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

1. **Development of consciousness** – *Water the root to enjoy the fruit.*
   We use Maharishi’s techniques, including the Transcendental Meditation and TM-Sidhi programs, to develop the full potential of our consciousness and create peace in ourselves and the world. Group practice of these techniques is most powerful.

2. **Consciousness-Based education** – *Enjoy 200% of life: 100% of the outer, material value and 100% of the inner, spiritual value.*
   This is our specialty, our unique contribution to education. Consciousness-Based education develops students from within and promotes holistic growth.

3. **Engaged learning** – *Knowledge is gained from inside and outside.*
   Through Consciousness-Based education, consciousness—the home of all knowledge—is enlivened within every student. With this, whatever is studied outside resonates with the inner foundation of knowledge. As a result knowledge becomes more accessible and relevant. In addition, we engage students through active learning and rigorous academics, without the stress commonly experienced by university students. We encourage open inquiry by our students, faculty, and administration to culture receptivity and engagement in the process of gaining knowledge.

4. **Continuous improvement** – *The nature of life is to grow.*
   We are all committed to proactively improving ourselves and our University.

5. **Progressive communication** – *The art of speaking lies in truthful speech which is always uplifting, never harmful.*
   We value honest, respectful, and non-judgmental communication.

6. **Generosity of spirit** – *Giving is the basis of receiving.*
   We cultivate trust, kindness, and generosity to promote growth in ourselves and our community.

7. **Honoring diversity** – *The world is my family.*
   We honor cultural diversity as well as diverse backgrounds and viewpoints. We welcome everyone’s contributions.

8. **Campus in harmony with Natural Law** – *Maximize the intelligent use the environment.*
   We are committed to creating a campus in accord with Natural Law—a new model of sustainability.

9. **Health and happiness** – *The purpose of life is the expansion of happiness.*
   We value a campus culture that promotes balance, health, enjoyment, and a spirit of fun.
STUDENT LIFE

ACADEMIC CALENDAR

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

DEPARTMENT OF STUDENT LIFE

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

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

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

The Department of Student Life consists of:

- **Dean of Student Life**
- **Office of the Dean**
  - Associate Deans of Students
  - International Student Advisors
  - Directors of Residential Life
    - Residence Directors and Resident Advisors
  - Administrator, Department of Student Life
- **Student Success Center**
  - Academic Support
  - Academic Advising
  - Career Center and Internships
  - New Student Orientation
  - Peer Mentoring
  - Special Needs Accommodation
- **Student Safety and Wellness**
  - Campus Nurse
  - Campus Safety and Security Director
  - Student Support Services
- **Student Activities**
- **Global Student Council**

vP080912
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, new student orientation, peer mentoring, and a variety of workshops.

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

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

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

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

We also encourage students to enroll in ED 110 Critical and Creative Thinking Seminar: Learning Strategies in a Globalizing World to promote academic success.

Maharishi University of Management students are welcome to contact the Student Success Center for advice on any area of academic support, including tutoring. The Center also offers feedback on written assignments.

Work-study positions are available for students who wish to become academic tutors. In addition, students may volunteer to serve as new student buddies. Students interested in these positions can email Sheila Swanson, Director of the Student Success Center, at sswanson@mum.edu.

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Academic Advising

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

- An academic advisor meets with each new student early in the first semester. Students who have not yet decided upon a major meet with the Director of Academic and Career Advising or the Director of the Student Success Center. Students who have decided upon a major meet with a
faculty advisor in the academic department in which they have chosen to major. The student and
the advisor go over the student’s transfer credit if applicable and preview the 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 advisor 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 a
degree check by e-mail or other pertinent information as requested. The graduation advisor 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.

- The Director of Academic and Career Advising serves as the academic advisor for continuing
students until they declare a major. She also welcomes students to continue to seek her guidance
after they declare a major or if they are considering changing majors. Each undergraduate and
graduate department provides academic advising for its majors.

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

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

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Career Center

Sandra Prochaska, Director of Academic and Career Advising • Dreier Building, Room 105A
Mailbox: MR 497 • E-mail: slprochaska@mum.edu
Phone: ext. 1151 (641-472-1151)

Identify your Passion Explore Possibilities Connect to your Career

The Career Center, a branch of the Student Success Center, provides a career exploration model that
helps students connect their personal passion and educational experiences with their future goals as
they relate to academic and career decisions. A multi-stage model, career services provides advising
and support beginning your first year through graduation.

First Stage
Career advising assists students in identifying areas of interest and academic and career goals.
Through assessments students obtain knowledge of their strengths, skills and preferences. Equipped
with this information students are able to work with the counselor 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.
Second Stage
Career advising assists students in continuing the exploration of future career options, confirming a major, and exploring experiential opportunities through job shadowing or volunteer work.

Third Stage
Career advising helps students 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, consider becoming a student-affiliate member of a professional organization and may research graduate and professional schools.

Fourth Stage
Career advising helps students to identify the processes necessary to achieve post undergraduate goals whether it is employment, graduate or professional studies or joining a service organization. Students may secure fall and/or spring internships, update their résumé, enhance interview skills, communicate with employers, develop a network of career and personal contacts and prepare for long-term career goals The career center welcomes graduate students to explore the broad range of career options for advanced degree holders, develop a career plan, navigate the job search process and create exceptional application materials in preparation for interviewing and negotiation.

Internships
Students may pursue a variety of internships as part of most academic programs. Students interested in pursuing internships may consult with their department’s internship advisor as well as the Director of Academic and Career Advising, Student Success Center.

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

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 Executive Vice-President, whose decision shall be final.

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

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

Possible academic accommodations may include extended test-taking time, special seating, 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 Streid, Chief Administrative Officer, (641) 472-1130 (campus ext. 1130).

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**STUDENT SUPPORT SERVICES**

Dr. Jonathan Shapiro, Director • Argiro Student Center, Room 119
Mailbox: MR 689 • E-mail: jshapiro@mum.edu
Phone ext. 1241 (641 472-1241)

Student Support Services offers consultation and resources to help students resolve 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 groups for students with a history of substance use challenges
• Serving as consultant to faculty, staff, and administrators regarding student needs and related issues.
INTERNATIONAL STUDENT ADVISING

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

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

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

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

RESIDENT ADVISOR PROGRAM

Elaine Pomfrey, Director, Resident Advisor program • Dreier Building, Room 111
Mailbox: MR 689 • E-mail: epomfrey@mum.edu
Phone ext. 1327 (641) 472-1327

Alvaro Monasterio, Associate Director, Resident Advisor program • Dreier Building, Room 113
Mailbox: MR 689 • E-mail: amonasterio@mum.edu
Phone ext. 4804 (641) 472-7000 ext. 4804

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

RA’s Areas of Responsibility

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

Students who wish to apply to be an RA may come to the Department of Student Life, room 105 in the Dreier Building, to request an application from the Department Administrator, or they may print an application online.
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) and, the Resident Advisor Job Description (which is available in the Student Life office upon request).

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**STUDENT ACTIVITIES**

Josh Wilson, Director  
Yali Jiang, Assistant Director  
Argiro Student Center, Room 120 • E-mail: stuact@mum.edu  
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, parties, lectures, and celebrations, often in conjunction with the Global Student Council. The office also very much welcomes any creative suggestions you might have.

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

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

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

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**GLOBAL STUDENT COUNCIL**

**Global Student Council**  
The Global Student Council (GSC) is the Student Government of Maharishi University of Management. Its mission is to promote the full development of the inner and outer life of all students — “200%” of life. The GSC creates and supports programs and activities that enhance the bliss, health, and satisfaction of all students.

