The University reserves the right to change, at any time, without prior notice, programs of study, course offerings, academic requirements, the academic calendar, codes of student behavior, tuition, room and board charges, and other fees, policies, and procedures. The University will determine the times at which all such changes are effective. Changes may apply not only to prospective students but also to those who are already enrolled in the University.

Amendments to the Maharishi University of Management Student Handbook, including codes of student behavior, are effective upon publication on the MUM website, provided that students have been notified of the amendment by mass electronic mailing, which will be conclusively presumed as adequate notice to all students.

The Maharishi University of Management Student Handbook is published for informational purposes and should not be construed as the basis of a contract between a student and Maharishi University of Management. Every effort is made to provide information that is accurate at the time the Student Handbook is prepared. However, information concerning regulations, policies, fees, curricula, courses, and other matters contained in this Student Handbook is subject to change at any time during the period for which the Student Handbook is in effect. The Department of Student Life can be contacted at any time for current information on these matters.

Maharishi University of Management makes available to the public, upon request, all consumer information required by the Office of Education Rules and Regulations. Consumer information about the University includes, but is not limited to, the following: academic programs, educational costs, financial aid, academic progress requirements, student retention rates, and crime statistics. This information is available from the Enrollment Center, Maharishi University of Management, Fairfield, Iowa 52557. The University makes its financial report available to students, alumni, and the public at large. Requests may be sent to the Treasurer’s Office, Maharishi University of Management, Fairfield, Iowa 52557, (641) 472-1175.

The “Family Educational Rights and Privacy Act of 1974” the following categories of “Directory Information” may be made public unless students desire to withhold their disclosure of it:

- **Category I**: Name, address, telephone number, dates of attendance, class
- **Category II**: Major field of study, awards, honors (including Dean’s List), degree(s) conferred (including dates), previous institution(s) attended
- **Category III**: Past and present participation in officially recognized sports and activities, physical factors (height, weight of athletes), date and place of birth

Students may withhold any category of “Directory Information” by notifying the Enrollment Center in writing within two weeks after the first day of class during the fall registration period. Forms for this purpose are available from the Enrollment Center and must be filed annually in that office to withhold any “Directory Information.”

The University ensures students access to their official University records and maintains the confidentiality of personally identifiable information in accord with federal law.
# Student Handbook 2014-2015

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These shared values characterize our campus culture and guide University decision-making:

1. Development of consciousness — We are committed to developing our full potential — intellectual, emotional, physical, and spiritual — through the Transcendental Meditation and TM-Sidhi programs, including Yogic Flying. Development of consciousness is the foundation of Consciousness-Based education and of success in all aspects of life.

2. Academic excellence — We promote engaged learning and intellectual inquiry and growth, within a framework that connects the parts of knowledge to the wholeness of knowledge and the wholeness of knowledge to the Self — so that students never feel lost.

3. Health and happiness — We value a campus culture that promotes health and well-being, safety, enjoyment, positivity, and a spirit of fun.

4. Sustainability — We are committed to creating a campus in harmony with natural law and a new model of sustainability that includes inner as well as outer sustainability.

5. Unity within diversity — We celebrate a rich diversity of cultures, backgrounds, and values in our students, faculty, and staff, unified by the shared experience of the field of pure consciousness underlying all of life.

6. Community — We value kindness, respect, honesty, friendliness, and mutual support — byproducts of growth of consciousness.

7. Excellence — We are committed to achieving excellence in all aspects of University life through continuous improvement.

8. World peace — We are dedicated to creating national invincibility and world peace through the group practice of the Transcendental Meditation and TM-Sidhi programs, including Yogic Flying.
STUDENT LIFE

ACADEMIC CALENDAR

To view the Academic Calendar, please visit: http://www.mum.edu/calendar/.

DEPARTMENT OF STUDENT LIFE

The Department of Student Life welcomes you to Maharishi University of Management. Our mission is to promote the academic progress, well-being, happiness, safety, and intellectual, emotional, and spiritual growth of every student.

Everyone at Maharishi University of Management (“M.U.M.”) — faculty, staff, and administration — is dedicated to bringing you Consciousness-Based℠ education, where alert, comprehensive awareness is the foundation for successful student life. The Department of Student Life in conjunction with the University faculty helps develop and implement all policies and procedures to promote this unique style of education.

This Student Handbook is designed to help orient you to life at M.U.M. and highlights the policies and procedures essential to your comfort and success. It also provides details about Consciousness-Based education to ensure your student experience is most fruitful and enjoyable. We look forward to helping you gain the most from every aspect of your student life.

The Department of Student Life consists of:

- Dean of Student Life
- Associate Dean of Student Life
- Office of the Dean
  - Associate Deans of Students
  - International Student Advisors
  - Directors of Residential Life
    - Residence Directors and Resident Advisors
    - Administrator, Department of Student Life
- Student Success Center
  - Academic Support
  - Academic Advising
  - Career Services
  - Special Needs Accommodation
- Student Safety and Wellness
  - Campus Nurse
  - Campus Safety and Security Director
  - Student Support Services
- Student Activities
- Student Government
The Student Success Center was created to help maximize students’ success in all areas of their daily life at M.U.M. We offer academic support, academic and career advising, internship assistance, peer mentoring, and a variety of workshops.

The Student Success Center provides assistance for students who need an extra boost in their study and writing skills so they can take full advantage of the University’s unique educational experience.

We use the traditional approaches to study skills and writing. These include lessons on goal setting and time management, active listening and note taking, efficient study, reading, preparing for and taking exams, and research and writing support.

Study Skills Resources
The following links provide practical information for students and faculty on:

- Fundamentals of Learning
- Goal Setting and Time Management
- Active Listening and Note Taking
- Referencing Guidelines
- Efficient Study Reading
- Preparing for Exams
- Establishing Validity
- Guide to Use of Sources

We invite students to print out the materials in this section. Please note these materials are copyrighted to M.U.M.

Maharishi University of Management students are welcome to contact the Student Success Center for advice on any area of academic support. The Center also offers feedback on written assignments. Students may volunteer to serve as Welcome Buddies during fall and spring New Student Orientation. Students interested in these positions can email Diana Rivera, drivera@mum.edu.

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Academic Advising

To assist all students in planning and scheduling their academic programs, developing their talents, and pursuing their passions, several levels of advising are open to all students.

- An academic advisor meets with each new student early in their first semester. Students who have chosen a major meet with an academic advisor in that academic department. Students who are undecided upon a major meet with the Director of Career Services or of the Student Success Center. The student and the academic advisor go over the student’s transfer credit if applicable and preview the academic requirements to graduate from Maharishi University of Management. They plan a schedule of courses for the first year and discuss the student’s plans and goals for graduating.
• The Graduation Director meets with the student on an as-needed basis to advise the student on progress toward meeting the University’s graduation requirements. She can send the student by email a degree check or other pertinent information as requested. The Graduation Director is available on most class days throughout the year to answer questions about classes, policies, and requirements and to help students understand and plan their progress toward meeting their academic goals.

• Each undergraduate and graduate department provides academic advising for its majors. The Director of the Student Success Center and the Director of Career Services serve as the academic advisors for continuing students until the students declare a major. They also welcome students to continue to seek their guidance after they declare a major or if they are considering changing majors.

The Director of the Student Success Center meets with students who may be facing academic challenges to develop a plan to address those challenges and promote the student’s academic success.

By using all these resources, students are informed of degree requirements, policies, and options as they are scheduling their courses and progressing toward their degree and life goals.

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**Career Services**

Jan Sickler, Director of Career Services • Dreier Building, Room 105A
Mailbox: MR 497 • E-mail: jsickler@mum.edu
Phone: ext. 1151 (641-472-1151)
For more information on Career Services, please visit: [http://www.mum.edu/career](http://www.mum.edu/career)

**Identify your Passion**

**Explore Possibilities**

**Connect to your Career**

Career Services, a branch of the Student Success Center, helps students connect their personal passions and educational experiences with their future goals as they relate to academic and career decisions. Career Services provides advising and support beginning the first year through graduation.

• Students are assisted in identifying academic and career possibilities through assessments that help students discover their strengths, skills and preferences.

• Equipped with this information, students are able to choose a major that best suits their professional goals.

• Coaching is available to instruct students on how to develop a professional resume and an online profile for professional networking and job search.

• Students may enhance their skills and clarify career goals by participating in internships, summer jobs and community service.

• Students will have the opportunity to attend career and job fairs.

• Students may research graduate and professional schools.

• Career Services welcomes graduate students to explore the broad range of career options for advanced degree holders, develop a career plan, navigate the job search process, and create exceptional application materials in preparation for interviewing and negotiation.
Internships
Students may pursue a variety of internships as part of most academic programs. Students interested in pursuing internships may consult with their department’s internship advisor as well as the Director of Career Services, Student Success Center. For more information, please visit: [www.mum.edu/internships](http://www.mum.edu/internships).

Students with Special Needs

Maharishi University of Management, in compliance with Section 504 of the Rehabilitation Act of 1973, as amended, and with the Americans with Disabilities Act of 1990 (ADA), recognizes that qualified students who have diagnosed or identified disabilities are entitled to benefit from the educational programs of the University if reasonable accommodations can be arranged. (See the University website at [http://www.mum.edu/disclosures/disabilities](http://www.mum.edu/disclosures/disabilities).)

Costs associated with diagnosis, evaluation, and testing are the responsibility of the student except in cases of severe financial need demonstrated to, and upon recommendation of, the Office of Student Financial Aid. Requests for adaptive equipment and/or other accommodation needs for academic purposes will be submitted through the Director of the Student Success Center. The University’s Disability Officer will assess the need and determine whether the University will purchase the adaptive equipment or otherwise accommodate the student’s needs. The Disability Officer will report all accommodation requests and actions to the Director of the Student Success Center and the relevant faculty. Appeals of decisions regarding academic accommodation shall be made to the Dean of Teaching and Learning, whose decision shall be final.

How do I receive academic accommodations?
Once you are admitted to the University, we would like to plan with you for any reasonable accommodations you may need in order to enjoy a successful academic experience. Please contact the Director of the Student Success Center about your needs before you arrive on campus for your first semester or at any time thereafter.

The Director of the Student Success Center and/or the Disability Officer will want to talk to you about your disability, discuss your needs, and review your documentation. The documentation should include a diagnosis or description of your disability(ies), list results of tests (if appropriate), and include the recommendations of a specialist regarding appropriate academic accommodations. At this point we may schedule another meeting to include your faculty advisor. In consultation with your documentation, we will determine academic accommodations that we can offer on our campus.

Possible academic accommodations may include extended test-taking time, special seating, notetakers, readers/books in alternative format, and assistance from the Student Success Center. We can help provide information about books on tape, adaptive equipment for physical disabilities, or specialized software. Of course, we will work together to determine what is appropriate for you.

How do I receive other accommodations?
Those with physical disabilities will find the campus accessible. All major classrooms and dining facilities are accessible, as are the major social sites and needed residence facilities.
Individuals with disabilities who have access problems in any campus building or other needs are encouraged to bring their concerns to the attention of David Todt, Chief Administrative Officer, (641) 472-1195 (campus ext. 1195).

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**STUDENT SUPPORT SERVICES**

Dr. Jonathan Shapiro, Director • Argiro Student Center, Room 119  
E-mail: jshapiro@mum.edu  
Phone ext. 1241 (641 472-1241)  
Emergencies (641) 233-8105

Student Support Services offers consultation and resources to help students resolve personal issues for their own growth and the growth of the University. Our sincere desire is to help students feel more comfortable and happy with all aspects of their lives here at M.U.M. Whether you have personal or academic issues, questions about policy or procedure, or need information about resources on or off campus, we are here to listen with respect and compassion — and to collaborate with you to find solutions. Please feel free to come talk privately with us about any questions or concerns.

**Services**

- Providing one-on-one or group consultation and referrals for students seeking guidance to resolve academic and personal issues.
- Connecting students with appropriate campus and community resources.
- Providing support for students with adjustment concerns
- Providing support for students with a history of substance abuse challenges
- Serving as consultants to faculty, staff, and administrators regarding student needs and related issues.

**You may want to contact Dr. Jonathan Shapiro for the following concerns:**

- Difficulty Sleeping
- Mood Fluctuations
- Excessive Worrying
- Difficulty adjusting to MUM life or routine
- Challenges due to history of alcohol or drug use
- Feeling Isolated
- Difficulty focusing or completing assignments
- Any personal or emotional concerns
INTERNATIONAL STUDENT ADVISING

Nancy Watkins, International Student Advisor • Henn Mansion, 1st Floor
Mailbox: MR 795 • E-mail: nwatkins@mum.edu
Phone: ext. 1222 (641-472-1222)
(Please call for an appointment.)

International students are encouraged to contact Nancy Watkins, the International Student Advisor, for information about rights and responsibilities in connection with your student visas. Her office is happy to help you with Social Security numbers, bank accounts, student health insurance, and any other matters of concern to you as an international student.

Diana Rivera, Office of International Students and Scholars • Dreier Building, Room 113
E-Mail: drivera@mum.edu
Phone: ext. 4811 (641-472-7000 ext. 4811)

As Associate Director of LEAN Implementation in the Office of International Students and Scholars (OISS), Diana Rivera works to improve the quality of services offered to International students through the use of Educational LEAN tools. Diana also assists new and continuing students in successfully adapting to campus life by creating presentations and sharing her own experiences as a former international student at M.U.M.

RESIDENT ADVISOR PROGRAM

Christopher Taft, Director, Resident Advisor program • Dreier Building, Room 111
• E-mail: ctaft@mum.edu
Phone ext. 1384 (or 641-451-1179)

Alvaro Monasterio, Associate Director, Resident Advisor program • Dreier Building, Room 113
Mailbox: MR# 7 • E-mail: amonasterio@mum.edu
Phone ext. 4804 (641) 472-7000 ext. 4804

The Resident Advisor (RA) program has been designed to promote the fulfillment of a healthy and well-balanced residential life experience. RA’s are both residence hall administrators and community developers.

RA’s Areas of Responsibility

● Develop Community
● Uphold Community Standards & University Policy
● Safety & Security in the Residence Halls

Students who wish to apply to be an RA can fill out the application online: http://www.mum.edu/rezlife-apply
Applicants are asked to be familiar with the guidelines in the *M.U.M. Student Handbook* (especially those on housing, guests, fire regulations, and student conduct) as well as the Resident Advisor Job Description (which is available in the Residential Life website: http://www.mum.edu/ra-job).

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**STUDENT ACTIVITIES**

Sascha Kyssa, Director  
Kaitlin Fitzgerald, Assistant Director  
Argiro Student Center, Room 120 • E-mail: stuact@mum.edu  
http://www.mum.edu/current-students/activities  
Phone: 641-472-1104 (or ext. 1104)  
Cell: 641-919-1016

The Student Activities office helps organize a wide variety of recreational activities, cultural events, movies, concerts, bus trips, workshops, parties, lectures, and celebrations, often in conjunction with the Global Student Council. In addition to events and activities, the department also manages the student café located on the main floor of the Argiro Student Center. The office also very much welcomes any creative suggestions you might have.

**Parties, Movies, and Cultural Celebrations**

Throughout the year we have a variety of events, either outdoors or in the Argiro Student Center, Arts Center Theater, Fairfield Arts and Convention Center, and other venues. Celebrations honoring traditions of our international students are very popular.

**Performances and Variety Shows**

Student Activities sponsors events that feature local performing artists as well as artists from all over the world. Recent performances have featured hip hop, rap, rock, jazz, classical, and ethnic music. We also have a popular Variety Show each year. The Variety Show is a display of student talent in the form of musical and dance performances, comedy skits, poetry recitals, and traditional ethnic performances from all around the world.

**Bus Trips**

Trips are organized on a regular basis for out-of-town shopping, cultural events, and recreational activities.

