrist or psychologist chosen by the institution. Students referred for evaluation in accordance with this provision shall be so informed in writing.
- C. The student’s withdrawal from the university must not adversely affect his/her academic standing and record.
- D. At the request of the student or the director of counseling services, students subject to administrative withdrawal for psychological or psychiatric reasons shall be accorded an informal hearing before the vice president for student life/dean of students. This meeting shall consist of a review and explanation for this action with the student and/or parents or guardians of the student. The informal hearing shall be conversational and nonadversarial.
- E. Readmission to the university after an administrative withdrawal for psychiatric or psychological reason must be requested in writing and approved by the director of counseling services and/or the vice president for student life or dean of students.

Article VII. Standards and Procedures for Administrative Withdrawal on Psychological or Psychiatric Grounds

A student may be subject to administrative withdrawal from the university and/or from university housing if it is determined by the director of counseling services, and when appropriate, in consultation with local mental health care institutions and/or agencies, that the student is suffering from a mental disorder as defined by the current

Please be aware that a major highway reconstruction project in the downtown area is currently underway and will continue through 2008. This project will cause ramp and lane closures and re-routed traffic. Please allow extra time for travel and check the Web site www.mchange.org for the latest information.

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IMPORTANT NOTE:

At the time of the printing of this document, MSOE's Web site was undergoing an extensive re-design and reorganization. New Web addresses were not finalized, therefore, could not be included in this document. Additional information relating to material in this document will be found at inside.msOE.edu, the new Intranet site for MSOE students, faculty and staff.

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