The Global Student Council office is located in Room 118 of the Argiro Student Center. All students are encouraged to meet with student representatives in this office, in the dining hall, in class, or other locations on campus. Stop by, get acquainted, and find out what Global Student Council can offer you.
Global Student Council (GSC) provides:

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

Every spring the student body elects members of the Global Student Council for the following school year. The principal officer is the Student Body President, who is responsible for the overall administration of the Global Student Council. 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 GSC is elected by the students in the Computer Science and Accounting MBA Professionals programs. The Secretary and Treasurer are appointed nonvoting members of GSC. Additional appointed members include the Student Forum Representative, the Food Committee Representative, the Campus Sustainability Representative, the Student Transcendental Meditation Association (“STMA”) Representative, and the Student Health Representative.

Student Forum

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

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

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


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

Each club has a faculty representative who actively guides the club. Clubs may seek money to support their activities from the student activity fees administered by the Global Student Council. Students interested in starting a student club should visit [http://www.my-mum.org/clubs/](http://www.my-mum.org/clubs/).

When scheduling events, the following steps are to be followed:
Guidelines for Movies and Other Events Sponsored by Students and Clubs

Students and clubs wishing to sponsor a film screening or other event on campus work with the club’s advisor or a faculty advisor of their choice to make sure 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, life-supporting and non-life-supporting. At M.U.M., we favor the life-supporting because we understand that what we put our attention on grows stronger in our lives, and we wish to promote life-supporting influences in our campus culture. Therefore we ask sponsors to consider the effect of the film or other event on those participating. We also ask sponsors to inform potential viewers of what to expect so that they can decide if they wish to view the film or participate in the event.

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

B. Other films and presentations may be offered provided they are respectful of our diverse, 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.)

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

   • the person who disapproved will explain
   • the student or club sponsoring the event will be asked to find another way to reach the outcome desired by the event, and
   • the Department of Student Life will convene a review committee of three individuals consisting, if possible, of the chair of the MUM Art Department and/or Media and Communications Department or designee(s), a professor of social justice if available, and the Dean of Student Life or designee

The Dean of Student Life or designee may also disapprove a proposed event if he or she determines that it does not meet the above guidelines. In such a case, the above procedures shall be followed.

3) Guest speakers
If you would like to host a guest speaker, please ask your faculty advisor to submit a request to the
Dean of Faculty office. Please wait for approval before proceeding with the event.

4) 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.

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 contact Student Activities stuact@mum.edu for assistance with scheduling and publicizing the event, as well as for understanding the simple procedures to help make the event a success.

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**Bulletin Boards and Posting Notices**

All notices posted on campus bulletin boards require approval by Student Activities. This includes business advertising and “for sale” notices, as well as announcements of campus events, or promotional materials of campus organizations. If you have a notice you would like to post, please take it to the poster station located in the M.U.M. Student Lounge (main floor of the Argiro Student Center, at the north end of the building), and follow the guidelines posted at the station.

Once your notice is approved, please be sure to post it only on appropriate bulletin boards. Notices taped to glass doors will be removed.

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

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**SURVEYS**

Raul Calderon, Jr., Ph.D., Director of Evaluation
E-mail: evaluations@mum.edu

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

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

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

Academic Honor Code Violations
A student may appeal a decision regarding an Honor Code violation within 72 hours of receiving the committee’s written notification. Appeals must be in writing and provide the basis for the appeal in accordance with the criteria outlined in the Academic Honor Code. Appeals of decisions made by the course instructor are submitted to the department head for final review. Appeals of decisions made by a department head are submitted to the Academic Standards Committee for final review. Appeals of decisions made by Academic Standards Committee or a subcommittee thereof are submitted to the Dean of Faculty 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 may be brought or mailed to Campus Safety, Verrill Hall, Room 43, telephone 641-472-1143.

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 the Associate Deans of Students, 105 Dreier Building, studentlife@mum.edu, telephone 641-472-1225.

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

Financial Aid and Student Accounts
Requests for exceptions to University financial policies may be made in writing on the Finance Review Board Petition, available at the Enrollment Center in the basement of the Dreier Building. The petition is submitted to the Director of Student Accounts in the Enrollment Center and is reviewed by the Finance Review Board, which usually meets weekly.

Grades
Students who wish to appeal a grade should first discuss the matter with the course instructor. If that does not settle the appeal satisfactorily, then the student has until 30 days after the grade was sent out...
by the Registrar to file a written appeal with the department chair or, if the instructor was the
department chair, with the Dean of Academic Programs (for undergraduate students) or the Dean of
the Graduate School (for graduate students).

**Housing Regulation Violations**
Appeals of housing charges may be filed within seven days of the fine being issued to the Housing
Office located on the lower of the Argiro Student Center, housing@mum.edu, telephone 641-472-1126.

**Special Needs Accommodations**
Requests for academic accommodations should be directed to the Director of Student Success Center,
105 Dreier Building, sswanson@mum.edu, telephone 641-472-1229. Appeals of decisions
regarding academic accommodation shall be made to the Executive Vice-President,
cpearson@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 Streid, Chief Administrative Officer,
dstreid@mum.edu, telephone 641-472-1130 (ext. 1130).

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

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

**Additional contact information**

**HIGHER LEARNING COMMISSION**
1-800-621-7440

**IOWA COLLEGE AID COMMISSION**
1-877-272-4456

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

To promote maximum growth, well-being, and success for each student and our University community as a whole, all students are expected to abide by the Code of Student Behavior.

ACADEMIC RESPONSIBILITY

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

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

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

Academic Honor Code

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

Academic Honor Code Guidelines
The purpose of observing the traditional standards of academic honesty is to promote an ideal learning experience. Students learn and grow when they receive feedback on their own thinking and its products, and when they use that feedback to improve. Furthermore, students experience progress when something they themselves have composed receives positive feedback and support from another, whether it be a classmate or a professor. Consequently, the following principles govern the assessment of student work at the University.
• Any work represented as one’s own must be the product of one’s own thinking and research. This applies to all assigned work, including papers, examinations, quizzes, and oral presentations. In composing papers, students are encouraged to seek feedback from others on the work in progress but are expected to do the writing themselves.

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

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

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

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

• As Development of Consciousness is a required program, the standards of the Academic Honor Code apply to this program. Any action which misrepresents a student’s attendance status for one or more programs is not honest. Some examples of dishonesty in this area are as follows:
  1) passing your badge through the bar code scanner and not attending program or event
  2) leaving program or events early without signing out
  3) having another student pass your badge through the scanner
  4) passing another student’s badge through the scanner.

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

Attendance and Punctuality

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

For these reasons, attendance at every class and full participation in all aspects of the assigned curriculum are required.
**Punctuality**
Because every minute of learning time in each class is precious, great emphasis is placed on students being on time to every class. Most faculty will reduce a student's grade if the student is repeatedly late.

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

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

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

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

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

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

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

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

Students are automatically enrolled in a Development of Consciousness course for every semester in which they are enrolled. Academic credit is given for successful completion of this course and a passing grade is required for continued enrollment. 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 Development of Consciousness (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 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 for the 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.

For further details about the Development of Consciousness program, please consult the University Catalog.
Registration Policies

Changing classes
The block system requires that even on the first day of the course much material must be covered. For this reason, students need to plan ahead; if unsure about which course to take, please meet with your advisor to make any changes to your schedule before the block starts. Current classes are listed at www.mum.edu/classes.

