STUDENT HANDBOOK

2015-16 Academic Year
Letters of inquiry about Maharishi University of Management should be addressed to:

Department of Student Life
Maharishi University of Management
Fairfield, Iowa 52557
Phone: (641) 472-1225 • E-mail: studentlife@mum.edu

EQUAL OPPORTUNITY

Maharishi University of Management believes that all educational and employment decisions should be based on an individual’s performance and qualification and not on irrelevant factors such as personal characteristics or happenstance of birth unrelated to academic or job performance. The University considers irrelevant factors regarding sex, age, race, religion, color, national or ethnic origin, disability, veteran’s status, sexual orientation, and gender identity.

In addition, the University is committed to compliance with all applicable laws regarding nondiscrimination including Title VII of the Civil Rights Act of 1963, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. The application of this policy ensures that every individual at the University will be treated with equal dignity and that opportunity is equal for all persons.

Anyone who has any concerns or inquiries regarding this policy should feel free to contact the General Counsel’s Office, Maharishi University of Management, Fairfield, Iowa 52557, (641) 472-1175, bgoldstein@mum.edu, or the U.S. Department of Education Office for Civil Rights Lyndon Baines Johnson Department of Education Bldg 400 Maryland Avenue, SW Washington, DC 20202-1100 Telephone: 800-421-3481 FAX: 202-453-6012; TDD: 877-521-2172 Email: OCR@ed.gov.

IMPORTANT NOTICES

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.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Under 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 2015-2016

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© 2016 by Maharishi University of Management. All rights reserved. No part of this publication may be reproduced, stored in a retrieval system, or transmitted in any form or by any means, electronic, mechanical, photocopying, recording, or otherwise, without prior written permission of the publisher. "Transcendental Meditation, TM, TM-Sidhi, Science of Creative Intelligence, Yogic Flying, Consciousness-Based, Maharishi Gandharva Veda, Maharishi Ayur-Veda, Maharishi Sthapatya Veda, Maharishi Transcendental Meditation, Maharishi Vedic Organic Agriculture, Maharishi Vedic City, Ideal Girls School, Maharishi School of the Age of Enlightenment, Maharishi Vedic Science, and Maharishi University of Management are registered or common law trademarks licensed to Maharishi Foundation and used under sublicense or with permission. Printed in the U.S.A.
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.
ACADEMIC CALENDAR

To view the Academic Calendar, please visit: [http://www.mum.edu/calendar/](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 college experience.

The Department of Student Life consists of:

- Dean of Student Life
- Department Administrator
- Associate Dean of Student Life
  - Student Success Center
    - Academic Support
    - Academic Advising
    - Learning Disabilities and Special Needs Accommodation
  - Career Services
    - Director of Career Education
    - Director of Field Experience
    - Alumni Office
- Director of Student Support Services
- Associate Dean of Students
- Director of Residential Life
  - Residence Hall Directors and Advisors
- Office of International Students and Scholars
- Student Activities
  - Vishwa Shanti Café
- Student Government
  - Student Clubs
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, active 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 and Taking Exams
- Establishing Validity
- Guide to Use of Sources

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.
**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 available.

- An academic advisor meets with each new student early in his/her 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 Associate Dean of Student Life 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.

**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 website).

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 Student Success Center about your needs before you arrive on campus for your first semester or at any time thereafter. The Associate Dean of Student Life 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, note-takers, 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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**Career Services**

Director of Career Education • Argiro Student Lounge Room 117

Director of Field Experience • Argiro Student Lounge Room 119

For more information, please visit the [Career Services](#) page.

**Identify your Passion**

- 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 coordinator as well as the Director of Field Experience in room 119 in the Career Services Center, Argiro Student Lounge area. For more information please visit: www.mum.edu/internships

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**Student Support Services**

Dr. Jonathan Shapiro, Director • Dreier building, Room 105A  
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

ULifeline Online Mental Health Assistance
ULifeline is an anonymous, confidential, online resource center where university students can easily search for the information they need regarding emotional health. Get help immediately including a toll-free phone number and helpful links. Complete the online anonymous "Self-Evaluator" to help you understand what you are experiencing and what you may need to do next. The Self-Evaluator is an instrument developed by Duke University School of Medicine. This anonymous survey screens for the 13 most common mental health disorders in university students.

Associate Dean of Students

Amellia Hesse, Associate Dean of Students • Dreier Building, Room 112
E-mail: amhesse@mum.edu • Phone: ext.1327 (641) 470-1327 • Mobile: (641) 451-7471

Residential Life

Selin Ozbudak, Director, Residential Life • Dreier Building, Room 113
Mailbox: MR# 444 • E-mail: sozbudak@mum.edu
Office Phone ext. 4804 (641) 472-7000 ext. 4804
Cell Phone (641) 226-0052

The Resident Life Program has been designed to promote the fulfillment of a healthy and well-balanced residential life experience. Resident Directors and Advisors are both residence hall administrators and community developers.

RD’s and 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 a Resident Advisor can fill out the online application.

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 at the Residential Life website).
International students are encouraged to contact Nancy Watkins, the International Student Advisor, for information about rights and responsibilities in connection with 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, Associate Director, International Student Advising • 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.

Student Activities

Sascha Kyssa, Director
Lance Lashley, 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 in-town and out-of-town shopping, cultural events, and recreational activities.

**Workshops**
Workshops are organized on a regular basis and include topics such as gardening, painting, 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. For more information, contact the Café manager Santoria Rush at srush@mum.edu or cafe@mum.edu, phone ext. 3915 or 2204.

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**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.

- 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.

**World Congress**
The World Congress is a forum 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 these 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 World Congress, 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.

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**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 advisor 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 Events Sponsored by Students and Clubs**

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.
Films available in the University Library may be shown without further consideration, provided that we have legal permission. Other films and presentations may be offered provided they are respectful of our diverse, multi-cultural 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.)