**Workshops**

Workshops are organized on a regular basis and include topics such as gardening, vision boards, and career strategies.

**Café**

The *Vishwa Shanti Café* offers students organic food at competitive prices, providing an alternative selection to the upstairs dining hall. Just as important, the café provides a space for students to relax and mingle.

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**Student Government**

13
Student Government
The Student Government’s mission is to promote the full development of the inner and outer life of all students — “200%” of life. Student Government creates and supports programs and activities that enhance the bliss, health, and satisfaction of all students.

All students are encouraged to meet with the Student Government representatives in the dining hall, in class, or at other locations on campus. Find out what Student Government can offer you.

Student Government provides:

- opportunities for developing leadership skills
- sponsorship and funding of student clubs, movies, concerts, dances, cultural celebrations, speakers, and many other activities
- various committees to enhance the quality of student life

Every spring the student body elects members of the Student Government for the following school year. The principal officer is the Student Body President, who is responsible for the overall administration of the Student Government. The other members who are elected are the Student Body Vice-President, the World Congress President, and the Cultural Committee President. An additional delegate to Student Government is elected by the students in the Computer Science and Accounting MBA Professionals programs. The Secretary and Treasurer are appointed nonvoting members of Student Government. Additional appointed members include the Food Committee Representative, the Campus Sustainability Representative, the Student Health Representative, and the Communications Coordinator.

Student Forum
The Student Forum is a venue for students to share ideas and opinions, and voice concerns. It is a discussion, which can be held in person or online. Any student may attend Forum meetings.

The Student Body is responsible for voting on Student Government proposals that require approval of the Student Body according to the Student Government Charter. Voting on Student Government proposals is conducted via email or other means to the entire Student Body.

All students are encouraged to become involved by serving on Student Government, participating in the Forum, presenting proposals, and expressing their views. Get to know your Student Government, and get things done.

To view the Student Government Charter, please click here.

Student Clubs and Organizations

There are many opportunities to participate in a wide variety of student clubs and activities representing our students’ varied backgrounds, interests, and skills — including international student groups; sports, language, and dance clubs; and many others. International student organizations help to care for our international students’ needs. They help coordinate celebrations of national days and inspire international students to share the unique beauty of their cultural heritage with the entire community. For a list of clubs, please click here.
Each club has a faculty representative who actively guides the club. Clubs may seek money to support their activities from the student activity fees administered by the Student Government. Students interested in starting a student club should visit here.

When scheduling events, the following steps are to be followed:

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**Guidelines for Movies and Other Events Sponsored by Students and Clubs**

Students and clubs wishing to sponsor a film screening or other event on campus are required to work with the club’s advisor or a faculty advisor of their choice. The advisor should ensure that the movie or event respects the following guidelines.

1. **Legal permission**
   
   We must have permission from the copyright holder to show a film. The University has BMI and ASCAP licenses. For films not covered by these licenses, the sponsor will need to obtain copyright permission. This can be costly, depending on the film or music. (A very limited exception allows the showing of movies in an ongoing academic class with face-to-face teaching.)

2. **Content**
   
   We recognize that film and other media have powerful effects on the audience, which can be life-supporting and non-life-supporting. At M.U.M., we favor the life-supporting because we understand that what we put our attention on grows stronger in our lives, and we wish to promote life-supporting influences in our campus culture. Therefore we ask sponsors to consider the effect of the film or other event on those participating. We also ask sponsors to inform potential viewers of what to expect so that they can decide if they wish to view the film or participate in the event.

   **A.** Films available in the MUM Library may be shown without further consideration, provided that we have legal permission.

   **B.** Other films and presentations may be offered provided they are respectful of our diverse, multicultural student body, ultimately life-affirming and nourishing, and not depressing or negatively overshadowing. In addition, we ask that event sponsors respect the following:
   - no extreme, graphic, or prolonged violence, or suicide
   - no excessive coarse language
   - only brief nudity, if any (and not full)
   - nothing at odds with the university's educational mission (e.g., promoting another form of meditation, use of drugs and alcohol, criminal behavior, etc.)

We understand that there is a subjective element to determinations of whether a proposed film or event is consistent with these guidelines. Therefore, if a proposal is disapproved:

- the person who disapproved will explain
- the student or club sponsoring the event will be asked to find another way to reach the outcome desired by the event, and
- the Department of Student Life will convene a review committee of three individuals consisting, if possible, of the chair of the MUM Art Department and/or Media and Communications Department or designee(s), a professor of social justice if available, and the Dean of Student Life or designee
The Dean of Student Life or designee may also disapprove a proposed event if he or she determines that it does not meet the above guidelines. In such a case, the above procedures shall be followed.

3. **Guest speakers or performers**
   If you would like to host a guest speaker or a performer, please ask your faculty advisor to submit a request to the Dean of Faculty office. Please wait for approval before proceeding with the event. To **enhance the educational value of the event**, where appropriate, we encourage the event sponsor to invite a faculty member to participate in the discussion of a film or other topic.

4. Fundraising by students: Fundraising for courses or events aligned with MUM’s mission, for example, the CIC course, may be done by groups of students only, not by individuals.

5. **Procedures**
   After the student or club and faculty advisor have concluded that the proposed event respects the above guidelines, the student or club should follow the steps on the “Plan an Event” page on MUM’s website: [http://www.mum.edu/event](http://www.mum.edu/event). For additional assistance, they may contact Student Activities stuact@mum.edu.

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**Bulletin Boards and Posting Notices**

All notices posted on campus bulletin boards require approval by the Student Life Department. This includes business advertising and “for sale” notices, as well as announcements of campus events, or promotional materials of campus organizations. If you have a notice you would like to post, please take it to the poster station located in the Student Life Department, Dreier building, room 105.

Please be sure to follow the MUM Poster Guidelines posted [here](http://www.mum.edu/event).

Once your notice is approved, please be sure to post it only on bulletin boards specifically designated for that type of announcement. Notices taped to glass doors will be removed.

*NOTE: No materials may be distributed in residence halls or elsewhere on campus without the written approval of the Department of Residential Life. For information, please call ext. 4804.*

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**SURVEYS**

Dr. Christopher Jones, Director of Evaluation
E-mail: evaluations@mum.edu

Any formal survey of students (i.e., involving written or printed forms), or any other questionnaires given to students in general, whether sponsored by faculty or students, must be approved by the Director of Evaluation. This approval process ensures that the questionnaire or survey is properly prepared so that it will elicit the information sought, and that the surveying of students is coordinated so it does not interfere with course work.

Any surveys proposed by students should be developed in conjunction with their faculty advisor (e.g., questionnaires for master’s theses, student surveys by Student Government, etc.) and approved by the Director of Evaluation and the Department of Student Life.
ADDRESSING ISSUES OF CONTINUING CONCERN

If you wish to request an exception to University policy, or have an issue that hasn't been resolved to your satisfaction, or wish to appeal a decision, you may direct your inquiries as follows. The Department of Student Life team will be happy to assist you through the process.

Academic Honor Code Violations
A student may appeal a decision regarding an Honor Code violation within 72 hours of receiving the committee’s written notification. Appeals must be in writing and provide the basis for the appeal in accordance with the criteria outlined in the Academic Honor Code. Appeals of decisions made by the course instructor are submitted to the department head for final review. Appeals of decisions made by a department head are submitted to the Academic Standards Committee for final review. Appeals of decisions made by Academic Standards Committee or a subcommittee thereof are submitted to the Dean of Faculty for final review.

Academic Policies
Requests for exceptions to University academic policies may be made in writing on the Academic Standards Petition form, available at the Enrollment Center in the basement of the Dreier Building. The petition is submitted to the Registrar in the Enrollment Center and is reviewed by the Academic Standards Review Board, which usually meets weekly.

Campus Safety Violations
If you wish to appeal fines assessed for any violation, you must file a written appeal within seven days of issuance of the fine. Written appeals must be brought to the Campus Safety Office (drop box in door), Verrill Hall, Room 43; or mailed to M.U.M. Safety, 1000 N. Fourth Street, Fairfield, Iowa 52557, telephone 641-472-1117.

Computer and Network Issues
If you wish to appeal a decision to restrict or suspend your computer or network usage, you may file a petition for reinstatement of computing privileges to an Associate Dean of Students, 105 Dreier Building, studentlife@mum.edu, telephone 641-472-1225.

Equal Opportunity Policy
Inquiries regarding the University’s equal opportunity policies and practices should be directed to the General Counsel’s Office, Dreier Building, 2nd floor, croesler@mum.edu telephone 641-472-1175.

Financial Aid and Student Accounts
Requests for exceptions to University financial policies may be made in writing on the Finance Review Board Petition, available at the Enrollment Center in the basement of the Dreier Building. The petition is submitted to the Director of Student Accounts in the Enrollment Center and is reviewed by the Finance Review Board, which usually meets weekly.
Grades
Students who wish to appeal a grade should first discuss the matter with the course instructor. If that does not settle the appeal satisfactorily, then the student has until 30 days after the grade was sent out by the Registrar to file a written appeal with the department chair or, if the instructor was the department chair, with the Dean of Academic Programs.

Housing Regulation Violations
Appeals of housing charges may be filed within seven days of the fine being issued to the Associate Director of Residential Life, amonasterio@mum.edu, 641-472-7000 x4804.

Special Needs Accommodations
Requests for academic accommodations should be directed to the Director of Student Success Center, 105 Dreier Building, sswanson@mum.edu, telephone 641-472-1229. Appeals of decisions regarding academic accommodation shall be made to the Dean of Teaching and Learning, jschmidt@mum.edu, whose decision shall be final.

Individuals with disabilities who have access problems in any campus building or other needs are encouraged to bring their concerns to David Todt, Chief Administrative Officer, dtodt@mum.edu, telephone 641-472-1130 (ext. 1130).

Student Life Issues
Requests for exceptions to University policies regarding student life may be made in writing to the Associate Deans of Students, 105 Dreier Building, studentlife@mum.edu, telephone 641-472-1225.

Appeals to decisions of a Student Support Committee may be made to the Executive Vice-President, cpearson@mum.edu, in accordance with the procedures described in the Student Handbook.

Additional contact information

HIGHER LEARNING COMMISSION
1-800-621-7440

IOWA COLLEGE AID COMMISSION
1-877-272-4456

US DEPARTMENT OF EDUCATION
1-877-557-2575
CODE OF STUDENT BEHAVIOR

To promote maximum growth, well-being, and success for each student and our University community as a whole, all students are expected to abide by the Code of Student Behavior outlined below in the sections entitled: Academic Responsibility and Personal Responsibility.

ACADEMIC RESPONSIBILITY

The MUM Catalog contains the most comprehensive statement of university academic policies, and all students should become familiar with it. Students are responsible for being aware of the policies in the Catalog pertinent to their degree. Policies regarding graduation requirements, transfer credit, grading, attendance, registration, Development of Consciousness course requirements, monitoring student progress, and refunds and reduction in charges are among the many topics covered by the Catalog. The following policies are also included here for the students’ convenience.

General Responsibilities
To promote a settled, harmonious, and productive learning environment, all students are expected to be engaged in class, focused on classroom activities, and mindful of appropriate classroom behavior. For example, use of a cell phone in class, texting, or surfing the internet is generally inappropriate, as is use of abusive or disrespectful language. Inappropriate classroom behavior does not support a good learning environment, and is a violation of the Code of Student Behavior. In the event that a student is engaging in inappropriate classroom behavior, the instructor may immediately discipline the student and/or refer the matter to the Department of Student Life.

Students are responsible for their progress in meeting their degree requirements. University faculty and the academic support staff are dedicated to supporting the progress of our students. Students are encouraged to take advantage of the University’s resources, and should meet with their academic advisor at least once per semester. Ultimately, the responsibility for completing the degree requirements rests with the student. Therefore, all students should be aware of the requirements, ask questions when something is unclear to them, and see their advisor on a regular basis.

Academic Honor Code

Personal integrity, honesty, and honor are essential qualities of an ideal student and a developing leader. The University has established an Academic Honor Code that sets forth the standards of academic honesty and personal integrity expected of all students.

Academic Honor Code Guidelines
The purpose of observing the traditional standards of academic honesty is to promote an ideal learning experience. Students learn and grow when they receive feedback on their own thinking and its products, and when they use that feedback to improve. Furthermore, students experience progress when something
they themselves have composed receives positive feedback and support from another, whether it be a classmate or a professor. Consequently, the following principles govern the assessment of student work at the University.

- Any work represented as one’s own must be the product of one’s own thinking and research. This applies to all assigned work, including papers, examinations, quizzes, and oral presentations. In composing papers, students are encouraged to seek feedback from others on the work in progress but are expected to do the writing themselves.

- Any ideas drawn from other sources must be properly credited. This includes not only direct quotes, but also ideas drawn from course syllabi, videotaped lectures, and other University-related publications. (For further details see Academic Honor Code violation procedures below.)

- If a student knowingly allows another student to copy his or her work, that student will be subject to the same remedial consequences as the student who copied.

- Students who take responsibility for attendance or any other records contributing to the final course grade are required to be faithful and accurate in their reporting.

- Students who become aware of a failure to uphold the standards of the Academic Honor Code are required to notify the faculty member teaching the course.

- As Development of Consciousness is a required program, the standards of the Academic Honor Code apply to this to this area as well. Any action which misrepresents a student’s attendance or participation at group Transcendental Meditation or group TM-Sidhi program is not honest. Some examples of dishonesty in this area are as follows:
  1) passing your badge through the bar code scanner and not attending or participating in the group practice of the Transcendental Meditation and TM-Sidhi program including Yogic Flying
  2) having another student pass your badge through the scanner
  3) passing another student’s badge through the scanner.

Consequences of Academic Honor Code Violations
For procedures governing Academic Honor Code violations, please refer to the University Catalog. Consequences will be determined based on the facts and circumstances of the behavior and may include, among other things, lowered grades, including a grade of NC for the course, warning, probation, and suspension.

Attendance and Punctuality

Class Attendance and Participation
A significant educational experience consists of more than merely assimilating information. Each class session is a valuable opportunity to develop important skills, e.g. communication skills. The focus of group attention on the topic, intellectual discussion, participation in question and answer periods, and small group projects — all these elements combine to make each class session an enjoyable and valuable learning experience. Faculty place as much value on what students experience in each class as on the information they gain.
For these reasons, attendance at every class and full participation in all aspects of the assigned curriculum are required.

**Punctuality**
Because every minute of learning time in each class is precious, great emphasis is placed on students being on time to every class. Most faculty will reduce a student's grade if the student is repeatedly late.

**Attendance**
Students are expected to attend and participate in all classes, except when they are sick or have a family emergency or other circumstance beyond the student’s control. There are no “personal days” during academic blocks, and taking a class day off for other reasons will usually lead to a reduced final grade. Students should be especially vigilant with respect to days before or after holiday breaks. Such missed days are not considered excused absences.

Students who miss more than two sessions for a 1-credit course, four sessions for a 2-credit course, or six sessions for a 4-credit course, or the equivalent, for any or no reason, will not be given credit for the course.

**Excused absences**
If a student must miss more than two sessions for a 1-credit course, four sessions for a 2-credit course, six sessions for a 4-credit course, or eight sessions for a 6-credit course due to illness or family emergency, he or she will most likely be asked to withdraw from the course.

In the case of illness, students must notify their faculty immediately by email or telephone, and may be required to have the illness confirmed in writing by the MUM Campus Nurse or a licensed health care professional. In the case of a family emergency, students should notify their faculty or a member of the Department of Student Life. If students do not notify their professor of the reasons for their absence, the faculty will presume that the absence is unexcused.

An Associate Dean of Students is notified by the instructor in these situations. If a student has special circumstances justifying continued participation in a class in which he or she has exceeded the allowable absences, the student will need to submit a petition to the Academic Standards Committee, which will determine if the student is allowed to continue.