To change from one course to another, students must come to the Enrollment Center to receive an “Admit to Class” paper. Students then give this “Admit to Class” paper to the new class’s professor. No changes are allowed after the first day of a two-week block or after the second day of a four-week block. Certain classes may require attendance from the first day.

Course Withdrawals

For courses up to four weeks in length: Students may leave a course for any reason during the first two days and will have the course removed from their record. After the end of the second day of the course and before the end of the second Monday, students may withdraw from a course for any reason and will receive a grade of W (course withdrawal) for the course on their record. Students leaving a course after the second Monday will receive a grade of NC for the course.

For courses longer than four weeks: Students may leave a course for any reason before the end of the second week of the start of the course and will have the course removed from their record. After the end of the second week of the course and before the completion of 25% of the course, students may withdraw from the course for any reason and will receive a grade of W (course withdrawal) for the course on their record. Students leaving a course after this time will receive a grade of NC for the course.

In the event of course withdrawal due to illness or a family emergency, students may petition the Department of Student Life within thirty days of the last day of the course to receive a grade of W (course withdrawal).

It is advised that students consult with their academic advisor before withdrawing from a course. Students withdrawing from a course who live on campus may recover from illness in their room with the permission of Student Life, and then must either return to class, or move off campus for the remainder of the block, or engage in other activity as approved by the Department of Student Life. All other students withdrawing from a course must move off campus for the remainder of the block or engage in other activity as approved by the Department of Student Life.

Forms for course drop and withdrawal are available from the Enrollment Center or online at www.mum.edu/enrollmentforms.html This form must be completed for every withdrawal.

Development of Consciousness course requirements can be adjusted if students are less than full time in any semester. Students should contact the Development of Consciousness office to request a reduction.
Cordial and considerate behavior is vital for enjoying harmony within any group, professional or social. And knowledge of appropriate behavior is essential for assuming any level of leadership in society. Therefore, all students are expected to uphold high standards of dignified behavior and personal integrity, both on and off campus. Adopting proper speech, etiquette, and attire will maximize orderliness in the student’s heart and mind, and will ensure that the student’s influence on his or her surroundings is suitable for every situation.

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

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

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

Note: The above list is not all-inclusive.

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

Following are some of the standards of conduct expected of students at Maharishi University of Management. Questions on these points should be directed to the Department of Student Life c/o Jan Sickler, Associate Dean of Students, jsickler@mum.edu or Elaine Pomfrey, Associate Dean of Students, epomfrey@mum.edu.
Achieving maximum benefit from your education depends upon maintaining a healthy body and mind. For this, students are advised to maintain a balanced daily routine of meditation, academic work, meals, exercise and rest. Adherence to an ideal daily routine also helps develop the skill of time management, the ability to use time effectively for greater efficiency in action.

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

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

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

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

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

• **Dinner**
6:30 p.m. – 7:45 p.m.

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

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

• **Quiet Times in the Residence Halls**
9:30 p.m. to 9:30 a.m.
At times when people are usually sleeping, please refrain from activities that could disturb others in the residence halls, such as talking loudly or playing music in your room, or talking in the hallways. These times are from 9:30 p.m. to 9:30 a.m. every day. At other times, students are expected to be respectful of others who may be studying, especially during afternoon and evening hours.
• Visiting Hours
To ensure that students may comfortably maintain a good daily routine, visitors are asked to leave the residence halls by 9:30 p.m. in the evening. Guests should not enter the buildings before 9:30 a.m. Note: Visiting hours and locations for guests of the opposite gender are posted in the residence halls.

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

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

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**Attendance and Punctuality**

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

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

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

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**Standards of Appearance**

The way we dress has an effect on ourselves and on everyone around us. The faculty seek to create a coherent, focused, and dignified atmosphere on campus and in the classroom that supports the gaining and applying of knowledge. Faculty ask that students dress in keeping with this purpose. This means:

• Neat, dignified, and modest clothing appropriate to the occasion is encouraged at all times.
• Torn, stained, and sloppy clothing are not appropriate.
• Immodest or revealing clothing is not appropriate (e.g., short shorts or mini-skirts).
• Shorts are not appropriate for class, but shorts (other than short shorts) may be worn in the dining hall or while doing class projects outside the classroom when appropriate as determined by the faculty.
• Students from other cultures and traditions are welcome to wear traditional dress provided the appearance is neat and modest

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

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**File Sharing and Copyright Protection**

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

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

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

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

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

The student may also face more aggressive legal consequences, such as ‘pre-litigation settlement letters’ on copyright infringement cases in federal court. The violator is offered the opportunity to pay up to several thousand dollars in lieu of going to court.

M.U.M. also routinely monitors connections, and if a particular connection is using more than its share of bandwidth, the University imposes a penalty and slows that connection down. Monitored individuals can also be contacted by Information Services, and referred to the Department of Student Life.
Promoting Respectful Behavior

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

What to Do in Case of Sexual Harassment or Violence

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

Sexual Harassment

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

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

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

Complaints or incidents of harassment that do not involve sexual violence should be reported immediately to the Dean of Student Life or any other member of the Department of Student Life. (Complaints of sexual violence should be reported to the police, Campus Security, and/or the University’s Sexual Assault Response and Prevention Coordinator, as described in the section below.)

Once the University is notified of a complaint, the Dean of Student Life or her designee will conduct a prompt review. This will be conducted as confidentially as possible keeping in mind any request for privacy, but also the well-being of members of the University community. The accused will be notified of the complaint, afforded an opportunity to respond, and notified of the outcome of the review.

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

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

**Sexual Violence**

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

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

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

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

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

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

The Sexual Assault Response and Prevention Coordinator is Sandra Prochaska, a member of the
Department of Student Life. She can be reached at (641)472-1151; slprochaska@mum.edu; and
Dreier Building, Room 105A.

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

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

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

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

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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.

Penalties for Students Using Tobacco Products on Campus

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

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

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

**First Offense:** If a student is determined by MUM Campus Safety and Security to have been using tobacco on campus, a $50 fine will be levied. If smoking occurs, and within a campus building, an additional $250 Room Restoration Fee will be added to the fine, bringing the total to $300. The Room Restoration Fee is for cleaning, replacing carpet, mattress, repainting or whatever expenses are incurred by the University to make the environment suitable for non-smokers.

| $ 50.00 Smoking Fine |
| $ 250.00 Room Restoration Fee |
| **$ 300.00 Total** |
**Second Offense:** If MUM Campus Safety and Security determines a student has been using tobacco on campus a second time, either indoors or outdoors, a $100 fine will be levied. In addition, if the second offense involves smoking inside a campus building, the $250 Room Restoration Fee will apply, bringing the total to $350.

**Third or Subsequent Offense:** If MUM Campus Safety and Security determines a student has been using tobacco on campus a third or subsequent time, either indoors or outdoors, a $100 fine will be levied and the student may be suspended. In addition, if this offense involves smoking inside a campus building, the $250 Room Restoration Fee will apply.

**Student Support Meeting:** Before a student is suspended pursuant to this policy, the student meets with a Student Support Committee in accord with the General Remedial Procedures listed in the Code of Student Behavior. The procedures outlined in that section will apply.

**Smoking Cessation:** Any student seeking help with smoking cessation is encouraged to contact the Campus Nurse at 641-472-7000, ext. 3411 or visit her in Room 236 of the Dreier Building.

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**Alcohol and Drug Use**

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

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

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

Students seeking assistance with substance abuse issues are strongly encourage to visit privately with the Director of our Student Support Services, Campus Nurse, or any other member of our Student Life team. We will direct you to the appropriate resources. For a listing of local resources, please go to [www.mum.edu/supportgroup.html](http://www.mum.edu/supportgroup.html).