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 purposes aligned with MUM’s mission is permitted where appropriate. Fundraising for certain courses, for example, the Center Invincibility 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. For additional assistance, please contact the Student Activities Office at: stuact@mum.edu.

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**Bulletin Boards and Posting Notices**

All notices posted on campus bulletin boards require approval by the Department of Student Life. This includes business advertising and “for sale” notices, as well as announcements of campus events, or promotional materials of campus organizations. Poster guidelines are available [here](#). If you have a notice you would like to post, please take it to the Department Administrator, Mengyuan Wang, Dreier Building, room 105. 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 without the approval of the Director of Residential Life. For information, please call ext. 4804.

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**Surveys**

Michael Farrer, Director of Evaluations, Maharishi Veda Bhavan
E-mail: mfarrer@mum.edu or evaluations@mum.edu • Phone ext. 3328
Any formal survey of students (i.e. involving written or printed forms), or any questionnaires given to students in general, whether sponsored by faculty or students, must be approved by the Director of Evaluations in consultation with the Dean of Academic Programs and the Dean of Student Life. This approval process ensures that the questionnaire or survey is properly prepared so that it will elicit the information sought, and is coordinated so it does not interfere with other surveys and 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 above channels.

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**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 if he or she believes that there has been a significant substantive or procedural error that significantly impacted the outcome of the meeting; or that significant evidence has been overlooked, or the conclusion of the 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. The appeal should outline the basis for it in light of the above criteria. 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 of the University 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 Amellia Hesse Associate Dean of Students in the Dreier Building room112, amhesse@mum.edu, or phone 641-472-1327.

**Equal Opportunity Policy**
Inquiries regarding the University’s equal opportunity policies and practices should be directed to Caterina Roesler in 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 posted to file a written appeal with the department chair or, if the instructor was the department chair, with the Dean of Academic Programs, whose decision shall be final.

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

Special Needs Accommodations
Requests for academic accommodations should be directed to the Student Success Center, 105B 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
Appeals to decisions of a Student Support Committee may be made to Dr. Craig Pearson Executive Vice-President, cpearson@mum.edu, in accordance with the procedures described in this 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, 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 a capable 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 for all writing assignments and exams. Abiding by the Academic Honor Code will help you avoid academic dishonesty and plagiarism. Academic dishonesty includes a range of unethical behaviors undertaken to deceive anyone who may be evaluating your work for meeting course and/or degree requirements, such as cheating on an exam. Plagiarism means submitting or presenting someone else’s work as if it were your own—without citations, quotation marks, or acknowledgment. Examples include copying text and/or graphics from online sources without attribution, copying a friend’s paper, or purchasing an essay for submission.
Academic dishonesty and plagiarism are serious academic offenses. Here at M.U.M., you will get an NC on any homework that you have plagiarized. Additional penalties for plagiarism could include an NC in the course, academic probation, or suspension from the University for up to two full semesters, depending on the seriousness and intentionality of the violation (see pp. 363–367 in the 2015 M.U.M. Catalog). For help in avoiding plagiarism, refer to http://plagiarism.org. Additional information is in the Student Handbook at http://www.mum.edu/handbook. If you are feeling pressured by assignment deadlines, don’t risk everything by resorting to plagiarism. Come and talk with your professor instead.

The standards of the Academic Honor Code apply to Development of Consciousness programs as well. Any action which misrepresents a student’s attendance or participation at group Transcendental Meditation or group TM-Sidhi program sessions is not honest. Some examples of dishonesty in this area are as follows:

- 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
- Having another student pass your badge through the scanner
- Passing another student’s badge through the scanner.

Consequences of Academic Honor Code Violations
For remedial 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

Attendance at all classes is required because all elements of class—lectures, questions and answers, discussions, group work and student presentations—contribute to the learning process. Absences are excused only if students are sick in bed or have a family emergency. If you miss more than six sessions (morning or afternoon) of a four-week course, you may not be eligible to receive credit for the course. If you must miss a class, please call or email your professor, or send a note with a friend. Simply not showing up is unprofessional and discourteous and will be considered an unexcused absence. The University does not recognize personal days. If a student has personal business, the appointment should be scheduled after class or between blocks.

Punctuality for all class sessions is expected just as it is in the professional world. A high value is placed on students arriving promptly for each class session and returning promptly after the five-minute break. Lateness disrupts the learning environment. Late minutes will be tracked and may affect your grade. Students are expected to arrive 2 or 3 minutes early so that everyone is seated and settled when class begins. Well begun is half done.

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.

**Computers, Cell Phones and Pagers**

Students are asked to turn off all cell phones and pagers at the start of class so you will not inadvertently interrupt a lecture or class discussion. Evidence from a variety of studies indicates that by multitasking, you compromise your efforts to learn. Furthermore, *carrying on extended texting conversations in class is both inappropriate and distracting to your classmates.* Your professors will discuss when and under what conditions classroom use of computers is encouraged.

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**Development of Consciousness**

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**Department of Development of Consciousness**

Rod Eason, Chairperson • Dreier Building, Room 105C
Phone: ext. 1204 (641-472-1204) • E-mail: reason@mum.edu
Kris Wood and Paul Handelman, Directors • Dreier Building, Room 118
E-mail: Kris Wood: dc@mum.edu, Paul Handelman: phandel@mum.edu
Phones: Kris Wood: ext. 1114 (641-472-1114), Paul Handelman: ext. 1116 (641-472-1116)

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.

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**Registration Policies**

**Continuing students must meet with their advisor to plan out their courses for the full year before the start of the next semester.** The year’s schedule of available courses can be found at [http://www.mum.edu/classes](http://www.mum.edu/classes).

**Changing, Dropping, or Withdrawing from Courses**

It is important for students to be in class starting from the first day in order to hear the overview of the entire course on the first day. After the first day, later topics will be 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 using the schedule of available courses found at [www.mum.edu/classes](http://www.mum.edu/classes).