**Unexcused absences**
Repeated unexcused absences are a violation of the Code of Student Behavior in addition to leading to a reduced grade. In addition to academic consequences, students with repeated unexcused absences are subject to the following actions.

If a student misses six sessions of a 6-week class, four sessions of a 4-week class, or 2 sessions of a 2-week class for reasons other than the allowable sickness or family emergency, the student will be placed on Attendance Alert 1. If the student then has another unexcused absence in that class, the student will be invited to a conference with an Associate Dean of Students, who will place the student on Attendance Alert 2. If a student on Attendance Alert 2 misses yet another class without proper excuse, the Associate Dean of Students will call a Student Support Meeting, and the student will likely be suspended from the University.

Because of the importance of the first lesson of each course, students are expected to be present from the first lesson onward. Any student not present when the course instructor calls roll on the first day (except for such compelling reasons as illness or family emergency) may be asked to withdraw from the course.
The development of consciousness through the regular practice of Maharishi’s Transcendental Meditation (TM) technique is a core value of the University and an integral component of the academic program. Four decades of scientific research have shown the TM technique to be highly beneficial to student success and the promotion of campus harmony. For this reason all students are required to practice the TM technique twice a day in the morning and afternoon according to the instructions they received from their TM teacher. Students who choose not to practice the TM technique are not eligible for continued enrollment at the University.

Students are automatically enrolled in a Development of Consciousness (DC) course for every semester in which they are registered for a course on campus or participating in a local internship. Undergraduates can apply up to 16 credits toward their total academic requirements for graduation. Many students also learn the advanced TM-Sidhi program, including Yogic Flying, and practice this as part of their DC course. Extra credit is given for successful completion and continued practice of the TM-Sidhi program.

It is a benefit to every class that students practice the TM technique together in a group. To facilitate this, group meditations are a structured part of the academic day and a part of every class. Morning classes will conclude with a ten-minute group meditation before lunch. This meditation is in addition to the student’s 20-minute meditation before breakfast and the start of class. Afternoon classes will conclude with a 20-minute group meditation led by the faculty beginning at 2:50 p.m. Classes are dismissed at 3:15 p.m. Students who have learned the TM-Sidhi program may leave class at 2:45 p.m. in order to participate in an early afternoon group TM and TM-Sidhi program in the student program halls, or later in the afternoon in the student program halls or the Golden Domes.

The Department of Development of Consciousness faculty is available to help students with any questions they may have about the TM technique, scheduling it into their daily routine, scheduling a TM checking appointment, availability of advanced programs, etc.

Registration Policies

Changing, Dropping, or Withdrawing from Courses

It is important for students to be in class starting from the first day. This is because, in the University’s system of Consciousness-Based education, the teacher presents an overview of the entire course on the first
After the first day, later topics are connected back to this overview. To minimize changing, dropping, or withdrawing from courses, students should meet with their advisor before the start of the semester and plan out a full year of courses. The year’s schedule of available courses can be found at http://www.mum.edu/classes.

If, in spite of careful planning, you must drop or change a course, the following policies apply.

**Changing a Course**

If a student wishes to change from one course into another, he or she must obtain an “Admit to Class” slip from the Enrollment Center. The student then presents this slip to the professor of the course into which he or she is entering. The student must be in the new course by the afternoon of the second day of class for a two or four-week class and by the morning of the sixth day of a longer course. Please note: Not all courses may be entered after the start of class. Professors reserve the right to require attendance on the first day of their class.

**Course Drop or Withdrawal Form**

The Course Drop or Withdrawal Form, needed for all of the procedures below, can be obtained from the Enrollment Center or downloaded online at http://www.mum.edu/RelId/612849/1Svars/default/Forms_You_May_Need.htm.

In all cases, the student must fill out this form, have it signed by his or her academic advisor or one of the graduation advisors in the Enrollment Center, and deliver or email it to the Enrollment Center by the deadlines given below.

**Dropping a Course**

A student may drop a course for any reason:

- By 1 pm of the second day of a course four weeks or less,
- By 1 pm of the fifth day of a course longer than four weeks.

In this case, the course is removed from his or her academic record.

- If the deadline is missed, a student will need to meet with an Associate Dean of Students to discuss the implications of dropping the course.

**Withdrawing from a Course**

A student may withdraw from a course for any reason after the deadlines given above for dropping a course, but this must be done:

- Before 4 pm on the second Monday of the course for a 2- or 4-week course,
- Before completion of 25% of the course for a course longer than 4 weeks.

In this case, the student receives a grade of W (course withdrawal).
The student should meet with Financial Aid and an Associate Dean of Students to discuss the implications of withdrawing from the course.

- If the deadline for withdrawal is missed, any student who ceases to come to class will receive NC (no credit) for the course, except possibly in the case of illness or family emergency (see below). An NC means 0 credits for the course and this will negatively affect a student’s GPA.

Exception for illness or family emergency

If a student is ill or has a family emergency and must withdraw from a class after the deadline, the student may petition an Associate Dean of Students or his or her faculty to receive a grade of W, but this must be done:

- Within two weeks of the last day of attendance.

To petition, the student must fill out the Course Drop or Withdrawal Form, have it signed by his or her academic advisor or a graduation advisor in the Enrollment Center, and deliver or email it to the Enrollment Center within two weeks of the last day of attendance. The Enrollment Center will pass the form to an Associate Dean of Students who may require documentation of illness or family emergency.

- After two weeks from the last day of attendance, if a student has not petitioned in this way, he or she will receive NC for this course.

Any student who lives on campus and withdraws from a course must either move off campus for the remainder of the course or engage in an activity as approved by an Associate Dean of Students.

Development of Consciousness course requirements can be adjusted if students are less than full time in any semester. Students should contact the Development of Consciousness office to request this adjustment.
PERSONAL RESPONSIBILITY

Cordial and considerate behavior is vital for enjoying harmony within any group, professional or social. And knowledge of appropriate behavior is essential for assuming any level of leadership in society. Therefore, all students are expected to uphold high standards of dignified behavior and personal integrity, both on and off campus. Adopting proper speech, etiquette, and attire will maximize orderliness in the student’s heart and mind, and will ensure that the student’s influence on his or her surroundings is suitable for every situation.

Students who engage in disrespectful, dishonest, dishonorable, or other inappropriate behavior, while on or off campus, will be spoken to by the faculty or members of the Student Life team, as appropriate, and may be subject to disciplinary sanctions in accordance with the General Remedial Procedures described in this Code of Student Behavior.

In addition to the above, specific offenses that are subject to disciplinary action include, but are not limited to:

- dishonesty, academic or otherwise (See section on Academic Honor Code)
- disruption of a class or other university function, including use of abusive or disrespectful language
- repeated unexcused absences and tardiness in any course
- harassment, intimidation, or coercion
- acts or threats of violence or physical force
- tobacco, alcohol and drug use in violation of local, state, or federal law, and/or University policy
- sexual misconduct
- misrepresentations in applying for financial aid, during a Student Support Committee meeting, or with respect to one’s transcripts, academic records, college identification card, meal pass, and other official university document
- theft of property and services, and willful property damage
- trespassing
- acts that compromise campus safety or security
- possession of weapons, explosives, or incendiary materials
- receiving or possessing lewd or offensive material, including but limited to pornography.

Note: The above list is not all-inclusive.

In the event that the Dean of Student Life or his or her designee determines that a student must meet certain conditions in order to safely and satisfactorily continue in the University community, the student may be required to enter into a continuing enrollment agreement with the University. Such agreement will be customized to address issues on which the student needs to put personal or professional attention.

Following are some of the standards of conduct expected of students at Maharishi University of Management. Questions on these points should be directed to the Department of Student Life c/o Amellia.
Daily Routine

Achieving maximum benefit from your education depends upon maintaining a healthy body and mind. For this, students are advised to maintain a balanced daily routine of meditation, academic work, meals, exercise and rest. Adherence to an ideal daily routine also helps develop the skill of time management, the ability to use time effectively for greater efficiency in action.

To ensure maximum progress and comfort for everyone, please observe the following schedule:

- **Practice of the Transcendental Meditation® or TM-Sidhi® program**
  Before breakfast in a group or on your own

- **Breakfast**
  9:00 a.m. to 10:00 a.m. Monday through Saturday
  11:00 a.m. to 1:30 p.m. Sunday Brunch

- **Classes, Lunch, and Afternoon Practice of the TM Program or the TM and TM-Sidhi Program**
  Attendance at all classes is required. (Note: Each nonstandard program has its own class schedule.)
  Classes are generally from 10:00 a.m. to 3:15 p.m. Monday through Friday with an hour break for lunch, and 10:00 a.m. to 12 noon on Saturday. Students practicing the TM program who have not yet taken the TM-Sidhi program will have a 20-minute group meditation in the classroom beginning at 2:50 p.m., with class ending at 3:15 p.m. Students who have learned the TM-Sidhi program may leave class at 2:45 p.m. in order to do an early afternoon group TM and TM-Sidhi program in the student program halls, or later in the afternoon in the Golden Domes.

- **After class**
  Students are encouraged to exercise, taking advantage of our *Fit for Life* program. Some students use this time for college work-study, homework, or socializing.

- **Dinner**
  6:30 p.m. – 7:45 p.m.

- **Evening Study Hours**
  7:30 p.m. to 9:30 p.m.

- **Early to bed**
  Rest is the basis of activity. Therefore, we encourage students to be in bed by 10:00 p.m. A typical homework assignment can be comfortably completed by this time.

- **Quiet Times in the Residence Halls**
  9:30 p.m. to 9:30 a.m.
  At times when people are usually sleeping, please refrain from activities that could disturb others in the residence halls, such as talking loudly or playing music in your room, or talking in the hallways. These
times are from 9:30 p.m. to 9:30 a.m. every day. At other times, students are expected to be respectful of others who may be studying, especially during afternoon and evening hours.

• Visiting Hours
To ensure that students may comfortably maintain a good daily routine, visitors are asked to leave the residence halls by 9:30 p.m. in the evening. Guests should not enter the buildings before 9:30 a.m. Note: Visiting hours and locations for guests of the opposite gender are posted in the residence halls.

• Exercise and Fitness
Undergraduate students are strongly recommended to participate in at least four hours of dynamic physical activity each week and to request a fitness assessment every semester. This fitness program is an individualized flexible program that is designed and implemented by each student. The faculty in the Department of Exercise and Sport Science are available to assist the students to plan and implement their individualized health and fitness program.

We also offer recreation and exercise classes in a variety of activities and sports, with class times to meet most schedules. The Recreation Center and the Outdoor Swimming Pool are open to students at no charge. Please contact the Department of Exercise and Sport Science for a booklet explaining all recreation and exercise programs.

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**Attendance and Punctuality**

Students are expected to attend and participate in all classes, except when they are sick or have a family emergency or some other compelling reason. This allows students to gain the maximum from Consciousness-based Education.

Repeated unexcused absences and tardiness are a violation of the Code of Student Behavior. In addition to academic consequences (described in the section on Academic Responsibility in this Code), students with repeated unexcused absences are subject to the following actions.

If a student misses six sessions of a 6-week class, four sessions of a 4-week class or 2 sessions of a 2-week class for reasons other than the allowable sickness or family emergency, the student will be placed on Attendance Alert 1. If the student then has another unexcused absence in that class, the student will be invited to a conference with an Associate Dean of Students, who will place the student on Attendance Alert 2. If a student on Attendance Alert 2 misses yet another class without proper excuse, the Associate Dean of Students will call a Student Support Meeting, and the student will likely be suspended from the University.

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**Standards of Appearance**

The way we dress has an effect on ourselves and on everyone around us. The faculty seek to create a coherent, focused, and dignified atmosphere on campus and in the classroom that supports the gaining and applying of knowledge. Faculty ask that students dress in keeping with this purpose. This means:
● Neat, dignified, and modest clothing appropriate to the occasion is encouraged at all times.
● Torn, stained, and sloppy clothing are not appropriate.
● Immodest or revealing clothing is not appropriate (e.g., short shorts or mini-skirts).
● Shorts are not appropriate for class, but shorts (other than short shorts) may be worn in the dining hall or while doing class projects outside the classroom when appropriate as determined by the faculty.
● Students from other cultures and traditions are welcome to wear traditional dress provided the appearance is neat and modest

Academic departments may have additional standards of dress appropriate to their field of professional preparation. Meditation halls may have their own dress guidelines.

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**File Sharing and Copyright Protection**

M.U.M. wants to protect every student, faculty member and administrator from the pitfalls of unsafe or illegal computer file sharing. When you are networked by way of a person-to-person, file-sharing program (P2P file sharing), you may unknowingly:

● download material that is protected by copyright laws and find yourself mired in legal issues,
● allow others to copy private files — even giving access to entire folders and subfolders you never intended to share,
● download a virus,
● facilitate a security breach, and/or
● download offensive material labeled as something else.

Downloading material protected by copyright laws may result in students, and students’ parents or guardians, being sued. U.S. copyright law protects anything in tangible form, including digitized form. There is a substantial fine and several years in prison for illegal activity on the web. A person caught doing illegal downloads might be allowed to plead guilty and pay a $5000.00 fine to avoid going to court.

The Recording Industry Association of America, the Motion Picture Association of America and the Music Publisher’s Association are all quite active in preventing copyright theft of original work. (See [www.riaa.com](http://www.riaa.com) AND [www.mpaa.org](http://www.mpaa.org).) These associations have hired experts who search the web looking for illegal downloading activity. Major record companies have sued individuals at 26 different universities for using P2P networks to illegally distribute copyrighted sound recordings.

When M.U.M. is notified about infringement concerning an IP address on the University network, the Department of Student Life conducts standard policy violation procedures. The student must IMMEDIATELY CEASE AND DESIST from any further file sharing activity in which materials is distributed from the student’s computer for which the student does not have permission or license from the copyright holder.

The student may also face more aggressive legal consequences, such as ‘pre-litigation settlement letters’ on copyright infringement cases in federal court. The violator is offered the opportunity to pay up to several thousand dollars in lieu of going to court.
M.U.M. also routinely monitors connections, and if a particular connection is using more than its share of bandwidth, the University imposes a penalty and slows that connection down. Monitored individuals can also be contacted by Information Services, and referred to the Department of Student Life.

Promoting Respectful Behavior

Honoring diversity is one of the core values of Maharishi University of Management. We honor cultural diversity as well as diverse backgrounds and viewpoints, and welcome everyone’s contributions. We do not tolerate harassment in any form. This includes, but is not limited to, harassment on the basis of sex, race, color, religion, disability, status as a veteran, national or ethnic origin, sexual orientation, gender identity, or political belief. Should you have any concerns, please contact the Dean of Student Life or any other member of the Department of Student Life. When the University becomes aware that harassment might exist, prompt and appropriate action will be taken.

What to Do in Case of Sexual Harassment or Violence

The University does not discriminate on the basis of sex in its education programs, and sexual harassment and sexual violence are types of sex discrimination. The University’s policy prohibiting sex discrimination applies to conduct on and off campus and protects students, faculty, staff, and visitors.

Sexual Harassment

According to the Sex Discrimination Guidelines of the Equal Employment Opportunity Commission (EEOC), sexual harassment is a form of sex discrimination. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submissions to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or academic performance, or
2. Submission to or rejection of such conduct by an individual is used as the basis of employment or academic decisions affecting such individual, or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual’s work or academic performance or creating an intimidating, hostile, or offensive working or educational environment.

Sexual harassment involving students may occur between two or more students, between students and faculty, or between students and administrators. Third party harassment may occur when a person who is not the direct target of harassment suffers the consequences of harassment indirectly, for example, when a student overhears others in the classroom talking and joking about sexual subjects.