**ALCOHOL POLICY**

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

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

**On campus**

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

**Off campus**

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

**Health Risks of Alcohol Consumption**

According to the National Institute of Chemical Dependency,

> “Even low doses of alcohol significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

> “Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms—including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

> “Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at a greater risk than other youngsters of becoming alcoholics.” ([www.nicd.us/drugclassifications.html](http://www.nicd.us/drugclassifications.html))

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

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

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

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

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

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

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

I. General Procedures and Policies for Alleged Alcohol and Drug Policy Infractions
• A student who is found in alleged violation of the alcohol or drug policies is required to meet with the Dean of Student Life or his or her designee or attend a Student Support Meeting, in accordance with the General Remedial Procedures outlined in the Code of Student Behavior.
• The University reserves the right to judge each case individually, based on all relevant information. The Committee will consider all the circumstances and facts at hand, including but not limited to any prior record, and the severity of the alleged infraction.
• MUM may proceed on circumstantial evidence or reliable hearsay; and is not constrained by formal rules of legal evidence. If evidence is missing or inconclusive, the Committee may choose
to give the student a warning. The University does not require an arrest or conviction to take
action on an alleged infraction.

• If a student is incapacitated due to alcohol or drug use, is unconscious, or otherwise needs medical
attention, the student, if able, and others are strongly encouraged to call 911 quickly, and then
Campus Safety and Security at 641-472-1115 (campus extension 1115), in order to protect the
health and safety of the affected student. If violence is occurring or immediately threatened, the
student, if able, and others are also strongly encouraged to call 911, and then Campus Security.
The responsible choice of any student who calls for assistance under such circumstances will be
taken into account in determining the appropriate consequences for any violation by such student
of the alcohol and drug policy.

• Students who choose not to meet with the Dean of Student Life or his or her designee, or a
Student Support Committee, when requested, to discuss reported policy violations, or who fail to
follow through in a timely and prescribed manner on any consequences from an earlier meeting
are subject to additional consequences to be determined by the Student Support Committee.

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

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

A. First time, less serious:

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

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

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

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

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

C. Driving Under the Influence

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

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

D. Most serious violation

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

2. Consequences:
   • Same as above except a minimum of 6 months suspension; followed by 1 year probation
I. 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
     o possession of drugs or drug paraphernalia or
     o use of or intoxication by illicit drugs or abuse of prescription drugs

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

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

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

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

o Students who have been suspended for violation of the drug policy must apply and be accepted for readmission to the University. Readmission is not automatic; applicants are subject to Admissions review.

C. Repeated or more serious first-time violation:

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

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

D. Most serious violation

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

2. Consequences:
   - Same as above except a minimum 1 year suspension, followed by a minimum 1 year probation upon readmission
General Remedial Procedures

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

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

Student Conference for Minor Infraction

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

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

Student Support Meeting for Serious Infraction

1) In the event the Dean or designee believes there may have been a serious behavioral infraction including but not limited to a violation of federal, state or local laws, or;
2) If the student chooses not to attend a Student Conference with the Dean or designee as described above, or;
3) A minor or major infraction occurs after a Student Conference,

then the student will be asked to meet with a Student Support Committee. This meeting can occur whether or not the student has already met with a Dean or designee. The student will be given reasonable notice of the time of the meeting and the nature of the concern. The Committee will include the Dean or designee, at least one other representative drawn from the Department of Student Life, and a member of the University faculty, at the discretion of the Dean or designee. In addition, the student may choose to invite his or her academic advisor and/or one member of the Global Student Council to join the Committee (optional). The student may also invite his or her parent, or one other MUM student, faculty member, or administrator to attend; however, this person will not be a member of the Committee. Individuals with relevant information may be invited to attend to offer such.
The Student Support Committee reviews any observations, statements, or reports of rules infractions, and confers with the student to gain his or her explanation about them. The student and those not on the Committee then leave the meeting, and the Committee then determines 1) if it is more likely than not that any rule infraction appears to have occurred, and if so, 2) what remedial measures, if any, should be taken. Only the Student Support Committee members are eligible to vote on any remedial measure proposed by one or more of its members. If the student in need of attention elects to not attend the meeting, the Committee will meet without the student and decide what corrective measures if any, the University should take.

Besides helping the student focus on any identified concern and find a solution, action may include either a warning, probation, or suspension, or a combination thereof.

The Committee’s decision will be communicated to the student in writing, and will include the reasoning behind the decision. If the student is placed on either probation or suspension, the terms and period will be noted. A copy of the letter will be placed on file in the Department of Student Life. A memo indicating that a student has been suspended will be given to the student’s advisor and placed in the student’s file in the Enrollment Center. However, warning, probation, and suspension information will not be placed on the student’s transcript.

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

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

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

Students who have been away from the University for one semester or longer and students who have been suspended for any reason must apply and be accepted for readmission by completing an “Application for Readmission” form with the Office of Admissions. Readmission is not automatic; applicants are subject to admissions review.

Appeals

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

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

DIET AND HEALTH

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

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

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

CAMPUS NURSE

Deidre Lentz, RN • Dreier Building, Room 236
E-mail: nurse@mum.edu
Phone: ext. 3411 (641-472-7000 ext. 3411)
Clinic Hours: Monday–Friday, 1:00–4:00 p.m.

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

In case of emergency, call 911 for an ambulance. This includes, among other things, a loss of consciousness, severe bleeding, or if the person has stopped breathing. Please also notify Campus Security at (641) 472-1115 at your earliest convenience, and Security will notify the Dean of Student Life, Dean of Faculty, or Human Resources Director, as appropriate. Security will also notify the M.U.M. Campus Nurse by the beginning of the next business day.

In case of complaints of illness during normal clinic hours, 1:00 p.m. – 4:00 p.m., Monday through Friday, please call the M.U.M. Campus Nurse Office at (641) 472-7000 ext. 3411 or campus extension 3411, or visit the Campus Nurse Office in Room 236 Dreier Building. PLEASE DO NOT WAIT TO CALL OR COME TO THE CAMPUS NURSE OFFICE IF SYMPTOMS OF ILLNESS LAST MORE
THAN 24 HOURS. If the Campus Nurse is temporarily away from the office, and your situation does not require immediate attention, please leave a message for the Campus Nurse.

The Campus Nurse will assist with assessment and evaluation of illness, and referral to area health care providers. This is done during Campus Nurse Clinic hours. For convenience, there is a list of health care providers in the kiosk next to the clinic door at Room 236, Dreier Building, and included in this handbook (see Health Care Services Available to MUM Students section.) Students can also call a health care provider on their own.

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

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

Meningococcal Disease Vaccination Information
Iowa law requires that all institutions of higher education provide vaccination information about meningococcal disease to each enrolled student. Once you arrive on campus, you will need to sign a waiver indicating you have received this information.

Iowa Public Health policy requires that all Iowa College and University students, 18 years of age and younger, must be vaccinated for meningitis. Students 18 years of age and younger must bring a record of vaccination signed by a medical officer to registration. We recommend that you be vaccinated at least two weeks before you arrive on campus. Many public health departments offer the meningitis vaccination for free to persons 18 years old and younger, and at a reduced price for all others.

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

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

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

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

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

- a copy of your treatment report, written in English

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

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

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

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**STUDENT HEALTH INSURANCE**

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

Please drop in or call for an appointment.

Note: Claim forms are available here.

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

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

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

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

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

Ambulance: Call 911. Twenty-four hour ambulance service is available in Fairfield. When calling for an ambulance in an emergency, please state the location and the problem at hand. Please stay on the line until the emergency operator tells you to hang up. The ambulance drivers will arrive quickly with the appropriate equipment if the situation has been properly described.