If, in spite of careful planning, a student must change or drop or withdraw from 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 attend the new course by the afternoon of the second day of class.

*Please note: Not all courses may be entered after the first day of class. Professors reserve the right to require attendance on the first day of their class.*

**Dropping or Withdrawing from a Course**

*Note: if you are a U.S. student, withdrawing or dropping a course may affect your financial aid and delay your award disbursement.*

**Dropping a Course**

A student may drop a course for any reason:

- By 4 pm of the second day of a course. In this case, the course is removed from his or her academic record.

**Withdrawing from a Course**
In the event that a student needs to withdraw from a course after the initial deadline above, he/she should notify the Enrollment Center as soon as possible either in person or in writing.

A student wishing to withdraw from a course should meet with his/her academic advisor beforehand to discuss the implications of withdrawing from the course. In some cases, the student may also need to meet with Financial Aid and/or Student Life.

To withdraw from a course and receive a grade of W (course withdrawal), the student must have:

- attended part of the third day of class
- stopped attending before 4 p.m. on the second Monday of the course for a 2- or 4-week course,
- stopped attending before completion of 25% of the course for a course longer than 4 weeks.

If the above requirements are not met, the student will receive NC (no credit) for the course, except in the case of illness, family emergency, or other compelling circumstances beyond the student’s control (see below). An NC means 0 credits for the course and 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 should notify and petition to receive a grade of W (or an incomplete), but he or she must do so within two weeks after the last day he or she was present in class.

To petition, the student must contact his or her instructor. If the student is unsatisfied with the instructor’s decision, the student can discuss his or her situation with an Associate Dean of Students. The Associate Dean of Students will discuss the matter with the instructor and assist the instructor in making the appropriate decision. In all events, the instructor has the final say with regards to the grade.

*Note: After two weeks from the last day of attendance, if a student has not requested a grade change per procedures above, he or she will receive NC for this course.*

*Note: 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 a constructive activity as approved by an Associate Dean of Students.*

**Leaving the University**

Students who wish to take a break from their studies need to inform their graduation advisor in the Enrollment Center before leaving campus. The Enrollment Center will remove the unattended classes from the student’s record and fill out a “Change in Charges” form for the student if an adjustment of charges and/or refund is warranted. Students who withdraw from the University must apply for readmission through the Office of Admissions when they desire to return. See [http://portals.mum.edu/Finances](http://portals.mum.edu/Finances) for details.
Personal Responsibility

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 Transcendental Meditation and TM-Sidhi Program**
  Attendance at all classes is required. 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 learned 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.

  *Note: Each nonstandard (i.e. evening/weekend) program has its own class schedule.*

- **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. to 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. With proper time management, 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. At all times, students are expected to be respectful of others who may be studying, especially during early morning 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. No non-MUM students are allowed in the residence halls unless they are the immediate family of a student or an MUM employee at work (such as Student Life or Security personnel). In particular the MUM residence halls are off limits to any non-MUM student aged 18 or below.

- **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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**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 and dignified clothing appropriate to the occasion.
- Torn, stained, and sloppy clothing is not appropriate.
- Immodest or revealing clothing is not appropriate.

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. 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.

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 are distributed from the student’s computer for which the student does not have permission or license from the copyright holder. 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.

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**Promoting Respectful Behavior**

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.

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 Title IX Coordinator or 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.

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 Hesse, Associate Dean of Students, amhesse@mum.edu.

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 Title IX Coordinator or 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 Title IX Coordinator, as described in the section below.)

Once the University is notified of a complaint, the Title IX Coordinator or 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 the Title IX Coordinator, 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 Title IX Coordinator, or a member the Department of Student Life, 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.
Note: 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 click here.

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**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](http://www.IowaSmokefreeAir.gov).

**Penalties for Students Using Tobacco and Nicotine Products on Campus**

According to University policy and the Smokefree Air Act, no one is permitted to smoke anywhere on campus. This includes outdoors (roadside, 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, the use of smokeless tobacco products such as chewing tobacco or nicotine products such as e-cigarettes, are prohibited.

State law provides for fines against those individuals who violate the Iowa Smokefree Air Act. Violators will be subject to fines and remedial action by the University in addition to that prescribed by state law.

**Smoking Fines**

If a student is determined to have been using tobacco or e-cigarettes on campus, a $50 fine will be levied. If smoking occurs within a campus building, there is a fine of $250.

**Smoking and Littering off Campus**

Students are expected to be respectful of the larger Fairfield community and smoke only in designated areas that will not cause a nuisance to the University’s neighbors and to properly dispose of all waste including cigarette butts and packaging. Students who are found to be littering – either on campus or off campus – will be fined $25 in addition to other fines or penalties prescribed by state and local laws.

**Smoking Cessation**

Any person seeking help with smoking cessation is encouraged to contact the Campus Nurse at 641-472-7000, ext. 3411 or visit her in the North Peace Palace, 1080 N. 4th Street, Rms. #1 - 4. A weekly on-campus addiction support group welcomes new people at any time. For confidential information, please contact Dr. Jonathan Shapiro, Director of Student Support Services, at ext. 1241; jshapiro@mum.edu.
Alcohol and Drug Use

Maharishi University of Management supports maximum growth of our students and the development of total brain functioning. Drugs and alcohol, even at low doses, slows down brain functioning leading to poor decision-making and slower reaction times. 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.

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 Student Support Services, Campus Nurse, or any other member of our Student Life team. For a listing of support services available, please visit here. General information is also available at the Partnership for Drug-Free Kids.

ALCOHOL POLICY

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, including, but not limited to a fine of $250 in addition to penalties that may be prescribed by federal, state and local laws.

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, including, but not limited to a fine of $250 in addition to penalties that may be prescribed by federal, state and local laws.