Complaints or incidents of harassment that do not involve sexual violence should be reported immediately to the Dean of Student Life or any other member of the Department of Student Life. (Complaints of sexual violence should be reported to the police, Campus Security, and/or the University’s Sexual Assault Response and Prevention Coordinator, as described in the section below.)
Once the University is notified of a complaint, the Dean of Student Life or her designee will conduct a prompt review. This will be conducted as confidentially as possible keeping in mind any request for privacy, but also the well-being of members of the University community. The accused will be notified of the complaint, afforded an opportunity to respond, and notified of the outcome of the review.

The goal of the review will be to determine if harassment has occurred, and if so, to redress the situation, including taking appropriate steps to prevent it from happening again. The review may result in a recommendation of mediation between the parties, legal action, or disciplinary action including a warning letter, probation, suspension, or dismissal from the University. Retaliation against a person who reports harassment in good faith will not be tolerated.

If a finding of harassment is made, a record will be filed in the harasser’s file. Upon written request, the University will disclose to the alleged victim of a non-forcible sex offense, the results of any disciplinary hearing conducted by the University against a student who is the alleged perpetrator of the crime or offense.

**Sexual Violence**

“Sexual violence” is defined as attempted or actual sexual contact performed without the active, verbal consent of another individual. It includes Sexual Assault, Sexual Battery, (making unwanted and sexually offensive contact with an intimate body part of another person, including clothing covering any intimate body part, or which cause an immediate apprehension in the other person that such an act will occur), and any kind of “Sexual Contact,” obtained without effective consent.

Sexual violence can be committed by anyone against a person of the same or other gender. Sexual violence can be committed by current or former lovers, friends, acquaintances, or strangers.

Students, faculty members, and staff members should understand that apparently consensual sexual relationships, particularly those between individuals of unequal status, may be or become a violation of this policy. Anyone who engages in a sexual relationship with a person over whom the individual has any degree of formal power or authority must understand that the validity of the consent involved can and may be questioned. The University is particularly aware of the abuse potentially inherent in sexual relationships between staff or faculty members and students, and between supervisors and their employees.

Sexual violence, whether on or off campus, is prohibited and will not be tolerated. This applies to academic, educational, co-curricular, athletic, study abroad, residential and off-campus conduct, and other programs.

**What to Do if you Believe you are the Victim of Sexual Violence**

Maharishi University of Management urges people who have been sexually assaulted to pursue criminal charges against the person or persons they believe to have committed the sexual assault. A person who has experienced a sexual assault involving a member of the campus community is also urged to make a complaint to the University by contacting Campus Safety and Security and/or MUM’s Sexual Assault Response and Prevention Coordinator.

The Sexual Assault Response and Prevention Coordinator is Caterina Roesler. She can be reached at (641)472-7000 ext 2241; croesler@mum.edu.

Complainants are also advised to seek medical attention as soon as possible or within 72 hours of a sexual assault, though they may do this at any time.

When informed of an alleged incident of sexual violence, all University students, faculty and employees are urged to encourage and assist complainants, as needed, to report the incident to local law enforcement, local victim/survivor services, M.U.M.’s Sexual Assault Response and Prevention Coordinator, or a member the Student Life Department, and/or campus security authorities. A criminal charge and an internal complaint can be pursued at the same time.
Retaliation prohibited

Actions by a student, faculty or, staff member intended as retaliation, reprisal or intimidation against an individual for making a complaint or participating in any way in a report or investigation under this policy are prohibited and are subject to appropriate disciplinary action.

For the University’s complete policy on What to Do in Case of Sexual Violence, including definitions, reporting options, medical treatment, counseling resources, investigation process, and appeal process, as well as Frequently Asked Questions, please go to www.mum.edu/pdf/Handbook-on-Sexual-Harassment.pdf.

Tobacco-Free Campus

In accordance with the State of Iowa Smokefree Air Act, smoking is prohibited at Maharishi University of Management. All indoor and outdoor spaces are smoke-free. The University's policy of no smoking predates the new state law, but both are based on scientific test results on the negative health effects on both smokers and nonsmokers.

The Smokefree Air Act was passed in 2008 to protect the public’s health and the health of employees from the dangers of exposure to secondhand smoke. This law affects all businesses in Iowa, including public and private educational institutions. Maharishi University of Management is required to comply with the law, inform our employees and students about it, and enforce the law. Failure to do so could result in penalties for the University. For more details on the law, the Iowa Department of Public Health has provided a link on the Smokefree Air Act website at www.IowaSmokefreeAir.gov.

Penalties for Students Using Tobacco Products on Campus

According to MUM policy and Iowa state law, no one is permitted to smoke anywhere on campus. This includes outdoors (roadsides, lawns, sidewalks, etc.), inside buildings, motor vehicles, and other enclosures. (University policy includes no smoking on or off campus in all vehicles owned or leased by the University.) Also, use of smokeless tobacco products is prohibited.

The law provides for fines against those individuals who violate the Iowa Smokefree Air Act. Individuals who violate the University’s policies will be subject to fines and disciplinary action in addition to that prescribed by the state law.

Following are procedures and university penalties and fees pertaining to students using tobacco products on campus:

Smoking Fines: If a student is determined by MUM Campus Safety and Security or a Resident Director to have been using tobacco on campus, a $100 fine will be levied. If smoking occurs within a campus building, an additional $250 Room Restoration Fee will be added to the fine, bringing the total to $350. The Room Restoration Fee is for cleaning, replacing carpet, mattress, repainting or whatever expenses are incurred by the University to make the environment suitable for non-smokers.
$ 100.00 Smoking Fine  
+ $ 250.00 Room Restoration Fee  
$ 350.00 Total  

Smoking Cessation: Any student seeking help with smoking cessation is encouraged to contact the Campus Nurse at 641-472-7000, ext. 3411 or visit her in the Ladies Peace Palace, 1080 N. 4th Street, Rms. #1 - 4.

Alcohol and Drug Use

Maharishi University of Management supports maximum growth of our students and the development of total brain functioning. Therefore, we are seriously committed to having a drug-free and alcohol-free campus as well as substance-free students, whether on or off campus. Our stringent policy regarding alcohol and non-prescribed drug use reflects this commitment.

Consciousness-based education is for those who wish to grow in higher states of consciousness, and the use of alcohol and drugs impedes that progress. The educational system offered at MUM is designed to unfold the infinite potential of mind, body, and behavior by completely natural means. The influence of drugs and alcohol is not nourishing to our University community. Therefore, anyone who uses these substances, promotes the use of these substances, makes them available to others, or is found in the presence of these substances, in violation of our Code of Student Behavior and/or the law, is subject to disciplinary consequences.

Note: Students taking any prescribed medications should continue until their health care provider recommends otherwise.

Students seeking assistance with substance abuse issues are strongly encouraged to visit privately with the Director of our Student Support Services, Campus Nurse, or any other member of our Student Life team. We will direct you to the appropriate resources. For a listing, please visit http://www.mum.edu/RelId/652112/ISvars/default/Guide_to_Support_Services.htm.

ALCOHOL POLICY

Alcohol slows down brain functioning leading to poor decision making and slower reaction times. This can lead to serious accidents when drunk. In addition, alcohol kills brain cells. By drinking you are damaging the very means of gaining new knowledge and being most successful in your life.

Iowa Laws

In the state of Iowa, the possession, use, or distribution of alcohol, is illegal for anyone under age 21. Students in violation of any alcohol-related laws will be subject to remedial action, and may also be prosecuted under state or federal law.

On campus

The possession, use, and/or distribution of alcohol and empty alcohol containers are prohibited on campus. If a student of any age has alcohol or empty alcohol containers in his or her possession on campus (either carrying the alcohol beverage or having already consumed it), this is regarded as a serious breach of
conduct. Students are also not allowed to be in the company of those who are using or distributing alcohol on campus. Violation of this policy will result in immediate remedial action.

**Off campus**

The University strongly recommends that students of all ages abstain from the possession, use, or distribution of alcohol off campus as well as on campus. The underage possession or use of alcohol off campus, distribution to students under the age of 21 off campus, and driving while under the influence of alcohol anywhere are prohibited and subject to immediate remedial action. Note: the alcohol and drug abuse policy is in effect during all field trips, Rotating University classes, other University-sponsored events, and internships.

**Health Risks of Alcohol Consumption**

According to [The Partnership at Drugfree.org](http://www.drugfree.org),

"Alcohol, even at low doses, significantly impairs the judgment and coordination required to drive a car safely. Low to moderate doses of alcohol can also increase the incidence of a variety of aggressive acts, including domestic violence and child abuse. Hangovers are another possible effect after large amounts of alcohol are consumed; a hangover consists of headache, nausea, thirst, dizziness, and fatigue.

Prolonged, heavy use of alcohol can lead to addiction (alcoholism). Sudden cessation of long term, extensive alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations and convulsions. Long-term effects of consuming large quantities of alcohol, especially when combined with poor nutrition, can lead to permanent damage to vital organs such as the brain and liver."

Consequences of alleged infractions of the Alcohol Policy are detailed in the section below entitled “Alcohol and Drug Use Corrective Procedures”.

**DRUG POLICY**

**State and Federal Law and University Policy**

In the state of Iowa, the possession, use, or distribution of certain non-prescribed drugs (such as marijuana, cocaine, methamphetamine, etc.) is illegal. The University’s policy is that the possession, use, distribution, manufacturing and/or growth of illegal drugs and the possession of drug paraphernalia are prohibited. Being in the company of those who are using or distributing illegal drugs or misusing prescriptions drugs is also prohibited. This policy applies to all students, on and off campus, during the school year and during vacations, whether they are here or elsewhere. The University views this infraction of rules as a serious breach of conduct subject to remedial action. Students may also be prosecuted under state or federal law. A schedule of federal penalties for their possession and distribution may be found at [http://www.justice.gov/sea/druginfo/ftp3.shtml](http://www.justice.gov/sea/druginfo/ftp3.shtml).

The misuse of prescribed drugs and psychoactive substances is also contrary to the University's mission to promote the development of the full potential, health and well-being of the individual. Therefore, the misuse of prescribed drugs and possession or use of psychoactive substances,
whether legal or illegal, or natural or man-made, is not permitted on or off campus, with the exception of medication that is prescribed by a licensed medical professional.

Note regarding federal law: if you are convicted for illegal drug use and the offense occurred while you are receiving Federal Student Aid, you may become ineligible for Federal Student Aid for one to three years.

Health Risks of Illegal Drug Use
A summary of health risks of illegal drugs by the National Institute of Chemical Dependency may be found at www.nicd.us/drugclassifications.html.

ALCOHOL AND DRUG USE CORRECTIVE PROCEDURES
The University wishes to promote early intervention for students who seem to be using alcohol or drugs in violation of university policy, but have not been caught violating university policy. Therefore, faculty, Resident Advisors, fellow students, and others who suspect alcohol or drug usage by a student, including improper use of prescription drugs, are strongly encouraged to call the Director of Student Support Services, the Director of the Student Success Center, or any other member of the Department of Student Life team to share the concern.

If warranted, a member of the Student Life team will meet with the student privately, and consider with the student how best to address the concern. As long as the student has not been caught in violation of university policy, and is not about to be charged with a violation, this meeting will not result in any disciplinary sanctions for the student for past violation of the alcohol and drug policy.

I. General Procedures and Policies for Alleged Alcohol and Drug Policy Infractions
● A student who is found in alleged violation of the alcohol or drug policies is required to meet with the Dean of Student Life or his or her designee or attend a Student Support Meeting, in accordance with the General Remedial Procedures outlined in the Code of Student Behavior.
● The University reserves the right to judge each case individually, based on all relevant information. The Committee will consider all the circumstances and facts at hand, including but not limited to any prior record, and the severity of the alleged infraction.
● MUM may proceed on circumstantial evidence or reliable hearsay; and is not constrained by formal rules of legal evidence. If evidence is missing or inconclusive, the Committee may choose to give the student a warning. The University does not require an arrest or conviction to take action on an alleged infraction.
● If a student is incapacitated due to alcohol or drug use, is unconscious, or otherwise needs medical attention, the student, if able, and others are strongly encouraged to call 911 quickly, and then Campus Safety and Security at 641-472-1115 (campus extension 1115), in order to protect the health and safety of the affected student. If violence is occurring or immediately threatened, the student, if able, and others are also strongly encouraged to call 911, and then Campus Security. The responsible choice of any student who calls for assistance under such circumstances will be taken into account in determining the appropriate consequences for any violation by such student of the alcohol and drug policy.
● Students who choose not to meet with the Dean of Student Life or his or her designee, or a Student Support Committee, when requested, to discuss reported policy violations, or who fail to follow
through in a timely and prescribed manner on any consequences from an earlier meeting are subject to additional consequences to be determined by the Student Support Committee.

- A suspension may affect, among other things, the student’s tuition, room and board charges, and fees; financial aid; immigration status; and health insurance.

II. Alleged Alcohol Infractions

Please note: The following schedule provides minimum sanctions. The findings of fact, including but not limited to the amount and type of alcohol involved, the particular circumstances, and prior record of the student will be factors considered when determining any appropriate consequences.

A. First time, less serious:

1. Definition:
   - Evidence of possession of alcohol on campus
   - Empty containers in room, vehicle or personal belongings on campus
   - Being in presence of alcohol on campus
   - First time caught drinking or intoxicated on campus if 21 or older (cooperative with authorities)
   - First time caught drinking or intoxicated on or off campus if under 21 (cooperative with authorities)

2. Consequence:
   - Meet with Student Support Committee, chaired by Dean of Student Life or his/her designee, in accordance with the University’s General Remedial Procedures described in the Code of Student Behavior
   - Referral to Student Success Center, as appropriate
   - Follow up with Dean or other member(s) of Department of Student Life team, as appropriate
   - Warning and a minimum of 5 months probation
     - Other measures as appropriate, including but not limited to: screening and assessment
     - Alcohol education
     - Behavioral contract
     - Apology to affected persons (or deans as representatives of community)
     - Notification of parents or guardians of students who are under the age of 21 if such students have been found responsible for violating University policies regarding alcohol. Please note that the Family Educational Rights and Privacy Act (FERPA) has given universities the option to notify parents and guardians of students under the age of 21 who have been found responsible for violating University policy regarding alcohol and other drugs. M.U.M. may notify parents or guardians the first time and any subsequent time a student is found to have violated the University’s Code of Student Behavior policies on the use and possession of alcohol or other drugs.

B. More serious first-time violation or repeated violation:

1. Definition:
   - First time caught drinking or intoxicated on campus if 21 or older, with belligerent, non-cooperative, disruptive, or disrespectful behavior
   - First time caught drinking or intoxicated on or off campus if under 21, with belligerent, non-cooperative, disruptive, or disrespectful behavior
● Providing alcohol on campus to students 21 and older
● Second violation of alcohol policy, whether less or more serious

2. Consequences:
● Same as above except a minimum of two blocks suspension followed by a minimum of 5 months probation following suspension
● Students who have been suspended for violation of the alcohol policy must apply and be accepted for readmission to the University. Readmission is not automatic; applicants are subject to Admissions review.

C. Driving Under the Influence

1. Definition:
● First time caught drinking and driving under the influence of alcohol (cooperative with authorities and relatively low blood alcohol content)

2. Consequences:
● Same as above except a minimum of 3 months suspension; followed by 1 year probation

D. Most serious violation

1. Definition:
● Gross disregard of policy
● First time caught drinking on campus by students 21 or older, with grossly belligerent, non-cooperative, disruptive or disrespectful behavior on campus by students
● First time caught drinking or intoxicated on or off campus if under 21, with grossly belligerent, non-cooperative, disruptive, or disrespectful behavior
● Providing alcohol on campus to students under age 21
● Second incident of driving under the influence of alcohol on or off campus or first incident with belligerent, non-cooperative, disruptive, or disrespectful behavior
● Multiple violations

2. Consequences:
● Same as above except a minimum of 6 months suspension; followed by 1 year probation

III. Alleged Drug Infractions

Please note: Use, possession, and/or distribution of prescription drugs without a prescription or not according to prescription, as well as psychoactive drugs and so-called “designer drugs” are treated the same as use, possession, and/or distribution of illicit drugs.