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

Campus Nurse: Contact Deidre Lentz, RN, Dreier Building Room 236, (641) 472-7000 ext. 3411, nurse@mum.edu, for advice, first aid, minor medical concerns, and assistance in obtaining medical care. Clinic hours are Monday through Friday, 1:00 p.m.–4:00 p.m.

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


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

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


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

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

Ophthalmologists: Heartland Eye Care: Dr. Gregory Thorgaard, MD, 205 N. B St. (641) 472-7175

Optometrists: Wolfe Eye Care, 100 S. 23rd St (641) 472-6151, Eyeowa Optical, 122 N. Court St. (641) 472-6694
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; Zakutney, MD (641) 472-4141
- Medical Arts Clinic: Anderson, MD; Cochran, MD; Greiner, MD; Hill, MD; Karimova, MD; Anderson, 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)

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

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

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

LOCAL

Jefferson County Health Center Courtesy Van (641) 472-4115
The Jefferson County Courtesy Van provides rides to and from appointments at the Jefferson County Health Center campus only (see above). 24 hours notice is required.

- $1.50 one way
- $3 round trip

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

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

**Private Drivers** (Transportation to and from Fairfield)

**MUM Ride Board:** [http://groups.google.com/group/mum-ride-board?pli=1](http://groups.google.com/group/mum-ride-board?pli=1)

**RideShare Fairfield Facebook link:** [https://www.facebook.com/rideshare.fairfield](https://www.facebook.com/rideshare.fairfield)
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.

Campus Safety

Campus Safety is responsible for all aspects of safety on campus. Please call 911 for any of the following and then call Campus Security (ext. 1115 or 641-472-1115):

- medical emergencies
- fires, or fire alarms
- accidents
- severe intoxication or drug overdose
- VIOLENCE: use of force or threat of force directed toward yourself or others. Violence is also defined as an unconsented touching of another which results in physical or mental harm.

Please call Campus Security for the following:

- if you are locked out of your room
- Facilities Management emergencies during off hours

Reporting Criminal Incidents

Promptly report the following qualifying incidents to 911 and then call the Campus Security officers, who are trained in police-reporting procedures:

- All actual or suspected criminal activity
- Violence or threats of violence
- Acts or behaviors that appear to pose a risk of danger to you or to others

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

Medical Safety Procedures

Life Threatening Injury or Illness, or Loss of Consciousness

Dial 911 from any phone. Stay on the phone until you are sure that the ambulance service knows how to get to campus and locate buildings on campus. An ambulance should arrive within minutes. Then call Campus Security at ext. 1115 (641-472-1115).
**Serious Injuries:** Call 911 as above, or call Campus Security at ext. 1115 (641-472-1115). The security officer will help you obtain the necessary medical care.

**Non-Life-Threatening Injuries or Illness:** Call or visit your health care provider. You may also call or visit the Campus Nurse, Diedre Lentz, R.N., Monday through Friday, 1:00–4:00 p.m. ext. 3411 (641-472-7000 ext. 3411), Dreier Building, Room 236, 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.

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**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 Ellen Jones, Dean of Student Life at ejoness@mum.edu or (641) 472-1204; Jan Sickler, Associate Dean of Students, jsickler@mum.edu (641) 470-1384 Mobile: (641) 919-7327; or Elaine Pomfrey, Associate Dean of Students epomfrey@mum.edu (641) 470-1327. Mobile: (641) 919-9552. Complaints or incidents of sexual violence should be reported to Sandra Prochaska, the University’s Sexual Assault Response and Prevention Coordinator, slprochaska@mum.edu (641) 472-1151. Complaints against other students, faculty, staff, or administration should be referred to them.

Once the University is notified of a complaint, the parties described above will conduct a prompt review. This will be conducted as confidentially as possible. The accused will be notified of the complaint, afforded an opportunity to respond, and notified of the outcome of the review.

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

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

(See Section Promoting Respectful Behavior and What to Do in Case of Sexual Harassment or Violence for more information.)
Missing Person Policy for Students
Living on Campus

Emergency contact notification procedure for missing students:

1. When a student is reported by anyone to Campus Security that the student cannot be located and there is concern for the well-being of the student, this student is immediately treated as a “missing person”.
2. Campus Security will forward Missing Person Report to law enforcement within 24 hours.
3. Campus Security will 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 sound an alarm.

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

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

- Close windows and doors to your room as you leave.
- Proceed in a brisk, orderly manner to the nearest available exit. Running is prohibited. Do not stop for personal belongings. Never assume that you’re hearing a false alarm. Always leave the building.
- At the exit, pull the face plate on the red pull station to sound the alarm.
- Once outside go to your designated assembly area or any open area away from buildings. Do not go back in your building until there is an official All Clear. If you have a cell phone, call the Fire Department (911) and Campus Security (641-472-1115).

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

- Exits and corridors must remain unobstructed at all times. Chains or fasteners on exit doors are prohibited.
- No items may be stored in boiler or furnace rooms.
- Cooking is not permitted in residence hall rooms.
- Smoking is not allowed anywhere on campus.
- Lobbies must remain clear of all clothing.
• Fire alarms and emergency exit alarms may not be disabled.

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

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

Fire Safety Precautions
• 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.

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

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

Cooking and Appliances
Cooking is not permitted in any residential areas not equipped with a kitchen approved by the State Fire Marshal. Please consult with your Resident Advisor and/or Residence Director for the designated cooking areas in residence halls.
“Cooking” includes any processing of food where heat is necessary in any stage of preparation. It is imperative that everyone follow this regulation; there are fines for fire safety violations, including cooking in the room and having cooking appliances in the room. Besides creating a significant fire hazard, campus electrical systems are not designed to carry the demands of these appliances. Additionally, the plumbing in residence halls is not sized to accommodate the oils, starches and food particles that may be present during food preparation or clean-up.
Only certain appliances are approved for use in residence halls. Approved appliances include:

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

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

**Items not approved for residence halls:**

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

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

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**Fines for Fire Safety Violations**

<table>
<thead>
<tr>
<th>Fire Safety Violations - Fines</th>
<th>Fines</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disabling Fire Safety Doors</td>
<td>$200.00</td>
</tr>
<tr>
<td>Tampering w/Fire Safety and Life Safety Equipment Examples:</td>
<td>$50.00 + Repairs, TBD</td>
</tr>
<tr>
<td>Removal of smoke detector or smoke detector battery Disconnecting battery terminals or reversing orientation of battery Inappropriate discharge of a fire extinguisher Covering or muffling fire strobe horn(s) Covering or disabling emergency light equipment Disabling or damaging emergency exit hardware at doors</td>
<td></td>
</tr>
<tr>
<td>Cooking Equipment in rooms (per item)</td>
<td>$50.00</td>
</tr>
<tr>
<td>Cooking in Room (1st, 2nd, 3rd incident)</td>
<td>$50/$100/$150</td>
</tr>
<tr>
<td>Excessive/Unsafe Electric Use Examples:</td>
<td>$50.00</td>
</tr>
<tr>
<td>Use of multiple connected extension cords Use of multiple connected power strips Use of socket attachments allowing for multiple appliances plugged into one outlet</td>
<td></td>
</tr>
<tr>
<td>Smoking on Campus (1st, 2nd, 3rd incident)</td>
<td>$50/$100/$100</td>
</tr>
<tr>
<td>Room Restoration Fee (if smoking inside)</td>
<td>$250.00</td>
</tr>
</tbody>
</table>
**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.