Note: the above alcohol and drug policy is in effect during all field trips, Rotating University classes, other University-sponsored events, and internships.
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 winter and summer breaks or vacations, whether they are here or elsewhere. The University views this infraction of rules as a serious breach of conduct subject to immediate remedial action, including, but not limited to a fine of $250. 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/dea/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, Drug Use, and Behavioral Corrective Procedures
The University wishes to promote early intervention regarding potential alcohol and drug use. 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 contact in confidence the Director of Student Support Services 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 Behavioral, Alcohol and Drug Policy Infractions

• A student who is found in alleged violation of the behavioral, alcohol or drug policies is required to have a Dean’s Meeting 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 described below.

- 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.

- The University 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, or if violence is occurring or immediately threatened, 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 and all others at the scene. 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.

- Any student convicted of a felony may be immediately expelled from the University.

For all alleged violations of the Student Code of Behavior, if the Dean of Student Life, or his/her designee, or a Student Support Committee, finds it more likely than not that an infraction has been committed, the following remedial measures may be enforced:

- **Warning**: A student may receive an official warning. Depending on the infraction, the student may not be accepted for the Rotating University.

- **Probation**: During probation, students are ineligible to serve on Student Government, participate in the Rotating University or hold an internship.

- **Suspension**: Students who have been suspended (but not banned from campus) are allowed to be in public places on campus (Argiro Student Center, etc.) during normal business hours (10:00 a.m. to 5:00 p.m.), but are not allowed in the residential halls or classrooms. If it is deemed necessary for the safety and well being of the University community, suspended students can also be banned from campus. This will be enforced by Campus Security and the Fairfield Police Department.

Other measures may be used as appropriate, including but not limited to: screening and assessment, referral to the Student Success Center, fines, making amends, a behavioral contract, a course in anger management/alcohol education/drug education, follow up with the Dean of Student Life or his/her designee.

In cases where a student under 21 violates the alcohol policy, a student violates the drug policy, their parent(s)/guardian may be notified.

*Note: 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.

II. Alleged Behavioral Infractions

Students who engage in disruptive, 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
- acts that cause mental or emotional distress
- tobacco, alcohol and drug use in violation of local, state, or federal law, and/or University policy
- littering or other improper disposal of tobacco products on or off campus
- sexual or relationship misconduct
- misrepresentations of information to MUM administration, for instance when applying for admission to the University, applying for financial aid, or during a Student Support Meeting, or with respect to one’s transcripts, academic records, prior convictions, college identification card, meal pass, and other official university document or any other misrepresentations of information
- 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
- driving (on or off campus) without proper license, registration and insurance
- driving (on or off campus) under the influence
- driving (on or off campus) in a reckless manner
- causing injury to oneself or others while driving (on or off campus)
- causing damage to vehicles or property while driving (on or off campus)
- any violation of state or federal law

Note: The above list is not all-inclusive.

In the event that the Dean of Student Life or his/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.

The following provides a general guideline for minimum sanctions. The findings of fact, the particular circumstances, and prior record of the student will be factors considered when determining any appropriate consequences. Please note: The examples given do not represent a full list of possible Student Code of Conduct violations.

A. **Consequences for first time less serious offense:**
   - Warning
   - Student Behavior Contract
   - Refer to Student Support Services
   - Refer to Student Success Center
   - Apologies/Reparation
   - Community Service
   - Probation
   - Anything deemed appropriate by the Dean of Student Life or his/her designee to support future student success

B. **Consequences for first time serious offense or repeated less serious offense**
   - Probation
   - Anything deemed appropriate by the Dean of Student Life or his/her designee to support future student success

C. **Consequences for first time most serious offense or repeated serious offense**
   - Suspension
   - Anything deemed appropriate by the Dean of Student Life or his/her designee to support future student success

**III. Alleged Alcohol Infractions**

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
      - Drinking or intoxicated on campus if 21 or older (cooperative with authorities)
      - Drinking or intoxicated on or off campus if under 21 (cooperative with authorities)
   2. **Consequence:**
      - $250 fine.
      - Warning and a minimum of 5 months probation or other measures as appropriate

B. **More serious first-time violation or repeated violation**
   1. **Definition:**
      - First incident of drinking or intoxicated on campus if 21 or older, with belligerent, non-cooperative, disruptive, or disrespectful behavior
• First incident of 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:**
   • Any of the consequences listed above for first time less serious violations, plus
   • A minimum of 2 months suspension followed by a minimum of 5 months probation following the suspension

C. **Driving under the influence**
   1. **Definition:**
      • First time driving under the influence of alcohol on or off campus, cooperative with authorities and relatively low blood alcohol content (not necessarily above the legal limit)
   2. **Consequences:**
      • $250 fine.
      • A minimum of 3 months suspension followed by 1 year probation

D. **Most serious violation**
   1. **Definition:**
      • Gross disregard of policy
      • First incident of drinking on campus by students 21 or older, with belligerent, non-cooperative, disruptive or disrespectful behavior
      • First incident of drinking or intoxicated on or off campus if under 21, with 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 high blood alcohol (above the legal limit) content and/or belligerent, non-cooperative, disruptive, or disrespectful behavior
      • Multiple violations
   2. **Consequences:**
      • $250 fine.
      • A minimum of 6 months suspension; followed by 1 year probation
      • Other measures as appropriate

IVA. 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:
      • Minimum 5 months probation
      • Other measures as appropriate

B. Subsequent time found in presence of illicit drugs
   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:
      • $250 fine.
      • Minimum two months suspension and 5 months minimum probation
      • Other measures as appropriate

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 driving while intoxicated by illicit drugs on or off campus, with belligerent, non-cooperative, disruptive or disrespectful behavior
   2. Consequences:
      • $250 fine.
      • A minimum of 6 months suspension followed by 1 year probation
      • Other measures as appropriate

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 belligerent, non-cooperative, disruptive or disrespectful behavior
      • First time driving while intoxicated by illicit drugs on or off campus, with belligerent, non-cooperative, disruptive or disrespectful behavior
      • Selling, giving, distributing, or possessing with intent to sell, 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:**
• $250 fine.
• A minimum 1 year suspension, followed by a minimum 1 year probation upon readmission
• Other measures as appropriate

*Note: Students who have been suspended for any violation of the Student Code of Behavior must apply and be accepted for readmission to the University. Readmission is not automatic; applicants are subject to Admissions review and a meeting with the Dean of Student Life.*

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**General Remedial Procedures**

All behavioral policies at Maharishi University of Management are dedicated to promoting the safety, comfort and growth of every student and the entire M.U.M. 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 growth 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.