The following schedule provides minimum sanctions. The findings of fact, including but not limited to the amount and type of drug involved, the particular circumstances, and prior record of the student will be factors considered when determining any appropriate consequences. When the illicit drug involved is something other than cannabis, the consequence will be more severe, with the minimum suspension and probation likely being the period of time set forth in the next higher level category.

A. First time in the presence of illicit drugs

1. Definition:
● Being in presence of illicit drugs on or off campus with no evidence of
  ○ possession of drugs or drug paraphernalia or
  ○ use of or intoxication by illicit drugs or abuse of prescription drugs

2. Consequences:
   • Meet with Student Support Committee
   • Referral to Student Success Center, as appropriate
   • Follow up with Dean or other member(s) of Department of Student Life team, as appropriate
   • Minimum 5 months probation
   • Other measures as appropriate, including but not limited to:
     ○ drug education
     ○ behavioral contract

B. Subsequent time found in presence of illicit drugs; or first time, other less serious behavioral infractions:

1. Definition:
   ● Evidence of use and/or possession of illicit drugs or drug paraphernalia on or off campus, including but not limited to smoke from marijuana or other illicit substances
   ● Being in presence of illicit drugs on or off campus, second or subsequent time
   ● First time use and/or possession of, including but not limited to intoxication by, illicit drugs or abuse of prescription drugs on or off campus (cooperative with authorities)

2. Consequences:
   ● Meet with Student Support Committee
   ● Referral to Student Success Center, as appropriate
   ● Follow up with Dean or other member(s) of Department of Student Life team, as appropriate
   ● Minimum 2-block suspension and 5 months minimum probation
   ● Other measures as appropriate, including but not limited to:
     ○ screening and assessment
     ○ random drug testing at student expense (for students found to have used drugs)
     ○ apology to affected persons (or deans as representatives of community)
     ○ notification of parents or guardians of students who are under the age of 21 if such students have been found responsible for violating University policies regarding drugs. Please note that the Family Educational Rights and Privacy Act (FERPA) has given universities the option to notify parents and guardians of students under the age of 21 who have been found responsible for violating University policy regarding alcohol and other drugs. M.U.M. may notify parents or guardians the first time and any subsequent time a student is found to have violated the University’s Code of Student Behavior policies on the use and possession of alcohol or other drugs.
     ○ Students who have been suspended for violation of the drug policy must apply and be accepted for readmission to the University. Readmission is not automatic; applicants are subject to Admissions review.

C. Repeated or more serious first-time violation:

1. Definition:
   ● Second violation of drug policy, whether less or more serious
● First time use and/or possession of, including but not limited to intoxication by, illicit drugs or abuse of prescription drugs on or off campus, with belligerent, non-cooperative, disruptive, or disrespectful behavior
● First time caught driving while intoxicated by illicit drugs (cooperative with authorities)

2. Consequences:
● Same as above except a minimum of 6 months suspension followed by 1 year probation

D. Most serious violation

1. Definition:
● Gross disregard of policy
● First time use and/or possession of, including but not limited to intoxication by, illicit drugs or abuse of prescription drugs on or off campus, with grossly belligerent, non-cooperative, disruptive or disrespectful behavior on or off campus
● First time caught driving while intoxicated by illicit drugs (non-cooperative)
● Selling, giving, distributing, or possessing with intent to sell, give or distribute, illicit drugs or prescription drugs for illicit or improper use, on or off campus;
● Manufacturing or growing illicit drugs on or off campus
● Multiple repeated violations and/or or multiple serious violations at one time (including alcohol and/or drug violations)

2. Consequences:
● Same as above except a minimum 1 year suspension, followed by a minimum 1 year probation upon readmission

General Remedial Procedures

All behavioral policies at MUM are dedicated to promoting the safety, comfort and growth of every student and the entire MUM community. The University, by way of the Department of Student Life and the Department of Campus Safety and Security, naturally upholds these policies to promote a harmonious and progressive campus conducive to maximum expansion of consciousness and development of the full potential of every student.

The University’s remedial procedures are meant to be educational, and not legalistic or adversarial, in nature. They are not criminal or civil trials, and as such criminal or civil standards of due process and rules of evidence are not controlling. The University reserves the right to modify these General Remedial Procedures when it determines necessary in particular circumstances.

Student Conference for Minor Infraction
If the Dean of Student Life ("the Dean") or his/her designee believes that a student may have committed a minor infraction of University policies, i.e. an infraction not anticipated to require any more attention than a conversation between the Dean or designee and the student, the student will be contacted by the Dean or designee to schedule said conference. In the spirit of supporting the student, the Dean or designee will meet with the student to determine if any allegation of misbehavior appears to be true, and if so, help the student clarify priorities and establish a commitment to the behavioral and academic standards of the University.

Action may include a warning and/or probation, and may detail specific consequences including, but not limited to, community service, required exercise, and random drug testing, in which case the student will receive a letter indicating this action. If a student wishes to appeal the decision of the Dean or designee, the student may request a meeting with a Student Support Committee, which will undertake a fresh review of all the pertinent information in accordance with the procedures described below.

**Student Support Meeting for Serious Infraction**

1) In the event the Dean or designee believes there may have been a serious behavioral infraction including but not limited to a violation of federal, state or local laws, or;

2) If the student chooses not to attend a Student Conference with the Dean or designee as described above, or;

3) A minor or major infraction occurs after a Student Conference,

then the student will be asked to meet with a Student Support Committee. This meeting can occur whether or not the student has already met with a Dean or designee. The student will be given reasonable notice of the time of the meeting and the nature of the concern. The Committee will include the Dean or designee, at least one other representative drawn from the Department of Student Life, and a member of the University faculty, at the discretion of the Dean or designee. In addition, the student may choose to invite his or her academic advisor and/or one member of the Student Government to join the Committee (optional). The student may also invite his or her parent, or one other MUM student, faculty member, or administrator to attend; however, this person will not be a member of the Committee. Individuals with relevant information may be invited to attend to offer such.

The Student Support Committee reviews any observations, statements, or reports of rules infractions, and confers with the student to gain his or her explanation about them. The student and those not on the Committee then leave the meeting, and the Committee then determines 1) if it is more likely than not that any rule infraction appears to have occurred, and if so, 2) what remedial measures, if any, should be taken. Only the Student Support Committee members are eligible to vote on any remedial measure proposed by one or more of its members. If the student in need of attention elects to not attend the meeting, the Committee will meet without the student and decide what corrective measures if any, the University should take.

**Consequences for Student Infractions**

Besides helping the student focus on any identified concern and find a solution, action may include a warning, probation, or suspension, or a combination thereof. Other measures may be applied at the discretion of the Committee, if deemed necessary, and may include the issuance of a no contact order, directing a student to avoid initiating contact with another member of the University community (this may include limiting access to areas to avoid incidental contact. Restricted contact would include direct interactions in person or through technology as well as the use of third parties to interact), fines, parental notification in accordance with FERPA (see section II), and other appropriate discretionary measures.
The Committee’s decision will be communicated to the student in writing, and will include the reasoning behind the decision. If the student is placed on either probation or suspension, the terms and period will be noted. A copy of the letter will be placed on file in the Department of Student Life. A memo indicating that a student has been suspended will be given to the student’s advisor and placed in the student’s file in the Enrollment Center. However, warning, probation, and suspension information will not be placed on the student’s transcript.

In case of suspension, any student residing on campus generally must move off campus within 48 hours. However, the Student Support Committee or the Dean or designee may require an earlier departure or approve a later departure in light of the circumstances.

In the event of a campus safety risk, notwithstanding the above, if the Dean or designee, in consultation with the Campus Safety Director and Student Support Services, finds, in his or her sole discretion, that a student poses an immediate safety risk to himself or herself, or others, then the student may be asked to leave the University immediately, without waiting for the Student Support meeting, which may then be held after the student has left campus. The student may not return to campus property unless permission has been granted and any conditions for escort have been met. In this case, the student can participate in the Student Support meeting via telephone or internet.

Students suspended from the University must check out with Housing (see Housing: Room Check-Out Procedures section), the Graduation Director, and Financial Aid, and are subject to the University’s Refund Policies.

Students who have been away from the University for one semester or longer, who have officially withdrawn from the University, and/or have been suspended for any reason must apply and be accepted for readmission by completing an “Application for Readmission” form with the Office of Admissions. The only exception to this rule is if the suspension started after the beginning of a semester and ended before the end of the same semester. Readmission is not automatic; applicants are subject to admissions review.

**Appeals**

Students may appeal the decision if they believe that there has been a significant substantive or procedural error that significantly affected the outcome of the meeting; that significant evidence has been overlooked or the conclusion of the Student Support Committee is not supported by the facts; or that new and significant evidence has become available, not available during the initial meeting, that can significantly impact the outcome. Appeals must be made in writing within 72 hours of receiving the Committee’s written notification by submitting the appeal in writing to the Executive Vice-President of the University for final review. The appeal should outline which of the above criteria on which it is based.

**Additional Points**

- The Dean or designee, in his or her sole discretion, may decide to notify the student’s parent(s) or guardian(s) of any remedial proceedings or actions regardless of the age, status, or behavior of the student.
- A Student Support Meeting may be held whether or not the student is involved in proceedings before a civil or criminal court.
- If a student withdraws from the University, the withdrawal does not affect the ability of the University to initiate or continue remedial procedures for actions or events that occurred prior to the withdrawal.
STUDENT HEALTH

DIET AND HEALTH

The University Food Service provides a varied lacto-vegetarian menu planned to satisfy a wide variety of tastes, with one of the few university kitchens in the country that prepares most dishes from fresh, organic ingredients. Some of the fresh organic produce is grown on campus and nearby in Maharishi Vedic Organic Agriculture gardens and greenhouses.

For a helpful food guide offered by the USDA (United States Department of Agriculture) on how to choose a proper balance of protein, fats and carbohydrates for healthier living, please go to http://www.choosemyplate.gov/.

All students living on campus are required to take the full meal plan. Please note that state fire regulations and university policy prohibit cooking in residence hall rooms. For details on what appliances are permitted in residence hall rooms, please see “Fire Safety Procedures” in the Safety section in this handbook. Community kitchens are available in Hildenbrand Hall, Frats 106 and 107, and Hi-Rise 141 and 143 for residents of those buildings. Arrangements to use these kitchens should be made with the Residence Director responsible for the building. Cooking or reheating of meat, chicken and fish is prohibited on campus.

CAMPUS NURSE

Deidre Lentz, RN • Ladies Peace Palace, 1080 N. 4th Street, Rms. #1 - 4
E-mail: nurse@mum.edu
www.mum.edu/nurse
Phone: ext. 3411 (641-472-7000 ext. 3411)
Clinic Hours: Monday–Friday, 1:00–4:00 p.m.

The Campus Nurse offers first aid and initial screening of health concerns. Please drop by her office in the afternoon during clinic hours, or call for advice on minor medical concerns and assistance in obtaining medical care. In emergencies, call 911 or proceed to the Emergency Department of the Jefferson County Health Center, 2000 S. Main Street, Fairfield, IA. (641) 472-4111. Campus Security at 641-472-1115 (or ext. 1115) can contact the Campus Nurse when she is away from the office.

In case of emergency, call 911 for an ambulance. This includes, among other things, a loss of consciousness, severe bleeding, or if the person has stopped breathing. Please also notify Campus Security at (641) 472-1115 at your earliest convenience, and Security will notify the Dean of Student Life, Dean of Faculty, or Human Resources Director, as appropriate. Security will also notify the M.U.M. Campus Nurse by the beginning of the next business day.
In case of complaints of illness during normal clinic hours, 1:00 p.m. – 4:00 p.m., Monday through Friday, please call the M.U.M. Campus Nurse Office at (641) 472-7000 ext. 3411 or campus extension 3411, or visit the Campus Nurse Office in Ladies Peace Palace, 1080 N. 4th Street, Rms. #1 - 4. PLEASE DO NOT WAIT TO CALL OR COME TO THE CAMPUS NURSE OFFICE IF SYMPTOMS OF ILLNESS LAST MORE THAN 24 HOURS. If the Campus Nurse is temporarily away from the office and your situation does not require immediate attention, please leave a message for the Campus Nurse.

The Campus Nurse will assist with assessment and evaluation of illness and referral to area health care providers. This is done during Campus Nurse Clinic hours. For convenience, there is a list of health care providers in the kiosk next to the clinic door at Ladies Peace Palace, 1080 N. 4th Street, Rms. #1-4. Students can also call a health care provider on their own.

In case of illness outside of Campus Nurse Clinic hours (1:00 p.m. – 4:00 p.m., Monday through Friday), or if your situation requires immediate care during regular office hours when the Campus Nurse is unavailable, please call Campus Security at (641) 472-1115, or campus extension 1115, to transport the ill person to the Emergency Department of Jefferson County Health Center (“JCHC”), 2000 S. Main Street, Fairfield, IA (641) 472-4111.

Please tell Security the name, location, and if possible the phone number of the person. Security will then call the Emergency Department at (641) 472-4111 to notify them that they are bringing an ill person from M.U.M. to the Emergency Department at JCHC. Security will notify the Dean of Student Life, Dean of Faculty, or Human Resources Director as appropriate. Security will also notify the M.U.M. Campus Nurse by the beginning of the next business day.

Meningococcal Disease Vaccination Information
Iowa law requires that all institutions of higher education provide vaccination information about meningococcal disease to each enrolled student. Once you arrive on campus, you will need to sign a waiver indicating you have received this information. Many public health departments offer the meningitis vaccination for free to persons 18 years old and younger and at a reduced price for all others.

To learn more about meningitis and the vaccine, please contact your health care provider, or you may contact our Campus Nurse, Deidre Lentz, R.N., at nurse@mum.edu.

Tuberculosis (TB) Screening Information
It is current University policy that all incoming international students are administered a simple blood test for tuberculosis. In the United States, tuberculosis (TB) screening is required by most universities; this is done to protect the health of the students and community.

This blood lab test will be administered by the laboratory at Jefferson County Hospital in Fairfield within the first month you are on campus. The out-of-pocket cost of the blood test is approximately $85, but is subject to change. NOTE: You need this TB blood test even if you have had the BCG (TB) vaccination and/or a TB skin test. Also, this new blood test will not be affected if you have had a BCG vaccination or the TB skin test.

Based upon the result of your blood test, a doctor’s visit and a chest x-ray may be required. The cost of a doctor’s visit and a chest x-ray will be approximately $150–$200. This fee is also subject to change. Your University health insurance will not cover the cost of the doctor’s visit and this x-ray; therefore you must add this amount to your expense budget.
If medical treatment for TB is required, the cost of the medicine will be covered by the Public Health Department of the State of Iowa. This means there will be no cost to you for medicine, but there may be for treatment.

If you have had treatment for tuberculosis or any previous treatment for exposure to it, you must bring with you to registration:

- a copy of your treatment report, written in English

If you have had treatment in the United States, you need to bring with you:

- your chest x-ray and
- treatment report, written in English

If you have any questions about the TB screening, please contact our Campus Nurse, Deidre Lentz, R.N., at nurse@mum.edu.

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**STUDENT HEALTH INSURANCE**

Enrollment Center, Dreier Building • Phone: ext. 4623 (641-472-7000 ext. 4623)

Please drop in during our office hours, 1:30 - 4:00 pm Monday –Friday, or call for an appointment.

Note: Claim forms are available here.