**Fallout Shelters**
Fallout 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.

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.

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

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

**Bicycle Laws:** People using bicycles on 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.). 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 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).
- All bicyclists and motorcyclists are urged, for their own safety, to purchase and wear appropriate protective headgear when operating their bikes.
- Do not ride on sidewalks within two blocks of the town square.
- On sidewalks more than two blocks from the square, 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 hallways, doorways, and stairways.

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

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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.

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

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**Driving on Campus**

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

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

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

**Parking:** Please observe and adhere strictly to posted parking and no-parking areas. There is no parking on or in front of drives or walkways, entrances to walkways, loading areas, dumpsters, fire hydrants (within five feet on either side), or anywhere that parking would block traffic. Parking 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 parking on the grass is $100.

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

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

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

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

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

**Appealing Traffic Fines:** If you wish to appeal fines assessed for any violation, you must file a written appeal within seven days of issuance of the fine. Written appeals must be brought or mailed to Campus Safety, Verrill Hall, Room 43.

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

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

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

**University Vehicles:** In order to operate a University-owned (insured) vehicle, or a private vehicle on University business, first contact the Campus Safety Office for guidelines and requirements at ext. 1117 (641-472-1117).
**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: Monday–Friday 10:00 a.m.–12 noon and 1:30–4:00 p.m.

**Main Desk Services**
- student registration
- payment of student charges
- refunds when payments exceed charges
- enrollment verification
- individual student grade reports
- academic transcript requests
- replacement badges

**Financial Aid Award Counseling**
- applications for financial aid
- analysis of program charges
- awarding of scholarships and loans
- government grants and loans administration
- award letter distribution
- changes in charges and awards

**Graduating Advising**
- class selection
- major and minor declaration
- class schedule changes
- class withdrawal requests
- directed study applications
- internships and fieldwork applications
- Academic Standards Committee petitions
- academic policy exception requests
- transfer credit evaluation
- degree progress analysis

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**FACILITIES MANAGEMENT AND CUSTODIAL SERVICES**

Library Basement, Room 11  
Phone: ext. 1177 (641-472-1177) • Fax: ext. 1207 (641-472-1207)  
Monday–Friday, 7:30 a.m.–4:00 p.m.

Facilities Management is responsible for maintaining the physical facilities of the University, including buildings, roads, grounds, and infrastructure. Custodial Services is responsible for maintaining the comfort, dignity, and cleanliness of all campus buildings including lounges, hallways and bathrooms. It also provides services to make all residents comfortable in their rooms.
For emergencies, please call Campus Security at 641-472-1115, or ext. 1115, and they will contact Facilities Management.

If you have a problem with heating, cooling, plumbing, electricity, etc., please send an e-mail with your work request to www.mum.edu/fixit.

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**FOOD SERVICE**

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**Argiro Dining Commons**

**Main Dining Hall (Argiro Student Center, 2nd floor)**
The Food Service provides a varied lacto-vegetarian menu planned to satisfy a wide variety of tastes, with one of the few university kitchens in the country that prepares most dishes from fresh, organic ingredients. Some of the fresh organic produce is grown on campus and nearby in the Maharishi Vedic Organic AgricultureSM gardens and greenhouses.

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

Community kitchens are available in Hildenbrand Hall, Frats 106 and 107, and Hi-Rises 141 and 143 for residents of those buildings. Arrangements to use the kitchens should be made with the Residence Hall Director of the residence hall. Also there is a trailer in Utopia Park available for students who wish to cook there.

Meals are served during the times listed below at the main University dining hall for all students, staff, and faculty. To enter the dining hall, please show your meal card to the door checker.

**Main Dining Hall Hours:**

<table>
<thead>
<tr>
<th>Days</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday – Saturday</td>
<td>Breakfast</td>
</tr>
<tr>
<td>Monday – Saturday</td>
<td>Lunch</td>
</tr>
<tr>
<td>Sunday</td>
<td>Brunch</td>
</tr>
<tr>
<td>Daily</td>
<td>Dinner</td>
</tr>
</tbody>
</table>

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

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

**Suggestions:** The Food Service staff is dedicated to fulfilling the desires of the entire community. Suggestions for improvements are always welcome. If you have a suggestion or compliment, please submit it to the door checker when you exit. Please fully complete the suggestion slip, including your name and address, so we can give you a prompt response.
Vishwa Shanti Café

Argiro Student Center
Main Floor

The Café is open daily from 6:00 am until 10:00 pm for study, meetings, and relaxing with friends. Food and drinks are available for purchase during the hours posted.

Dining Policies

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

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

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

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

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

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

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

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

**On-Campus Housing Policies**

One of the University’s primary missions is to provide a great residential experience for students while cultivating academic achievement and personal growth.

**On-Campus Housing:** Every student residence is designed to provide a comfortable environment for study and rest. Individual rooms have telephone and 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.

To encourage maximum academic focus and comfort for every student, our residence halls are all single-gender facilities.

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. Note: Visiting hours and specific areas for guests of the opposite gender are posted in each residence hall. Residence Halls have a Resident Advisor (RA) who helps new students become familiar with campus life and is skilled in assisting with questions and concerns.

**Vastu 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, Santoria Rush, in Dreier Building room 105.

**Please 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.**
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 suggest that students obtain property insurance if they do not already have property insurance.

Arriving on Campus: On Move-in Day, a Welcome Committee will be present in the Argiro Student Center Lobby to help students find their assigned rooms. Students arriving late may call Campus Security at 641-472-1115. The Resident Advisors (RA’s) are available to assist students on arrival by helping them complete the Move-in process, and orient themselves with their new buildings. In order to live on campus, students must be enrolled in classes, working for the university, or on the Invincible America Assembly. Students who arrive before Move-in Day must find their own accommodations off campus.

Students wishing to change rooms must obtain approval from the Housing Director before moving, and then properly complete each step of the Move-out process outlined on their Housing Form. (Please see section on Room Changes below.)

Room Keys: To obtain a dorm room key, a student must bring proper ID to the Housing Office. Students must return residence hall keys to the Housing Office or to their Residence Director (RD) when they leave for summer vacation or depart M.U.M. There is a charge for each lost or unreturned key as listed in the Housing Charges section.

Door Cards: Door cards issued by the Housing Office must be visibly posted on doors at all times with a valid enrollment sticker. There is a charge for failure to post the door card or have a proper (updated) registration sticker. Door cards which have been altered are unauthorized and are subject to a charge.

Bedding and Linen: U.S. students must provide their own bedding and linen, pillows, and towels. International students will find bedding and linen, pillows, and towels in their rooms upon arrival. These linens must be returned to the Housing Office at the end of the school year or when the student leaves the University.

Housing Forms: The Housing Department will issue all new residents a Housing Form. This form outlines both the Move-in and Move-out process for students. Resident Advisors (RA’s) are available to help all new students with this form. Once the Move-in portion is completed, the form is to be given to the building’s RA or Resident Director (RD). It is important that all students comply with this process in order to keep our residence halls well-maintained for present students and generations to come. When moving out of a room, the student must get the Housing Form from their RA or RD, fill out the Move-out section, and then give the completed form to Housing. The RA will then check the room to confirm the move-out. If the room is in good order when the student moves out (and the entire process has been properly conducted including turning in the Housing Form to Housing), no housing charges will be applied against his or her student account.

Room Alterations: All physical alterations to campus rooms or common areas, such as painting, must be approved by the Residential Life Department before the work is done, or a charge will be levied.