**Dean’s Meeting 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 meeting. 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, probation, and/or suspension 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 Dean’s Meeting with the Dean or designee as described above, or;
3) A minor or major infraction occurs after a Dean’s Meeting,

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 from the Department of Student Life, and a member of the University faculty or administration, at the discretion of the Dean or designee. In addition, the student may choose to invite his or her academic advisor or one member of the Student Government to join the Committee (optional). The student may also invite his or her parent, or one other M.U.M. 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 certain areas on campus 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.

The Committee’s decision will be communicated to the student in writing (and/or email), 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 Director of Campus Safety and Security and the Director of 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 unless permission has been granted and any conditions for escort have been met. If necessary, 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.

*Note: Students who have been suspended for any violation of the Student Code of Behavior must apply and be accepted for readmission to the University. Readmission is not automatic; applicants are subject to Admissions review and a meeting with the Dean of Student Life.*

**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

Aladdin Food Services provides M.U.M. with a varied, lacto-vegetarian menu designed 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.

*Note:* There is a $50 fine for non-vegetarian food preparation, cooking or storage in the residential halls.

*Note:* All students living on campus are required to take the full housing and meal plan, which allows three meals a day (breakfast, lunch and dinner).

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/](http://www.choosemyplate.gov/).

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 many of the residential halls. Arrangements to use these kitchens should be made with the Residence Director responsible for the building.

Integrative Wellness Center

North Peace Palace, 1080 N. 4th Street, Rms. #1 – 4
Phone: campus ext. 3411 or 3406 (641-472-7000 ext. 3411 or 3406)
Clinic Hours: Monday–Friday, 10:00 a.m. – 4:00 p.m.

The new Integrative Wellness Center offers Maharishi Ayurveda wellness consultations to students, faculty and staff. The center is run independently by Dr. Jim Davis, an Osteopathic physician, and was created to provide practicum internship opportunities for the Physiology and Health students, as well as offer free or low-cost health services to the University community.

Appointments are structured so that during each consultation a student intern takes the lead discussing the client’s health concerns and past history, then takes the client’s pulse. From the subtle variations in the pulse the intern can detect health imbalances in the body. Dr. Davis oversees the appointment, and he is assisted by Vaidya Dinesh Gyawali, an ayurvedic physician from Nepal. Together with the student intern, they work as a team to prescribe changes in diet, daily routine, herbs, aroma therapy, whatever is required. Appointments usually take 45 minutes to one hour.

Campus Nurse
The Campus Nurse, located in the Integrative Wellness Center, offers first aid and initial screening of health concerns for current M.U.M. Students, Staff and Faculty by assessing and evaluating illness, and making referrals to area health care providers as needed. This is done during Campus Nurse Clinic hours. Students can also call a health care provider by themselves. Please phone or drop by her office in the during clinic hours for advice on minor medical concerns and assistance in obtaining medical care.

**In case of emergency, call 911.** 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.

**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 the Campus Nurse, Liza McClure, L.P.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 a copy of the treatment report (written in English) to registration. If you have had treatment in the United States, you must bring a copy of the report along with your chest x-ray to registration.

If you have any questions about the TB screening, please contact the Campus Nurse, Liza McClure, L.P.N., at nurse@mum.edu.

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**Student Health Insurance**

Enrollment Center, Dreier Building • Phone: ext. 4623 (641-472-7000 ext. 4623)
Office hours: 1:30 – 4:00 p.m Monday–Friday, or call for an appointment

**Health Insurance for U.S. Students**
The University does not provide a formal insurance policy for U.S. students, however, in keeping with current law under the Affordable Care Act, all students are expected and required to have health insurance. Student Support Services and the Campus Nurse can assist you in obtaining coverage. 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.

In addition, all students should be sure to have personal expense funds for health care related costs and transportation to and from appointments.

**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 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 an insurance claim 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).

*Note: Claim forms are available in the Enrollment Center*

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**Health Care Services**

In an emergency, call 911 for ambulance and paramedics
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.** As soon as possible, call Campus Security at (641) 472-1115.

**Campus Nurse**
Contact Liza McClure, L.P.N., in the Integrative Wellness Center, North 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, 10:00 a.m.–4:00 p.m.

*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.*

**Chiropractors:** Crossland, DC (641) 472-4454, Estrin, DC (641) 472-0233, Farkas, DC (641) 472-4924, Hunt Chiropractic (641) 472-4323, Johnson Chiropractic (641) 472-7333, Lindberg Clinic (641) 209-8006, McConeghey, DC (641) 472-4925, O’Connell, DC (641) 469-6213.

**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.

**Family Planning:** (800) 452-3365. Fairfield: 108 E. Broadway Ave., Suite 2, and Ottumwa: 228 E. 2nd Street.

**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.

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

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/)
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
RideShare Fairfield Facebook link: https://www.facebook.com/groups/ridesharefairfield/

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UNIVERSITY SERVICES

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Campus Safety & Security

Rig Gelfand and Beata Nacsa, Co-directors
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 Safety and Security is responsible for all aspects of safety and security 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
• any act of violence, 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, Liza McClure, L.P.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) 451-7471 or anyone in the Student Life Department. 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-forceful 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.)

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 wellbeing of the student, this student is immediately treated as a “missing person”.
2. Campus Security will forward a 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.