Whether you have health insurance or not, all students should be sure to have personal expense funds for health care related costs and transportation to and from appointments. (See Health Care Available to MUM Students section).

**Accident Insurance for U.S. Students:** All students enrolled at the University in at least a half-time program are automatically covered by accident insurance for accidents occurring on or off the University campus.

**Health Insurance for U.S. Students:** The University does not provide a formal insurance policy for U.S. students. U.S. students are also encouraged to have adequate health insurance coverage. Should you wish to obtain health insurance, you may contact your own health insurance provider. We provide the following local contacts for your reference but do not endorse any service provider: Nadine Cohen, Sidha National Insurance, 641-472-3500, 800-383-9108; Don Cummings, State Farm Insurance, 641-472-5750; Neal Gritz, the Insurance Center, 641-472-8366; Scott Krause, American Family Insurance, 641-472-9100; John Raines Insurance, 641-472-1421, 800-250-5824.

**Health Insurance for International Students:** All international students are required to carry health insurance while enrolled at the University. International students are required to purchase the health insurance plan offered through the University at the time of registration or provide evidence of coverage in the United States from their home country. Information on health coverage is given at orientation.

**Filing Claims:** To file claims on insurance held through the University for Student Accident Insurance or International Student Health Insurance, call Claudia Rodriguez at ext. 4623 (641-472-7000 ext. 4623). For Worker’s Compensation claims, call Maureen Jones at ext. 4108 (641-472-7000 ext. 4108).
HEALTH CARE SERVICES AVAILABLE TO M.U.M. STUDENTS

Ambulance: Call 911. Twenty-four hour ambulance service is available in Fairfield. When calling for an ambulance in an emergency, please state the location and the problem at hand. Please stay on the line until the emergency operator tells you to hang up and the First Responders will arrive quickly.

Emergencies: Call 911 for ambulance and paramedics. Then call Campus Security at (641) 472-1115 at your earliest convenience. Campus Security will notify the Dean of Students.

Campus Nurse: Contact Deidre Lentz, RN, Ladies Peace Palace, 1080 N. 4th Street, Rms. #1 – 4, (641) 472-7000 ext. 3411, nurse@mum.edu, for advice, first aid, minor medical concerns, and assistance in obtaining medical care. Clinic hours are Monday through Friday, 1:00 p.m. – 4:00 p.m.

Please note: the following list of health care providers is included here for the convenience of our students. The University has made no independent evaluation of and does not endorse specific health care providers.


Crisis Center & Woman’s Shelter of Ottumwa: Call (800) 464-8340 or (641) 683-3122.

Dentists: Fairfield Dental Clinic: Van Tassel, DDS; Gleason, DMD (641) 472-3158 · Holt Family Dental (641) 472-3147 · Perkins, DDS (641) 472-7348 · Roth, DDS (641) 472-3044 · Tower, DDS (641) 472-8188 · River Hills Community Health Center (sliding fee scale), 100 West Main St., Richland, IA (319) 456-2045 · River Hills Community Health Center (sliding fee scale), 201 S. Market St., Ottumwa, IA (641) 683-5773 · University of Iowa Dental College (319) 355-7499.


Hospital – Emergency Room: Jefferson County Health Center (JCHC): 2000 S. Main Street. (641) 472-4111. Note: the emergency room (ER) is for medical emergencies only. For non-emergency medical care, please call a doctor’s office — see the list below under Physicians Offices.

Laboratories: JCHC, 2000 S. Main St. (641)469-4341; Collaborative Lab Services (for Lab Card benefits), 1005 Pennsylvania Ave., Ottumwa, IA, (641)684-4621.

Mental Health Services: Optima Life Services, 301 W. Burlington Avenue (641) 472-5771; Dr. Patrick Pomfrey, Licensed Clinical Practitioner, 60 ½ E. Burlington Avenue (641) 455-9505.

Nurse Practitioners: Cynthia Barinsky, ARNP, Get Well Clinic, 301 W. Main St., Ottumwa, IA (641) 682-0098.
**Ophthalmologists:** Wolfe Eye Clinic, Greg Thorgaard, MD, 1005 Pennsylvania Ave., Ottumwa, IA (641) 682-8571

**Optometrists:** Wolfe Eye Care, 100 S. 23rd St (641) 472-6151, Eyeowa Optical, 122 N. Court St. (641) 472-6694

**Pharmacies:** Hy-Vee Drugstore (1300 W. Burlington Ave.) (641) 472-3542; Wal-Mart (641) 472-6417.

**Physicians Offices (Family Practice):**
- **Local:** (on the grounds of Jefferson County Health Center, 2000 S. Main St., Fairfield)
  - Fairfield Clinic: Buck, MD; Larson, MD; Poole, DO; Volm, DO; Hanshaw, ARNP (641) 472-4141
  - Medical Arts Clinic: Hill, DO; Cochran, MD; Greiner, MD; Anderson, MD; Brown, DO; Halls, ARNP; Schleicher, ARNP; Karimova, MD; Heitsman, MD (641) 472-4156
  - Jefferson County Professional Clinic (Surgery) (641) 469-4204
- **Outside Fairfield:**
  - Dr. Veronica Butler, 317 N. Court St., Ottumwa, IA (641) 683-3101
  - River Hills Community Health Center (sliding fee scale), 100 West Main St., Richland, IA (319) 456-2045
  - River Hills Community Health Center (sliding fee scale), 201 S. Market St., Ottumwa, IA (641) 683-5773

**Transportation:** (See section below on Medical Transportation)

**Walk-In Clinic/Urgent Care Clinic:** Prompt Care, 2709 West Briggs, Fairfield, IA (behind Wal-Mart), (641) 209-9944. $100 per visit and clinic takes most insurance, PLUS Medicare and Medicaid.

**Youth Support Hotlines:** Poison Information (800) 222-1212, Sexually Transmitted Diseases (800) 227-8922.

**MEDICAL TRANSPORTATION:** All options are Monday-Friday only & require 24 hour advance booking.

*Please note: The University does not endorse or recommend any particular provider. Information and fees are subject to change. Also note, if you need to refill a prescription, call your Pharmacy to see if they have a delivery service.*

**LOCAL**

**Jefferson County Health Center Courtesy Van (641) 472-4115**
The Jefferson County Courtesy Van provides rides to and from appointments at the Jefferson County Health Center campus only (see above). 24 hours notice is required.
$1.50 one way
$3 round trip

Ottumwa Transit Authority (10-15 Transit) 800-227-6390
(See: [http://www.1015transit.com/](http://www.1015transit.com/))
10-15 Transit offers transportation to and from local health care providers in the area as well as the Richland clinic, and the Hy-Vee grocery store. Call for more details. 24 hours notice is required.

Cita Bus (641) 472-4403
For students who are 60 years and older, Cita Bus is available between 9:00 a.m.-2:00 p.m. There is no set charge; contribution is up to the individual. It operates only within city limits.

Private Drivers (Transportation to and from Fairfield)

MUM Ride Board: [http://groups.google.com/group/mum-ride-board?pli=1](http://groups.google.com/group/mum-ride-board?pli=1)
RideShare Fairfield Facebook link: [https://www.facebook.com/groups/ridesharefairfield/](https://www.facebook.com/groups/ridesharefairfield/)
UNIVERSITY SERVICES

CAMPUS SAFETY & SECURITY

Campus Safety Office
Verrill Hall, Room 43
Campus Security Officers are mobile and Available by phone 24 hours a day, seven days a week.
Phone: ext. 1115 (641-472-1115)
Campus Safety Director 641-919-7992
Office: Ext. 1117 (641-472-1117)
Office hours Monday–Friday, 2:30–4:00 p.m.
http://www.mum.edu/RelId/638847/ISvars/default/Campus_Safety.htm

Campus Security

Campus Safety is responsible for all aspects of safety on campus. Please call 911 for any of the following and then call Campus Security (ext. 1115 or 641-472-1115):
- medical emergencies
- fires, or fire alarms
- accidents
- severe intoxication or drug overdose
- VIOLENCE: use of force or threat of force directed toward yourself or others. Violence is also defined as an unconsented touching of another which results in physical or mental harm.

Please call Campus Security for the following:
- if you are locked out of your room
- Facilities Management emergencies during off hours

Reporting Criminal Incidents
Promptly report the following qualifying incidents to 911 and then call the Campus Security officers, who are trained in police-reporting procedures:
- All actual or suspected criminal activity
- Violence or threats of violence
- Acts or behaviors that appear to pose a risk of danger to you or to others

Reporting should be made by anyone who notices such activities — faculty, staff, or student. Failure to provide notice of crimes observed may be grounds for disciplinary action. For questions as to whether a behavior is criminal or violent, call the University’s Legal Counsel (641-472-1175 or ext. 1175) after calling 911 and Security.
Medical Safety Procedures

Life Threatening Injury or Illness, or Loss of Consciousness
Dial 911 from any phone. Stay on the phone until you are sure that the ambulance service knows how to get to campus and locate buildings on campus. An ambulance should arrive within minutes. Then call Campus Security at ext. 1115 (641-472-1115).

Serious Injuries: Call 911 as above, or call Campus Security at ext. 1115 (641-472-1115). The security officer will help you obtain the necessary medical care.

Non-Life-Threatening Injuries or Illness: Call or visit your health care provider. You may also call or visit the Wellness Center at the Women’s Peace Palace, 1080 N. Fourth Street, Rooms 1 & 2, for Campus Nurse, Deidre Lentz, R.N., Monday through Friday, 1:00–4:00 p.m. ext. 3411 (641-472-7000 ext. 3411), or Jim Davis, D.O., 641-472-7000, Ext. 1288; or call Campus Security at ext. 1115 (641-472-1115), to help you get the necessary assistance.

Psychological Distress Warning signs: The following are signs of possible psychological strain or problems:

- excessive worrying
- difficulty sleeping
- feeling isolated
- excessive or poor appetite
- irregular bowel habits
- abdominal pains
- frequent headaches
- energy fluctuations
- mood fluctuations
- difficulty concentrating or completing academic assignments

What to Do: Talking to friends may be helpful, but sometimes is difficult. You may find that talking to someone with more life and college experience can be invaluable. Feel free to talk to any member of the Department of Student Life.

The Director of Student Support Services, Dr. Jonathan Shapiro provides free private consultations, as well as referrals to licensed therapists. Call for an appointment at 641-472-1241.

For information and referrals regarding drug, alcohol, or tobacco use/abuse, contact the Director of Student Support Services at 472-1241 or the Campus Nurse at 641-472-7000, ext. 3411.
In Case of Violence

The health and safety of our campus community is of utmost importance to our university. Therefore, violence, threats of violence, and possession of a weapon, concealed or otherwise, are prohibited on campus and at any M.U.M. function, activity, or event off campus.

Violence is any act of aggression where force is directed toward oneself or others — or a verbal threat of violence which, if carried out, would result in injury or fear. Violence is defined as an unconsented touching of another that results in physical or mental harm. This includes unwanted sexual contact.

**Warning signs**: You may be able to prevent or avoid violence by knowing its warning signs. Imminent warning signs include:

- physical aggression
- severe destruction of property
- rage for minor reasons
- detailed threats of lethal violence
- possession and/or use of firearms/weapons
- self-injurious behaviors or threats of suicide.

**What to Do:**
If violence is occurring or threatened: call 911 immediately and then call Campus Security at 641-472-1115 or ext. 1115.

Upon written request, the University will disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the University against a student who is the alleged perpetrator of the crime or offense.

**In Case of Sexual Violence:**
See Section *Promoting Respectful Behavior and What to Do in Case of Sexual Harassment or Violence*.

### In Case of Harassment

Maharishi University of Management is dedicated to the creation of an ideal community for personal development and does not tolerate harassment in any form, including sexual harassment. Complaints or incidents of harassment, other than sexual violence, should be reported immediately to Amellia Hesse, Associate Dean of Students, amhesse@mum.edu (641) 470-1327, Mobile: (641) 919-9552; or Christopher Taft, Associate Dean of Student Life, ctaft@mum.edu (641) 470-1384 Mobile: (641) 451-1179. Complaints or incidents of sexual violence should be reported to Caterina Roesler, the University’s Sexual Assault Response and Prevention Coordinator, croesler@mum.edu (641) 472-7000 ext. 2241. Complaints against other students, faculty, staff, or administration should be referred to the Deans or Coordinator listed above.
Once the University is notified of a complaint, the parties described above will conduct a prompt review. This will be conducted as confidentially as possible. The accused will be notified of the complaint, afforded an opportunity to respond, and notified of the outcome of the review.

The goal of the review will be to determine if harassment has occurred, and if so, to redress the situation, including taking appropriate steps to prevent it from happening again.

If a finding of sexual harassment is made, a record will be filed in the harasser’s file. Upon written request, the University will disclose to the alleged victim of a non-forcible sex offense, the results of any disciplinary hearing conducted by the University against a student who is the alleged perpetrator of the crime or offense.

(See Section Promoting Respectful Behavior and What to Do in Case of Sexual Harassment or Violence for more information.)

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**Missing Person Policy for Students**

**Living on Campus**

**Emergency contact notification procedure for missing students:**

1. When a student is reported by anyone to Campus Security that the student cannot be located and there is concern for the well-being of the student, this student is immediately treated as a “missing person”.
2. Campus Security will forward Missing Person Report to law enforcement within 24 hours.
3. Campus Security will then notify Student Life Department, who will in turn notify a) the student’s designated emergency contact person, and/or b) for an unemancipated student under the age of 18, the student’s parent or guardian.

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**Fire Safety Points and Procedures**

Every building has a fire alarm system — smoke detectors in each room and in the hallways, strobe horns that sound and flash when the alarm system is activated, emergency lights that go on when the electrical power goes out, exit lights, and pull stations — red boxes near most exit doors where you can pull a lever that will sound an alarm.

- Locate and memorize your building’s “Designated Assembly Area” outside and away from the building (posted with fire exit diagrams).
- Be familiar with all principal and alternate exits from your building, as well as the main routes to all exits.
- Battery-powered smoke detectors have been installed in each room for your safety (as prescribed by state law). Only fire safety personnel may remove or alter detectors.

**What to Do:** If you hear a fire alarm or you see or smell a fire, do the following:

- Close windows and doors to your room as you leave.
● Proceed in a brisk, orderly manner to the nearest available exit. If there is smoke in the hallway, crawl to the nearest exit. If the smoke is too strong, return to your room and close the door. Running is prohibited. Do not stop for personal belongings. Never assume that you're hearing a false alarm. Always leave the building.

● At the exit, pull the face plate on the red pull station to sound the alarm.

● Once outside go to your designated assembly area or any open area away from buildings. Do not go back in your building until there is an official All Clear. If you have a cell phone, call the Fire Department (911) and Campus Security (641-472-1115).

Fire Safety Housing Regulations: All residents should follow the following regulations:

● Exits and corridors must remain unobstructed at all times. Chains or fasteners on exit doors are prohibited.

● No items may be stored in boiler or furnace rooms.

● Cooking is not permitted in residence hall rooms.

● Smoking is not allowed anywhere on campus.

● Lobbies must remain clear of all clothing.

● Fire alarms and emergency exit alarms must not be disabled.

NOTE: Substantial fines are levied against those who violate the above mentioned safety regulations.

Smoke-Free Campus
MUM policy and Iowa state law prohibit smoking anywhere on campus. This includes outdoors (roadsides, lawns, sidewalks, etc.), and inside buildings, motor vehicles, and other enclosures. For a detailed policy, consequences, and help with smoking cessation, please see Tobacco-Free Campus section of this handbook.

Fire Safety Precautions

● Know your building street address as well as your building number when calling 911 (for examples, Building 140, 1102 Goldfinch Avenue).

● When you leave the room, turn off lights and electrical appliances (especially irons).