Furniture in Student Rooms: University rooms are furnished with beds, dressers, chairs, and desks (or built-in desk space). For rooms with two built-in desks, no stand-alone desk(s) will be included. Students
must see their Resident Advisor to request the removal and proper storage of any room furniture and indicate on the form what University furniture is to be stored. An RA or RD must sign this form to approve the move. The Resident Advisor will help the student store the furniture in the residence hall storage room if space is available. It is the students’ responsibility to have the furniture returned to the room whenever they move out. If furniture is missing from the room after departure, the student will be charged accordingly.

**Non-Smoking Campus:** State law and University policy prohibit smoking anywhere on campus. Violators are subject to fines and other disciplinary consequences. (See Tobacco-Free Campus section).

**No On-Campus Storage:** The University does not provide storage for students. Students should only bring items which they can fit comfortably in their rooms. (Private storage facilities are available off campus for a monthly fee.)

**Room Changes:** Students may change rooms once during the year without charge. This room change is not automatic: it must be approved by the Housing Office. Students will be charged for any additional room changes during an academic year that are not due to maintenance problems. Please note that during the first six weeks of each semester, students will not be able to change rooms unless there is a physical problem.

Any students eligible to change rooms will need to ask their Resident Advisor to view available rooms in the residence hall in which they wish to live. The student may then request a room change at the Housing Office. If the room change is approved, the student will need to follow the Move-out procedure on the Housing Form for the current room before receiving a door card and key to the new room.

**Key Procedure**
- The student goes to the Housing Office, turns in the current key, then receives the key to the new room.
- The student will then have 48 hours to move.
- The student must have the RD open the old room to move out their possessions.
- Failure to move out within 48 hours will result in a $50/day Unauthorized Room Use charge.

Once a new room has been assigned, students must:
- Have their door card validated with a date sticker from the Enrollment Center
- Complete the Move-In section of the Housing form for the new room and submit it to their new RA or RD.
- Vacate the old room within 48 hours, after cleaning and vacuuming it

Students who move into another room without prior approval will be charged and must move back to the original room.

A student who wishes to move from a traditional room into a single Vāstu room must apply to the Department of Student Life and notify Financial Aid once the request is approved. Additional charges apply. See On-campus Housing above. It is located under the term “Vastu Housing”.

**Pets:** To maintain standards of health for all housing residents, no pets of any kind are permitted on campus, either in buildings or on campus grounds. Pets are not to be left outside while students are in campus buildings, including the dining hall. Violations may result in a warning and/or fines as per the Housing Charges section of this handbook. Stray animals are not to be fed or sheltered. Resident Advisors may be able to help find a solution for a lost or stray animal. Keeping a pet in a student room is a violation of University policy. The student will be fined according to the Housing Charges section that follows.
Environmental Guidelines:

- **Dumpsters:** Please do not put the following items in dumpsters: appliances, batteries, bricks, construction materials, greenery, yard waste, liquids, paint, tires, rocks, or flammables.

- **Antennas and Satellite Dishes:** Because they can cause extensive damage to buildings and roofs, antennas and satellite dishes are not permitted. Violators will be charged.

- **Telephone, Internet, & Television:** Alteration of telephone/internet/cable television lines, or jacks, or installation of telephone/internet/television equipment, including wifi, without the written permission of the Associate Director of Residential Life is not allowed. Any unauthorized installations or alterations of this nature will result in a fine, in addition to repair charges.

- **Restrooms in Residence Halls:** Because of sanitary requirements in areas for public use, no personal items (e.g., towels, etc.) are to be left in the residence hall restrooms.

**Energy Conservation:** The following guidelines for thermostat settings, heating and cooling, etc. are based on normal conditions; however, when special energy concerns warrant, special instructions will be posted which may supersede these guidelines.

To ensure energy efficiency and the best utilization of resources, doors and windows must be closed, except as listed below. This is because negative pressure, which draws conditioned air from the building, occurs even when individual room heating or cooling elements are shut off.

1. Windows can be open for up to five minutes before morning and evening program during all seasons.
2. During “Heating” season windows can be open if the temperature is above 65° F (18.30 C).
3. During “Cooling” season windows can be open if the temperature is below 75° F (23.90 C).

Dial 601 from campus phones for the temperature. Students may be charged if windows or doors are left open during heating or cooling seasons.

**Housing During Vacation Periods:** Winter and summer holidays are not included in room and board charges for fall and spring semesters. (Students may stay on campus for Thanksgiving and Spring break.) Students must vacate their rooms within 24 hours of the last class before winter break, and within 48 hours of the last class before summer break, even if they will be occupying the same room after the break. Students may return after winter or summer break on the Friday before classes resume. Rooms must be left clean.

Students who wish to stay on campus during winter or summer break may seek an 18-hour-per-week work position, if available, through the Human Resources Office, or may apply to work full-time to earn tuition credit in addition to room and board. However, temporary employment is not guaranteed. Students participating in the 18-hour-per-week work option will be billed for room and board charges if they work less than the 18 hours per week, for any reason.

Students who are participating in the Invincible America (IA) Assembly may also remain on campus with the approval of the Department of Student Life and upon payment of $200 per week for room and board, in advance, to the Housing Office. Alternately, they may pay the current IA rate for room only.

Graduate students also have the option of staying on campus over the winter and summer breaks by paying the appropriate room and board charge ($200 per week, payable in advance) to the Housing Office.

Please note that faculty and staff dependents may not stay in student residence halls over the winter or summer holidays unless authorized to participate in one of the above programs.
Students not authorized to remain on campus over winter or summer vacation may not access their rooms during these holidays. Unauthorized use of a room is not permitted and results in a charge.

The University reserves the right to use students’ rooms during these holiday periods, and to give temporary room assignments to students remaining on campus.

**Room Reservation:** Continuing students may reserve a room for the next academic year. Prior to summer break the Housing Office will provide continuing students with the opportunity to reserve a room for Fall Semester. The Housing Office will assign rooms to students who do not take advantage of this room reservation process. Students have until July 1 to cancel their Fall Semester room reservation.

**Housing When Withdrawing from a Course:** Students must be registered and attending class to remain on campus. Students who withdraw from a course have two options:

1. move off campus; or
2. receive permission to stay on campus in an activity approved by the Department of Student Life.

**Room Inspections:** The Housing 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. If the condition of a room differs from the Housing Form, the student will be charged. There are charges for missing items or damages to the room; there is also a charge if public University property is damaged or found in private rooms.

**Housing Policies for Guests:** Residence halls are for students only, and guests are not permitted to stay overnight in the residence halls. However, guests may request overnight accommodation as follows:

- Prospective students and their families are welcome to apply for Visitors Weekends, which are generally held monthly. Please contact the Office of Admissions by calling (641) 472-1110 or emailing: admissions@mum.edu for information and to apply.

- Parents are welcome to stay in our Visitors Center -- if there is availability -- for one night when their son or daughter arrives on campus for their first semester, and for up to three nights when their son or daughter is graduating. Parents who are interested in reserving a room for either of the above times should contact Housing by calling (641) 472-1126 or emailing: housing@mum.edu. There is a charge per night per room. Parents should note that the Visitors Center is divided in half by gender. This is because it is a dormitory with common bathroom facilities. Men will stay on the men’s side, and women on the ladies’ side.

At all other times, parents and other guests are asked to find off-campus housing. Fairfield offers several options. See: [http://www.travelfairfieldiowa.com/stay/](http://www.travelfairfieldiowa.com/stay/)

**Security Deposit:** Each student, whether living on or off campus, pays a security deposit. This deposit is held by the University to cover any unpaid fines (overdue library books, campus traffic tickets, etc.) or unpaid housing charges.