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.

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).

All residents should follow the following fire safety 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.
• No open flames are allowed in residential building
• Burning items such as sage is not allowed in residential building
• 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 prohibits smoking anywhere on campus. This includes outdoors (roadside, 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 $100.00, 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. 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.

*Note: Students will be fined $100 for putting food and other improper items in the residential hall drains.*

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

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

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

**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 (See following section on fines.)

**Fire Safety Violations – Fines**

- Tampering with fire safety and life safety equipment $100 + repairs TBD
  
  *Examples:*
  - Tampering with or disabling of smoke detectors
  - Inappropriate discharge of a fire extinguisher
  - Setting off a false alarm
Covering or muffling a fire strobe horn
Covering or disabling emergency light equipment
Disabling or damaging emergency exit doors

- Hallway obstruction $25
- Cooking in room $100
- Unsafe electrical use $50

Examples:
- Use of multiple, connected extension cords
- Use of multiple connected power strips
- Use of socket attachments allowing multiple devices
- Use of unapproved heaters or air conditioners

- Open flame in residential halls $50
- Burning sage in residential halls $50
- Smoking on campus $50
- Smoking in residential halls or other buildings $250

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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**

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](https://www.weather.gov).

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 generally holds one tornado drill in the spring and one tornado drill in the fall.

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**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 lost 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. They will record your name and the make, color, and serial number of your bicycle, and give you a sticker.

*Note: All bicycles on campus must be registered (no charge) with the Campus 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**

Bikes should be parked at the bike racks in front of buildings. Fire safety regulations prohibit the parking or storing of bicycles in common areas, hallways, doorways, and stairways. Always lock your bike when not in use.

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**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. Students must show valid license, registration and insurance in order to register a vehicle.
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 a $50 fine in addition to the annual registration fee, plus towing charges. 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).

Note: Failure to register a vehicle is subject to a $50 fine in addition to the annual registration fee.

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Driving on or off Campus

Drive Carefully

- Please drive carefully and observe the campus speed limit (15 mph) and all posted speed limits in town.
- Come to a complete stop at stop signs.
- 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.)

License and Registration

Only licensed drivers may operate a motor vehicle on or off campus. Drivers in possession of a valid learner’s permit must be accompanied by a licensed driver at all times. Motor vehicle owners are responsible for carrying current registration and insurance.

Note: Students driving on or off campus without proper license, registration and insurance will be subject to a $100 fine (plus other possible remedial measures) in addition to other penalties prescribed by state or local laws.

Parking

Please observe and adhere strictly to posted parking and no-parking areas on campus and in town. 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. The fine for unauthorized parking in a handicap area is $100, plus the cost of towing.

There are some restricted parking areas (for example, faculty and staff only). If you do not have the appropriate sticker for a specific parking lot, or if the lot is not designated for student parking, it should not be used even for temporary parking and will be subject to a $25 fine. Please consult with the Campus Safety Office for designated student parking lots and student parking spaces.
Parking and Traffic Violations

If you fail to observe parking or traffic guidelines on or off campus, you may receive either a warning or a fine by the University (in addition to other fines and penalties that may be issued by local law enforcement). The amount of the fine issued by the University will be determined by the situation and the severity of the offense. With serious or repeated violations you may lose your driving privileges on campus. Below are University fines for parking and traffic violations:

- **Parking violations on campus**
  
  **Examples:**
  - Unauthorized parking in handicap zone $100 + towing charges
  - Parking on grass or sidewalk $100 + towing charges
  - Unauthorized parking in restricted areas $25 + towing charges

- **Traffic violations**
  
  $TBD based on situation and severity of offense
  
  **Examples:**
  - Speeding
  - Failure to yield
  - Failure to come to complete stop at stop signs
  - Dangerous or reckless driving on or off campus
  - Causing injury to oneself or others on or off campus
  - Causing damage to other vehicles or property on or off campus
  - Leaving the scene of an accident on or off campus

All fines must be paid within seven days. A payment envelope is provided with the citation.

*Note: Individuals with unpaid fines will not receive copies of their academic transcripts, or, if they are graduating, their diplomas.*

**Appealing Parking or 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 and Abandoned 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 that are in need of repair or are inoperative for more than 14 days are considered abandoned and subject to a $100 fine, plus towing charges.

**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).

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://portals.mum.edu/RelId/612815/ISvars/default/Welcome.htm
Financial Aid: http://portals.mum.edu/Finances

Registrar’s Office
General Services
• student registration
• student ID badges
• attendance and grades recording
• proposal and petition processing:
  o Directed Study proposals
  o Academic Standards Committee petitions
  o 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
Facilities Management and Custodial Services

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. For problems related to heating, cooling, plumbing, electricity, etc., in your room, please file a Work Request at the facilities management website. For problems in common areas of the residential halls, please speak with your RD or RA.

For facilities emergencies, please call Campus Security at 641-472-1115, or ext. 1115, and they will contact Facilities Management.

Food Service

Annapurna Dining Hall (Argiro Student Center, 2nd floor)
Aladdin Food Services provides M.U.M. with a varied, lacto-vegetarian menu designed 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 SM gardens and greenhouses.

All students living on campus are required to take the full housing and meal plan, which allows three meals a day (breakfast, lunch and dinner). To enter the Annapurna dining hall, please scan your meal card at the entrance.

Annapurna Dining Hall Hours:
Monday – Saturday Breakfast 9:00 a.m. – 10:00 a.m.
Monday – Saturday Lunch 11:45 a.m. – 1:30 p.m.
Sunday Brunch 11:00 a.m. – 1:30 p.m.
Daily Dinner 6:30 p.m. – 7:45 p.m.

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 Meals Calendar: www.mum.edu/menu.
Suggestions
The Food Service staff is dedicated to fulfilling the desires of the entire community, which can be challenging at times due to the many different nationalities represented in our student body. Suggestions for improvements are always welcome. If you have a suggestion or compliment, please submit it online at 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.