● One possible cause of fires on campus is oil-soaked clothing or linens. Always use the lowest heat setting when machine drying these items. Immediately remove items from dryer when dry, and allow items to cool before stacking or bundling.

● Familiarize yourself with your room and building; know where the nearest fire exit is and observe all posted regulations.

● Take fire drills seriously. They are exercises to promote safe, smooth, and rapid departure from your building according to the fire escape plan. The university holds two fire drills in the spring and two fire drills in the fall. Every building on campus is subject to fire drills.

NOTE: Students will be held financially responsible for any damage to University property due to negligence on their part. Smoke detectors and their batteries are required in every dorm room and must not be tampered with or damaged. Failure to comply with this State regulation will result in a minimum fine of $50.00, plus an amount to be determined (TBD) for repair of the damaged or misused materials, and possibly fines imposed by the State for tampering with life safety devices. Disciplinary actions may also apply.
Storage

- Store all your personal belongings in your own room.
- Fire safety regulations require that corridors, lounges, boiler rooms, unoccupied rooms, fire escapes, and basements must be clear.
- Students’ belongings cannot be left in residential buildings over the summer vacation.
- Fines will be levied for improperly stored items (see Housing Charges section) and the University assumes no responsibility for items left in undesignated areas.

Cooking and Appliances

Cooking is not permitted in any residential areas not equipped with a kitchen approved by the State Fire Marshal. Please consult with your Resident Advisor and/or Residence Director for the designated cooking areas in residence halls.

“Cooking” includes any processing of food where heat is necessary in any stage of preparation. It is imperative that everyone follow this regulation; there are fines for fire safety violations, including cooking in the room and having cooking appliances in the room. Besides creating a significant fire hazard, campus electrical systems are not designed to carry the demands of these appliances. Additionally, the plumbing in residence halls is not sized to accommodate the oils, starches and food particles that may be present during food preparation or clean-up.

Only certain appliances are approved for use in residence halls. Approved appliances include:

- computer equipment
- irons (irons must be unplugged when not in use)
- hair dryers
- CD/DVD/tape players
- radios, CD players, etc.
- stereos, amplifiers
- televisions
- refrigerators

NOTE: Any item not on the above list must be approved by the Fire Safety Office, 641-472-1143 or ext. 1143 or call the Safety Office at 641-472-1117 or ext. 1117.

Items not approved for residence halls:

- microwave ovens
- space heaters
- electric skillets
- flammable liquids
- toaster ovens
- electric blankets
- hotplates
- crock pots
- rice cookers

Fire Safety Room Inspections

The Fire Safety Office routinely inspects student rooms throughout the year. Notices are posted in advance to announce the time and dates so students may be prepared. However, the University reserves the right to enter rooms without prior notice. There are fines for Fire Safety violations, including cooking in the room and having cooking equipment in the room (See following section on fines.)

*Fire Safety Violations - Fines

Disabling Fire Safety Doors $200.00
Tampering w/Fire Safety and Life Safety Equipment $50.00 + Repairs TBD

Examples:

- Removal of smoke detector or smoke detector battery
- Disconnecting battery terminals or reversing orientation of battery
- Inappropriate discharge of a fire extinguisher
- Covering or muffling fire strobe horn(s)
- Covering or disabling emergency light equipment
- Disabling or damaging emergency exit hardware at doors

Cooking Equipment in rooms (per item) $50.00
Cooking in Room $100

Excessive/Unsafe Electric Use $50.00

Examples:

- Use of multiple connected extension cords
- Use of multiple connected power strips
- Use of socket attachments allowing for multiple appliances plugged into one outlet

Smoking on Campus $100
Room Restoration Fee (if smoking inside) $250.00

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**Lightning Safety**

**What to Do:** Be cautious during electrical storms. Avoid being in an open area such that you are the tallest object. Avoid carrying metal items. Avoid sheltering under trees.

If you feel a tingling sensation or the hair rises on the back of your neck, you are in danger of being struck by lightning. Immediately crouch down on the balls of your feet and wrap your arms around your knees so that you present the smallest possible target.

**Emergency Shelters**
Emergency shelters are located in several campus locations including: the Argiro Student Center basement, the Library Building basement, the Arts Center basement, and the Men’s Dome basement.

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**Tornado Safety**

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During a tornado sighting or warning of a strong possibility of a tornado, the tornado horns will sound. Upon hearing this sound, all individuals, regardless of what they are doing, should immediately take shelter and remain in that sheltered area until they are advised by Security personnel or their Residence Hall Advisors to return to their activities. At this time, there is no county-wide “All Clear” signal. Contact Security, Ext. 1115 or 641-472-1115, for developments during severe weather. Do not tie up city or county emergency lines (911 or the Law Center phones) for information about storms in progress. Check for weather updates on local radio 95.9 FM, on the TV Weather Channel, or with your computer or smart phone, the National Weather website
http://forecast.weather.gov/MapClick.php?lat=41.0086374324726&lon=-91.96106933378195&site=all&smap=1#.U9wEiKPG_4g

A “Tornado Warning” will be accompanied by the tornado horn. This signal will tell you a tornado has been sighted in our area, or extremely high winds are prominent, or we are in the direct path of a tornado which may not yet be visible.

A “Tornado Watch,” NOT signaled by a tornado siren or horn, means that conditions are favorable for a tornado to occur (the combination of temperature, warm and cold fronts, upper-level winds, etc.).

What to Do in Case of a Tornado Warning

- If you are outside on foot or in a vehicle, seek shelter in the nearest building. Do not try to outrun the tornado with your vehicle.
- Once in the building, proceed immediately to the lowest level of your building and assemble along an interior wall, well away from doors and windows. If a windowless room is not available, get underneath a table or similar structure.
- If you are not near a building, seek shelter in a ravine or ditch. Much of the danger during a tornado comes from flying debris, and being below ground level helps minimize this danger. In open country, lie flat in the nearest depression with your hands shielding your head. Be alert for flash floods.
- Once against the protective wall, wait for further instructions.
- Never go out of doors during a tornado warning.
- In shopping centers, go to a designated shelter area (not to your parked car).

Mobile homes are particularly vulnerable during strong winds and should be evacuated when strong winds are forecast. The Utopia Park Office issues tornado safety guidelines to its residents.

Tornado Drills
You’ll hear the tornado siren at about 10:00 a.m. on the first Saturday of each month from April to October. These are county-wide tornado drills conducted by Jefferson County Civil Defense. The university holds two tornado drills in the spring and two tornado drills in the fall.

Bicycles on Campus
We strongly encourage people to walk or ride bicycles around campus instead of driving — it’s good exercise, you don’t consume fossil fuels or pollute the atmosphere, and you can often get where you want to go just as quickly.

**Bicycle Registration:** Registration helps you to recover your bicycle if it is borrowed or stolen. Also, officials have found that registered bicycles are far less likely to be stolen. Register your bicycle with the Fairfield Police Department (1200 W. Grimes, 641-472-4146). The license, valid for two years, costs $1.00. They will record your name and the make, color, and serial number of your bicycle, and give you a sticker.

All bicycles on campus must be registered (no charge) with the Safety Office. Please call ext. 1117 (641-472-1117) for an appointment. All bicycles must comply with the State and City ordinances and campus regulations.

**Bicycle Laws:** People using bicycles on campus roads and on public roads and streets in Fairfield are required to obey all traffic laws that apply to other vehicles (signaling turns, stopping for stop signs, etc.). Bicyclists should never ride against automotive traffic, but should ride with the flow of automotive traffic (in the right-hand lane). Observation of traffic laws prevents accidents, damage, and injury both to you and your fellow community members. The town enforces these laws strictly, and charges fines for violations.

The Fairfield Police and the Campus Safety Office also ask that everyone follow these rules:

- All bicycles must have a functioning headlight on the forward part of the bicycle, visible from a distance of at least 300 feet. You can buy a headlamp in the Campus Bookstore. (Campus regulation and City Ordinance 551, Section 8, Ch. 10.58.070 state that the headlight must be stationary and with an illuminating power equal to that produced by a one and twenty-five hundredths volt electric bulb and battery.) There must also be displayed on the rear part of the bicycle a red reflector, no smaller than one and one-half inches in diameter, or a red light of similar diameter.
- All bicycles operated on campus must have reflectors on the right and left side of front and rear wheels (preferably clear).
- All bicycles under 26-inch wheel size must have an aerial pennant secured to the rear wheel assembly.
- It is not permissible to carry passengers on bicycles (including children).
- While operating a bicycle, moped or motorcycle on campus, helmets are required for adults and children alike.
- Do not ride on sidewalks within two blocks of the town square (City ordinance).
- On sidewalks more than two blocks from the square, walk your bicycle whenever pedestrians are sharing the sidewalk with you (City ordinance).
- On campus, walk your bicycle whenever pedestrians are sharing the sidewalk with you.
- Obey all traffic laws (such as stopping at stop signs and observing one-way street signs) when riding on the streets.
- Use the bicycle racks on the four corners of the square when shopping in town.

Please lock your bike when not in use, preferably to a bicycle rack. Fire safety regulations prohibit the parking of bicycles in common areas, hallways, doorways, and stairways.

**Storing Bicycles:** If you live on campus you cannot store your bicycle in any common areas indoors, including residence hall lobbies or hallways, areas under stairs, boiler rooms, or any portion of any building on campus, with the exception of bicycles being stored in an individual’s room.
Motor Vehicle Registration

To help monitor vehicles on campus for reasons of safety and to maintain an orderly campus, all vehicles (including motorcycles, scooters, and mopeds) operated or stored on campus must be registered with Campus Safety within a week of being brought onto campus and must display the current permit. You may purchase a registration sticker at the Campus Safety Office, Verrill Hall, Room 43. Please call ext. 1117 (641-472-1117) to be sure someone is there to assist you.

Automobile registration for students is $50 per year, motorcycle and moped registration is $15 per year, and bicycle registration is free. Unregistered student vehicles (including those not displaying their current registration permit) will be subject to fines equaling the cost of annual registration, and/or towing at vehicle owner’s expense. Campus Security reserves the right to disallow vehicles without registration stickers from entering campus. If any change in vehicle ownership, license plates, color, etc., occurs, please notify the Campus Safety Office at ext. 1117 (641-472-1117).

Driving on Campus

Drive Carefully: Please drive carefully and observe the campus speed limit (15 mph).

Always yield to pedestrians, and always follow the Motor Vehicle Code of the State of Iowa. (Consult with the Campus Security Office or Fairfield Police Department for the Motor Vehicle Code of the State of Iowa.)

Come to a complete stop at stop signs (two (2) full seconds). The fine for failing to do so is $25.

Parking: Please observe and adhere strictly to posted parking and no-parking areas. There is no parking on or in front of drives or walkways, entrances to walkways, loading areas, dumpsters, fire hydrants (within five feet on either side), or anywhere that parking would block traffic. Parking or driving is not allowed on sidewalks or grass at any time, even for loading or unloading your car.

Vehicle parking violations are subject to fines and/or towing at vehicle owner’s expense. The fine for driving or parking on the grass or sidewalks is $100; additional fines may be assessed for damage to the grass.

There are some restricted parking areas. If you do not have the appropriate sticker for a specific parking spot, or if the lot is not designated for student parking, it should not be used even for temporary parking. Please consult with the Campus Safety Office for designated student parking lots and student parking spaces.

Traffic Violations: If you fail to observe parking or traffic guidelines, you may receive either a warning or a fine, the amount of which will determined by the situation and the severity of the offense. With three or more violations you may lose your driving privileges on campus, and your vehicle may be towed at the discretion of the University, at the owner’s expense.

Vehicles found to be in violation in the following areas will be towed, or suspension of driving privileges may occur, regardless of the number of previous violations:

• parking in handicapped areas without appropriate permits on the vehicle
• speeding through an intersection or on roads close to play areas for children or their school buildings
• failure to stop at stop signs (a full two seconds)
• other violations of a critical nature, determined at the University’s discretion

**Traffic Fines:** All fines must be paid within seven days. A payment envelope is provided with the citation. Individuals with unpaid fines will not receive copies of their academic transcripts, or, if they are graduating, their diplomas.

**Appealing Traffic Fines:** If you wish to appeal fines assessed for any violation, you must file a written appeal within seven days of issuance of the fine. Written appeals must be brought to the Campus Safety Office (drop box in door), Verrill Hall, Room 43; or mailed to M.U.M. Safety, 1000 N. Fourth Street, Fairfield, Iowa 52557.

**Disabled Vehicles:** If your vehicle becomes disabled in a no parking zone, it should be moved within an hour or two, or it will be towed at the vehicle owner’s expense. Please call Campus Security at ext. 1115 (641-472-1115) to advise them of the situation. If the vehicle is parked elsewhere, it should be repaired within two weeks. No disabled vehicles may be stored on campus.

All vehicles which are in need of repair or are inoperative for more than 14 days are considered derelict vehicles.

**Storing Vehicles on Campus:** Students who wish to store their vehicles on campus must be currently registered in one of our academic programs, and the vehicle must be currently registered with the State and with the Campus Safety Office. Call the Safety Office to make arrangements as to where the vehicle will be stored and for how long. Vehicles must be fully operational.

**University Vehicles:** In order to operate a University-owned (insured) vehicle, or a private vehicle on University business, first contact the Campus Safety Office for guidelines and requirements at ext. 1117 (641-472-1117).

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**ENROLLMENT CENTER**

Dreier Building, Lower Level  
E-mail: registrar@mum.edu or finaid@mum.edu  
Phone: ext. 1144 (641-472-1144) • Fax: 641-472-1133  
Office Hours: Mondays–Wednesdays and Fridays 9:30 a.m. – 4:00 p.m.  
Thursdays 12:00 noon – 4:00 p.m.  
Registrar’s Office: http://www.mum.edu/registrar  
Financial Aid: http://www.mum.edu/RelId/612843/ISvars/default/Enrollment_Center%3a_Finances.htm

**Registrar’s Office**  
General Services  
• student registration
• student ID badges
• attendance and grades recording
• proposal and petition processing:
  • Directed Study proposals
  • Academic Standards Committee petitions
  • Academic Policy Exception requests

International Student Health Insurance
• information
• claims

Student Accounts
• payment of student charges
• refunds when payments exceed charges

Graduation Advising
• academic advising resource
• transfer-in credit evaluation
• major and minor declaration
• class scheduling and changes
• class withdrawal requests
• degree progress analysis

Financial Aid
• process financial aid applications
• analysis of program charges
• awarding of scholarships and loans
• administering of government grants and loans
• distribute award letters
• process changes in charges and awards
• conduct exit interviews

Transcripts
• enrollment verification
• MUM transcript requests

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**Facilities Management and Custodial Services**

Library Basement, Room 11
Phone: ext. 1177 (641-472-1177) • Fax: ext. 1207 (641-472-1207)
Monday–Friday, 7:30 a.m.–4:00 p.m.
http://www.mum.edu/RelId/607098/ISvars/default/Maintenance.htm

Facilities Management is responsible for maintaining the physical facilities of the University, including buildings, roads, grounds, and infrastructure. Custodial Services is responsible for maintaining the comfort, dignity, and cleanliness of all campus buildings including lounges, hallways and bathrooms. It also provides services to make all residents comfortable in their rooms.

For emergencies, please call Campus Security at 641-472-1115, or ext. 1115, and they will contact Facilities Management.
If you have a problem with heating, cooling, plumbing, electricity, etc., please send an e-mail with your work request to fixit@mum.edu.

MUM students and faculty who live on-campus can add a new Work Request by logging in to the facilities management website.

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**FOOD SERVICE**

[http://www.mum.edu/menu](http://www.mum.edu/menu)

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**Argiro Dining Commons**

**Main Dining Hall (Argiro Student Center, 2nd floor)**

The Food Service provides a varied lacto-vegetarian menu planned to satisfy a wide variety of tastes, with one of the few university kitchens in the country that prepares most dishes from fresh, organic ingredients. Some of the fresh organic produce is grown on campus and nearby in the Maharishi Vedic Organic Agriculture gardens and greenhouses.