Annapurna Dining Hall Policies

- **University ID Cards:** All students receive a University ID Card at registration. Students who live on campus receive a 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.

- **Discounted meal passes** for students who live off campus are available at the University Bookstore.

- Children under six are admitted for half price.

- **Food carryout** is available by purchasing a carryout container 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 a carryout container.

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

- **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 Annapurna Dining Hall:**
  - Neat and dignified clothing appropriate to the occasion.
  - Torn, stained, and sloppy clothing is not appropriate.
  - Immodest or revealing clothing is not appropriate.
  - Shoes are required for protective reasons

Vishwa Shanti Café
The Vishwa Shanti Café, located on the main level of the Argiro Student Center, is a convenient alternative to the dining commons at Annapurna. A variety of food and beverages are available for purchase. They place a priority on serving items that are local, organic and fair trade. The Café is open daily for study, meetings, and relaxing with friends. Hours are 9:00 a.m. – 5:00 p.m. and 7:00 p.m. – 9:00 p.m. Monday through Friday; 9:00 a.m. – 11:00 a.m. Saturday. Food and drinks are available for purchase during the hours posted. Please check the Café’s website for details.
ON CAMPUS HOUSING

Housing Office, Argiro Student Center Basement
Window Hours: Monday–Friday, 12:20 p.m.–3:50 p.m.
Campus ext. 1126, 641-472-1126

Every student residence is designed to provide a safe, comfortable environment for study and rest. Individual rooms have Internet connections as well as air conditioning. Each residence hall provides washer/dryer service and filtered drinking water, and many have exercise and recreation rooms. A few of the buildings also have kitchens.

Single Rooms
We usually provide single rooms. At times, however, it may be necessary for the Housing Office to make adjustments in room occupancy to accommodate changing University needs.

Student Property Insurance
Please note that the personal property of students is not the responsibility of the University. We do not recommend that students keep valuables in their room and we suggest that students obtain property insurance if necessary.

*Note*: To encourage maximum academic focus and comfort for every student, our residence halls are all single-gender facilities. Visiting hours and specific areas for guests of the opposite gender are posted in each residence hall.

Resident Directors and Advisors
Residence Halls have a Resident Director (RD) and one or more Resident Advisors (RA) who help new students become familiar with campus life and are skilled in assisting all residents with questions and concerns. For more information, please visit the Office of Residential Life.

Quiet Hours
From 9:30 p.m. to 9:30 a.m. every day, students are expected to respect their fellow residents by honoring quiet times and thus being considerate of activities that could disturb others in the residence halls, such as talking loudly or playing loud music, games, and videos in private rooms or in common spaces. At all times, students are expected to be respectful of others who may be studying or meditating, especially during afternoon and evening 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.

Lockout Assistance
Students who have misplaced their key and are locked out of their residential hall may call Security (641-472-1115) to gain entrance. New students may receive a warning for the first request. All other lockout calls to Security will result in a $10 fine.

Vāstu Housing
Aside from our traditional residence halls, students also have the opportunity to live in Maharishi Sthāpatya Veda housing designed in accordance with Natural Law. Sometimes called Vāstu housing, these structures incorporate ancient principles of Vedic architecture intended to enhance the health, happiness, and good fortune of their residents. These unique residence halls offer a living room, kitchen area, and a washer and dryer — all shared by eight residents — and a private bathroom for each student. These rooms cost an additional $750 per semester beyond the regular room charges, and at times there is a waiting list. Obtain a Vastu application from the Department of Student Life Administrator, Mengyuan Wang, in the Dreier Building room 105.
Note: The University reserves the right to use any residence hall during vacation or other special occasions upon reasonable notice to the occupants and without reduction in annual rental or other obligations to the occupants. You may be asked to move your belongings out of your room during Winter breaks. The University also reserves the right to change room assignments during the school year under special circumstances.

Note: Furniture, kitchen appliances and other University property in common areas are for the shared use of all residents. Any unauthorized removal or possession of these items is subject to a $50 fine per item.

Note: A comprehensive list of Housing violation charges may be found [here](#).

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**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 Amellia Hesse, Associate Dean of Students, amhesse@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.*

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**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](#).

**Other key requests**

Students who need a key to another building such as a classroom or lab should obtain a Key Request Form from the Locksmith and have it signed by an academic department head. The key must be returned to the Locksmith as soon as it is no longer required or at any time upon request from University.

**Repairs**
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://portals.mum.edu/RelId/632446/ISvars/default/IT.htm](http://portals.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](http://helpdesk.mum.edu)
- calling ext.1170 (641-472-1170), or
- e-mailing [helpdesk@mum.edu](mailto:helpdesk@mum.edu)

**General Use 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 and in many other buildings on campus including the library, classrooms and residential halls.

The Library maintains Computer Labs and public access computers with Internet access for general use. See “Library Services” for open hours.

**Academic Computer Labs**

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

- Business
- Computer Science
- Math
- Media and Communications

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**Email Accounts**
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 a mum.edu account if you wish and have its mail forwarded to your other e-mail account(s).

E-mail facilitates rapid communication between students and faculty. It is also the best way for the Security and Safety Office, the Department of Student Life, and Student Government to share important announcements with the campus community.

Note: 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.

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**Telecommunications Office**

Verrill Hall, Room 24, campus ext. 4272

Campus phones are installed by MUM in offices and hallways of residence halls. Non-campus phones are installed in your room by other providers, such as Iowa Telecomm or LISCO, and are outside of the campus network. More information on the campus telephone service is available [here](http://www.mum.edu/library).

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**Voice Mail**

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

To access the Voice Mail system from outside: dial (641) 472-1228; from on-campus, dial ext. 1228.

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**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](http://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
Maharishi University of Management Library preserves the heritage of the past while being open to the requirements of the 21st century. The Library supports the unfoldment of both age-old Vedic wisdom and modern knowledge by:

- providing state-of-the-art tools, resources and expertise to enable students to gain timely access to a wide range of knowledge and information;
- responding to the changing technology needs of our patrons;
- promoting effective use of information by students, faculty, and staff.

The Library supports learning and research in accordance with the University’s unique system of higher education that systematically cultures students’ full alertness and creative intelligence.

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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.

If you find something (e.g. wallet, cell phone, watch, etc.), please bring it to the Campus Safety Office, so that the item has the best chance of being returned to the owner.

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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.

The University receives letters, documents and packages from the United States Postal Service (USPS), FedEx, United Parcel Service (UPS), and DHL. Students can retrieve their mail from assigned campus mailboxes. Mailboxes are accessible from 6:30 a.m. – 10:30 p.m. daily. Stamps and other postal services are available for outgoing letters and packages.

Please visit [here](#) for more information about Mailroom services, package guidelines, policies, etc.

*Note: Mail is not delivered on Sundays, national holidays, or Saturdays between blocks.*

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**Religious and Devotional Services**
Campus Chapel
A nondenominational chapel is located in Verrill Hall, room 9.

Campus Mosque
The Abu Bakr Mosque is located in the Library, room 31.

For a listing of religious and devotional services available in the Fairfield community, please visit here.

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.

Fitness and Recreation Center
Campus ext. 1112, (641) 472-1112
Hours: 6:00 a.m. – 9:00 p.m. Monday through Friday, 10:00 a.m. – 7:00 p.m. Saturday and Sunday
http://portals.mum.edu/rec-center

The Fitness and Recreation Center is a 60,000 square-foot facility, one of the largest indoor university sports facilities in the state of Iowa. It offers a wide variety of year-round activities such as:

- Tennis
- Basketball
- Volleyball
- Table tennis
- Badminton
- Running
- Rock-wall climbing
- Gymnastics
- Weight training
- Cardiovascular fitness training

First-year students take 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 Programs
A variety of recreation programs and classes are available during the school year through Student Clubs and the Department of Exercise and Sport Science. These may include:

- Aerobics
- Archery
- Beach Volleyball
- Cycling
- Dance
Fitness
Floor Hockey
Martial Arts
Running
Soccer
Softball
Swimming
Ultimate Frisbee
Water Polo
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. 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).

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, school and art supplies, snacks and Maharishi Ayur-Veda® products.

Golden Dome Market and Café
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 specialty food items, including produce from Maharishi University of Management Organic Farms. Other items include greeting cards, handcrafted 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 through Saturday. Students are welcome, although a student meal badge may not be used at this location.

Work-Study
The Federal 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 Financial Aid Office in 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.

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

Drug-free Workplace

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.

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.

Student Violations – Fines Summary

Housing Violations – Fines

- Basic charges
  - Not cleaning room upon departure $50
  - Room packing fee (per hour) $25
  - Unauthorized room use (per day) $50
  - Unauthorized key use/key not returned/lost keys $75
  - Unauthorized or missing door card $25
  - Unauthorized or missing door card sticker $25
  - Replace mattress $200
  - Replace bed frame $300
- Replace dresser $300
- Replace desk $200
- Replace chair $100
- Replace bookshelf $75
- Replace recycle/trash bin $25
- Room change $50
- Pet violation (+ $10 per day) $50
- Failure to submit Housing Departure Form $100
- Failure to submit Arrival/Departure Form to RA $25
- Abandoned property temporary storage $50
- Removal or unauthorized possession of University property (per item) $50
- Lockout assistance $10
- Excessive noise during quiet hours (repeated offense) $25
- Non-vegetarian food preparation, cooking or storage $50
- Unauthorized use of room during vacation (per week) $210

**Excessive maintenance**
- Replace screen $50
- Burns $50
- Painting $50
- Holes or scratches $50
- Clogged drains due to food or other improper items $100

**Excessive cleaning**
- Excessive cleaning $150
- Carpet shampoo $150
- Replace carpet $425
- Replace tile $300

**Fire Safety Violations – Fines**

- Tampering with fire safety and life safety equipment $100 + repairs
  - *Examples:*
    - Tampering with or disabling of smoke detectors
    - Inappropriate discharge of a fire extinguisher
    - Setting off a false alarm
    - Covering or muffling a fire strobe horn
    - Covering or disabling emergency light equipment
    - Disabling or damaging emergency exit doors
- Hallway obstruction $25
- Cooking in room $100
- Unsafe electrical use $50
  - *Examples:*
    - Use of multiple, connected extension cords
    - Use of multiple connected power strips
    - Use of socket attachments allowing multiple devices
    - Use of unapproved heaters or air conditioners
- Open flame in residential halls $50
- Burning sage in residential halls $50
- Smoking on campus $50
- Smoking in residential halls or other buildings $250
Motor Vehicle Violations – Fines

- Failure to register a vehicle $50 + annual registration fee
- Driving without proper license, registration and insurance $100
- Abandoned vehicle $100 + towing charges
- Parking violations
  Examples:
  - Unauthorized parking in handicap zone $100 + towing charges
  - Parking on grass or sidewalk $100 + towing charges
  - Unauthorized parking in restricted areas $25 + towing charges
- Traffic violations
  $TBD based on situation and severity of offense
  Examples:
  - Speeding
  - Failure to yield
  - Failure to come to complete stop at stop signs
  - Dangerous or reckless driving on or off campus
  - Causing injury to oneself or others on or off campus
  - Causing damage to other vehicles or property on or off campus
  - Leaving the scene of an accident on or off campus

Smoking Violations – Fines

- Smoking on campus $50
- Smoking in residential halls or other buildings $250
- Littering of tobacco products on or off campus $25

Alcohol and Drug Violations – Fines

- All alcohol and drug-related violations $250

Note: The above fines are in addition to other remedial measures that may be applied by the University or by state and local law enforcement.