All students living on campus are required to take the full meal plan. Please note that state fire regulations and university policy prohibit cooking in residence hall rooms. For details on what appliances are permitted in residence halls, please see the Fire Safety Points and Procedures section.

Community kitchens are available in Hildenbrand Hall, Frats 106 and 107, and Hi-Rises 141 and 143 for residents of those buildings. Arrangements to use the kitchens should be made with the Residence Hall Director of the residence hall. Meals are served during the times listed below at the main University dining hall for all students, staff, and faculty. To enter the dining hall, please show your meal card to the door checker.

**Main Dining Hall Hours:**

<table>
<thead>
<tr>
<th>Days</th>
<th>Meal</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday – Saturday</td>
<td>Breakfast</td>
<td>9:00 a.m. – 10:00 a.m.</td>
</tr>
<tr>
<td>Monday – Saturday</td>
<td>Lunch</td>
<td>11:45 a.m. – 1:30 p.m.</td>
</tr>
<tr>
<td>Sunday</td>
<td>Brunch</td>
<td>11:00 a.m. – 1:30 p.m.</td>
</tr>
<tr>
<td>Daily</td>
<td>Dinner</td>
<td>6:30 p.m. – 7:45 p.m.</td>
</tr>
</tbody>
</table>

NOTE: All diners are requested to leave the dining hall 30 minutes after the closing times listed above.

**Menu Listings:** A menu for the current meal is posted in the lobby of the Argiro Student Center. Upcoming meal menus are available on the MUM Meals Calendar: [www.mum.edu/menu](http://www.mum.edu/menu).

**Suggestions:** The Food Service staff is dedicated to fulfilling the desires of the entire community. Suggestions for improvements are always welcome. If you have a suggestion or compliment, please submit it online at [http://www.mum.edu/food-feedback](http://www.mum.edu/food-feedback). Alternately, you can fill out a Suggestion Card in the Dining Hall and give it to the door checker when you exit. Please fully complete the suggestion slip, including your name and address, so we can give you a prompt response.
Vishwa Shanti Café

Argiro Student Center
Main Floor
http://www.mum.edu/cafe

The Café is open daily for study, meetings, and relaxing with friends. Food and drinks are available for purchase during the hours posted. Please check the Café’s website for details.

Dining Policies

- **University ID Cards** — All students receive a University ID Card at registration. Students on a meal plan receive an appropriate *meal plan sticker and bar code* on this card. Please show your ID card to the door checker and scan your bar code when you enter the dining hall. (Lost cards can be replaced at the Enrollment Center for a fee.) Everyone who wishes to dine in Annapurna is required to have a proper badge or meal pass, or pay at the door. Students who forget their badge will be required to submit payment for the meal, which will be placed in an envelope with their name on it. If they bring their valid badge the next day, they can receive their payment back.

- **Meal Passes** for 10, 20, or 30 meals are available at the MUM Bookstore.

- **Note:** *Children under six are admitted for half price.*

- **Food carry-out** is available by purchasing carry-out containers from the door-checker. No other food containers are allowed inside the serving area.

- **Friends who are ill:** If a friend is ill, you must present his or her badge and ask for paper products for take-out.

- **Tableware:** Glasses, plates, silverware and cups, as well as salt and pepper shakers should never be taken from the dining room.

- **Kitchen area:** Only on-duty Food Service personnel are allowed in the kitchen area at any time. Please ask the door checker if you need to see someone in the kitchen area.

- **Dress for the dining hall:**
  - Neat, dignified, and modest clothing appropriate to the occasion is encouraged at all times.
  - Torn, stained, and sloppy clothing are not appropriate.
  - T-shirts and shorts other than short shorts may be worn in the dining hall.
  - Shoes are required for protective reasons.
  - Students from other cultures and traditions are welcome to wear traditional dress provided the appearance is neat and modest.
The Housing Office oversees housing for all campus residents and guests. Please visit the MUM Housing website for policies and procedures.

Off-Campus Housing

We encourage all students without dependents to live on campus so they may receive maximum benefit from university life. Eligible students who wish to live off campus are encouraged to live in Utopia Park, a 200-unit community just north of campus. The following students may live off-campus:

- students 22 years of age or older
- married students
- graduate students
- students with dependents
- undergraduate students younger than 22 years of age who have successfully petitioned the Department of Student Life by the deadlines advertised for each semester. (Contact an Associate Dean of Students, amhesse@mum.edu or ctaft@mum.edu in order to petition.)

If an eligible student (see guidelines above) is vacating a campus room in order to move off campus, he or she must contact Financial Aid before moving. Please note that students wishing to move off campus or to Utopia Park after they have registered will not be eligible for a reduction in housing charges for that semester.

For assistance in contacting local real estate agents for other off-campus housing, please visit www.city-data.com/city/Fairfield-Iowa.html.

Locksmith

Verrill Hall, Room 67
Phone: ext. 4188 (641-472-7000 ext. 4188)
Monday–Friday 2:45–3:45 p.m.

Residence hall room keys are issued by Housing.

Students with a Key Request Card signed by a faculty member or department head for a classroom or lab key, etc. can pick up such keys through the Locksmith. Difficulty with locks or keys not working or loose door knobs, etc. should be reported to the Locksmith by e-mail, phone, or written work request.
Please provide your name, contact information, the building/room number, and a description of the problem.

Note: In conformity with campus and fire safety requirements, students may not put additional locks on their rooms.

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**INFORMATION SYSTEMS ON CAMPUS**

Information Technology Department • Verrill Hall, Room 17
Phone: ext. 1170 (641-472-1170)
Monday–Friday 10:30–4:00 p.m.
Saturday 1:30–3:00 p.m.
http://www.mum.edu/RelId/632446/ISvars/default/IT.htm

The Department of Information Technology operates computer servers and networks associated with the University’s computing facilities. Applications for mum.edu e-mail accounts, residence hall ethernet access, and modem accounts are available during the hours listed above. Students may make online requests for computer assistance by:

- logging on to helpdesk.mum.edu
- calling ext.1170 (641-472-1170), or
- e-mailing helpdesk@mum.edu

**General Use of Computer Labs**

There are general purpose computers in the Argiro Student Center Lounge as well as several jacks into which one can plug a laptop computer for Internet access. Wi-Fi is also available in the Lounge.

The Library maintains Computer Labs for general use and Internet access in the Library. See “Library Services” for open hours. There are several public access computers available, and many Ethernet ports into which one can plug a laptop computer for Internet access.

**Academic Computer Labs**

*Access is limited to students taking classes in the respective department.*

The following departments offer computer labs. Access is limited to students taking classes in these departments, or by special permission of the department:

- Accounting Professional
- Computer Science
- Math
- Media/Art Lab in the Arts Center
E-Mail Addresses

All students must have an e-mail address for ease of communication and conservation of resources. If you have one already, let the Enrollment Center know your address when you register. Please keep them informed if you change your e-mail address.

If you do not already have an e-mail address, please visit the Information Technology Department in Verrill Hall to apply for one as soon as possible. You can get an mum.edu address if you wish and/or have its mail forwarded to your other e-mail address.

Having an e-mail address facilitates rapid communication between you and your professor, your advisor, and administrative offices. It is also the best way for the University offices, Department of Student Life, and Global Student Council to share announcements.

Students are responsible for reviewing the information sent to their email address on file with the University, and will be conclusively presumed to have received adequate notice of the contents of such emails. Therefore, we encourage all students to check their email regularly and inform the Enrollment Center of any change of email address.

Telecommunications Office

Telecommunications Office
Verrill Hall, Room 24
http://www.mum.edu/RelId/641601/ISvars/default/Telephone_Service_at_MUM.htm

Voice Mail

Students are welcome to take advantage of the University’s Voice Mail system. It is an easy way for family and friends to leave messages for you to easily pick up. Students apply for a Voice Mail account by filling out a form outside the Telecommunications Office, Verrill Hall, Room 24.

To access On-Campus Voice Mail from off-campus: dial (641) 472-1228; from On-Campus, dial ext. 1228.

LIBRARY SERVICES

Circulation Desk and Information • Phone: ext. 1154 (641-472-1154)
Reference Desk Phone: ext. 3733 (641-472-7000 ext. 3733)
Website: www.mum.edu/library

Hours — Academic Year
Monday–Friday 9:30 a.m.–9:00 p.m.
Saturday 9:30 a.m.–4:00 p.m.
Sunday 7:15–9:00 p.m.

Hours — Summer and Breaks
Monday–Saturday 1:00–4:00 p.m.
Between Blocks: closed after 7:15pm

NOTE: Hours are subject to change, and reduced hours apply during Forest Academies.

Please see the library’s website for details about offerings and policies.

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**LOST AND FOUND**

Campus Safety Office
Verrill Hall, Room 43
Phone: ext. 1117 (641-472-1117)
Office hours Monday–Friday, 2:30–4:00 p.m.

The central campus Lost & Found (non-clothing only) is located at the Campus Safety Office. If you've lost an item on campus, please contact the Campus Safety Office and leave your name and contact information, and give a full description of what was lost. Call: (641) 472-1117, or if calling from a campus phone, dial 1117.

If you find something (i.e. cell phone, watch, etc.), please be sure it is delivered to the Campus Safety Office, so that the item has the best chance of being returned to the owner. You can either call the Safety Office to arrange to drop off the item (Ext. 1117 or 641-472-1117) or call Campus Security to pick it up. Call: (641) 472-1115, or if calling from a campus phone, dial 1115.

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**MAILROOM**

Basement, Argiro Student Center • Phone: ext. 4137 (641-472-7000 ext. 4137)
Monday–Friday, 12:30–4:00 p.m.

Please see the Mailroom’s website for details about package guidelines, policies, etc.

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**Student Mailboxes**

Mailboxes • Argiro Student Center Basement
Mailboxes are accessible from 6:30 a.m. – 10:30 p.m. daily

NOTE: Mail is not delivered to student mailboxes on Sundays, national holidays, or Saturdays between blocks.

Please see the Mailroom’s website for details about mailboxes, how to get a mailbox, etc.
RELIGIOUS AND DEVOTIONAL SERVICES

For a listing of religious and devotional services available on campus, locally and surrounding areas, please see: https://www.mum.edu/pdf_resources/religiousservices.pdf.

SPORTS AND RECREATION

We strongly recommend that all students participate in rigorous physical activity four hours a week. Students may exercise on their own, participate in sports, or join recreation classes (see below). Many students designate the time period from 3:30 to 4:30 p.m. each day for exercise. Students may also exercise at other times in their schedule, of course.

First-year students are required to enroll in a course entitled “Health Related Fitness” during the second Forest Academy of the first year. This class is offered by the Department of Exercise and Sport Science.

Recreation Courses — All students are invited to participate regularly in recreation classes. Various classes are taught from 3:30 to 4:30 p.m. The Department of Exercise and Sport Science offers a variety of recreation courses during the school year, such as:

- Aerobics
- Badminton
- Basketball
- Canoeing
- Cycling
- Dance
- Fitness
- Gymnastics
- Kayaking
- Rock Climbing
- Running
- Soccer
- Softball
- Swimming
- Table Tennis
- Tennis
- Ultimate Frisbee
- Volleyball
- Water Polo
- Weight Conditioning
- Windsurfing
- plus other activities based on student interest

Personal training programs are also offered. Swimming and tennis lessons are offered at a reduced rate to students at the swimming pool or the Recreation Center.
Sports Programs: The Department offers a variety of recreational sports programs for the whole community. Sports clubs are organized in a number of sports including archery, basketball, fencing, kayaking, soccer, tennis, volleyball, table tennis, and ultimate Frisbee. These clubs determine practice and competition schedules and provide their own coaching from among club members. Leagues for each of these sports are sometimes organized during the year. Other clubs may be formed based on student interest.

Other Recreation Activities and Outdoor Adventure: A variety of other recreational activities (on and off campus) are also available to the community, including: aerobics, camping, cross-country skiing, golf, horseback riding, roller-skating, Frisbee-golf, swimming, and windsurfing.

For students eager for outdoor adventure, the Department periodically offers one- to three-day excursions on weekends between academic blocks. These exhilarating, professionally supervised adventures include activities such as alpine skiing, rock climbing in the scenic rock parks of the Midwest, kayaking the Wolf River’s white water, cross-country skiing, horseback riding, long canoe trips, or sailboarding the wide lakes of the Midwest. For details, please call ext. 1163 (641-472-1163).

Sports Facilities

Recreation Center • Phone: ext. 1112 (641-472-1112)
Open Daily 7:00 a.m.–9:00 p.m. Monday–Friday
10:00 a.m.–7:00 p.m. Saturday and Sunday

The Recreation Center is a 60,000-square-foot indoor facility located east of the Student Union building. The Recreation Center houses: basketball, tennis, volleyball, and badminton courts; table tennis facilities; a gymnastics area; a new weight training room; an indoor track; archery facilities; an indoor climbing and bouldering wall, and a Human Performance laboratory. There is no charge to students with ID cards for use of the Recreation Center.

Please see the Recreation Center’s website for information about the facility, offerings, lessons, court reservations, etc.

UNIVERSITY STORE AND GOLDEN DOME MARKET

MAHARISHI UNIVERSITY OF MANAGEMENT STORE
Argiro Student Center
Monday–Friday 9:30 a.m.–8:30 p.m.
Saturday 9:30 a.m.–4:00 p.m.
Sunday 12:00–4:00 p.m.
http://www.mum.edu/bookstore
The University Store offers a wide variety of items for students. A few of the items to be found there include the world’s largest collection of books and videos by Maharishi, greeting cards, gifts, designer clothing, athletic clothing, toiletries, pictures, MUM logo items, picture frames, art supplies, snacks and Maharishi Ayur-Veda® products.

**GOLDEN DOME MARKET AND CAFE**
Granville Ave., just north of the Ladies’ Golden Dome
Monday–Sunday 9:00 a.m.–8:15 p.m.

The Golden Dome Market specializes in offering primarily organic food, including produce from Maharishi University of Management Organic Farms. Other items include greeting cards, hand-crafted jewelry, toiletries, and Maharishi Ayur-Veda products.

The upstairs Café offers a dining area with a full service meal during lunch 12:00 – 2:00 p.m. and dinner 6:00 – 8:00 p.m. Monday- Saturday. Student meal passes may not be used at this location.

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**WORK-STUDY**

**Human Resource Office • Henn Mansion, 1st Floor**
Phone: ext. 1194 (641-472-1194)
Monday–Friday 1:30–3:45 p.m.
http://www.mum.edu/RelId/673865/ISvars/default/Work-Study.htm

The work-study program provides jobs for students with documented financial need. Students who are awarded work-study in their financial aid packages may apply for available jobs on campus; many administrative and academic departments utilize work-study students. Work-study jobs are not guaranteed because they are based on job availability.

If you are eligible for the work-study program, it will be listed on your Financial Aid Award. For information about your work-study award contact the Enrollment Center.

For information about work-study jobs, visit the Human Resource Office or view the online list. Click on the “Jobs List” link to view available work-study jobs. If you find a job you are interested in, please come to the Human Resource Office in Henn Mansion--after you have registered as a student--to start the necessary paperwork.

Please do not start working until you have been accepted by the Human Resource office for a position and have completed the paperwork.

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**Drug-Free Workplace**

1. Please be on notice as an employee of the University that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited at this University and anyone violating this prohibition will be subject to dismissal from staff.
2. Please also be on notice that as a condition of being an employee of the University that you are required to abide by the terms of paragraph 1 above and you must notify the director of the University
Human Resource office of any drug statute conviction occurring at Maharishi University of Management no later than five days after such conviction.