Unused security deposits are refunded when a student graduates or withdraws from the University. Students may apply for a refund at the Student Accounts desk in the Enrollment Center.
**Damage to Common Areas:** The resident responsible for damage to halls, TV rooms, etc., must pay for any repairs. The resident is also responsible for damages caused by his or her guests. If it is not known who caused the damage, then the cost of repair is shared by all students living in the area of the damage.

**Emergency Alarms:** Disabling of emergency exit or fire alarms is strictly prohibited. If an emergency alarm is disabled, fines will apply.

**Room Check-Out Procedures:** Students leaving the University must move out of their rooms within 48 hours of their last day of class. Here are the steps to follow before leaving:

- Get their Housing Form from their RA or RD, and follow the departure procedure. Your Resident Advisor can help you fill out this form.
- Remove all belongings from the room. (The University cannot assume responsibility for articles left in private rooms or residence halls after a student’s departure. If personal belongings are left in the room, the student is charged, and the items will eventually be discarded in accordance with the Abandoned Property guideline below.)
- Clean and vacuum room. Throw out trash and leave the room in good order. (Otherwise, a charge will be assessed to defray the cleaning costs.)
- Shut window, put blinds down and turn off air conditioning in the summer. Leave thermostat set at 60 degrees for heat in the winter.
- International students must leave sheets, towels, and blankets in the room. If they are missing, a charge will be billed to the student and deducted from the security deposit.
- Properly complete the departure section of the Housing Form, and submit it to the Housing department or your RD.
- Lock room door, remove door card from door, and follow the key return steps on the Housing Form.
- Return the completed Housing Form to the Resident Advisor within 48 hours of the last class attended. In order for the University to process requests for return of the security deposit, students must return this form.
- Charges apply if students do not follow and complete the Move-out procedures, as outlined on the Housing Form.

**Abandoned Property:** Any personal items left behind in a dorm room will be removed by the University and placed in storage at its owner’s expense. Room packing fees will apply as well as a storage fee of $50.

The property will remain in storage for up to thirty (30) days. During this time it will be returned to its owner upon request, once storage and transportation charges have been paid. Items not claimed by the end of the 30 days will be considered abandoned property and will be disposed of by the University.

**Appealing Housing Charges:** Students may file a written appeal of a housing charge to the Associate Director of Residential Life within seven business days of the invoice date.
Housing Charges

To maintain buildings, promote campus safety, and in consideration of future residents, the Housing Office and Residence Life Department conduct periodic housing inspections. In the event of missing items or damage to rooms, the following fees help to defray the cost of replacement and/or repair of missing or damaged items set forth and cover any violations of Campus Safety policies.

<table>
<thead>
<tr>
<th>Housing Charges</th>
<th>Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic Uncleaned Room</td>
<td>$50.00</td>
</tr>
<tr>
<td>Room Packing Fee (per hour)</td>
<td>$25.00</td>
</tr>
<tr>
<td>Unauthorized Room Use (per day)</td>
<td>$50.00</td>
</tr>
<tr>
<td>Unauthorized Key Use/Key Not Returned/Lost Keys</td>
<td>$75.00</td>
</tr>
<tr>
<td>Unauthorized or Missing Door Card</td>
<td>$25.00</td>
</tr>
<tr>
<td>Replace Mattress</td>
<td>$200.00</td>
</tr>
<tr>
<td>Replace Bed Frame</td>
<td>$300.00</td>
</tr>
<tr>
<td>Replace Dresser</td>
<td>$300.00</td>
</tr>
<tr>
<td>Replace Desk</td>
<td>$200.00</td>
</tr>
<tr>
<td>Replace Chair</td>
<td>$100.00</td>
</tr>
<tr>
<td>Replace Bookshelf</td>
<td>$75.00</td>
</tr>
<tr>
<td>Replace Recycle/Trash Bin</td>
<td>$25.00</td>
</tr>
<tr>
<td>Additional room change (1 free change per year)</td>
<td>$50.00</td>
</tr>
<tr>
<td>Pet Violation (+ $10 per day)</td>
<td>$50.00</td>
</tr>
<tr>
<td>Failure to submit Housing Departure Form</td>
<td>$100.00</td>
</tr>
<tr>
<td>Abandoned Property temp storage</td>
<td>$50.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Other Charges</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Authorized use of room during vacation (per week)</td>
<td>$200.00</td>
</tr>
<tr>
<td>Improper use of facilities</td>
<td>TBD</td>
</tr>
<tr>
<td>Group/Hall Charges (if no one accepts responsibility for a violation)</td>
<td>TBD</td>
</tr>
<tr>
<td>Other</td>
<td>TBD</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Excessive Maintenance</th>
<th>Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>Replace Screen</td>
<td>$50.00</td>
</tr>
<tr>
<td>Burns</td>
<td>$50.00</td>
</tr>
<tr>
<td>Painting</td>
<td>$50.00</td>
</tr>
<tr>
<td>Holes</td>
<td>$50.00</td>
</tr>
<tr>
<td>Other (or excessive instances of above items)</td>
<td>TBD</td>
</tr>
<tr>
<td>Excessive Cleaning</td>
<td>$150.00</td>
</tr>
<tr>
<td>Carpet Shampoo</td>
<td>$150.00</td>
</tr>
<tr>
<td>Replace Carpet</td>
<td>$425.00</td>
</tr>
<tr>
<td>Replace Tile</td>
<td>$200.00</td>
</tr>
<tr>
<td>Fire Safety Violations</td>
<td></td>
</tr>
<tr>
<td>Disabling Fire Safety Doors</td>
<td>$200.00</td>
</tr>
<tr>
<td>Tampering w/Fire Safety and Life Safety Equipment</td>
<td>$50 + repairs TBD</td>
</tr>
<tr>
<td>Cooking Equipment (per item)</td>
<td>$50.00</td>
</tr>
<tr>
<td>Cooking in Room (1st, 2nd, 3rd incident)</td>
<td>$50/$100/$150</td>
</tr>
<tr>
<td>Excessive/Unsafe Electric Use</td>
<td>$50.00</td>
</tr>
<tr>
<td>Smoking on Campus (1st and subsequent incidents)</td>
<td>$50/$100/$100</td>
</tr>
<tr>
<td>Room Restoration Fee (if smoking inside)</td>
<td>$250.00</td>
</tr>
</tbody>
</table>

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. (See Housing Section above.)

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

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**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. (Contact the Associate Deans of Students, jsickler@mum.edu or epomfrey@mum.edu in order to petition.)

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

For assistance in contacting local real estate agents for other off-campus housing, please visit www.city-data.com/city/Fairfield-Iowa.html. See also this housing forum site: http://www.mum.edu/forum/.

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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.

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

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

**General Use of Computer Labs**

There are general purpose computers in the basement of the Argiro Student Center as well as three jacks into which one can plug his or her laptop computer for Internet access.
The Library maintains Computer Labs for general use and Internet access in the Library. See “Library Services” for open hours. There are several public access computers available, and many Ethernet ports into which one can plug a laptop computer for Internet access.

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

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

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

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### E-Mail Addresses

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

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

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

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

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### Telecommunications Office

Telecommunications Office  
Verrill Hall, Room 24

**Installing a Private Phone**

To order a private telephone for your room, please come by the Telecommunications Office in Verrill Hall. Just pick up a form from the shelf outside of Room 24 and follow the instructions. When you have completed it, put the form in an envelope along with your $35 payment to MUM to cover wiring installation, and slide it under the door of Room 24. Please note: the telephone company has its own additional charges.
Phone Repair Services
The University services all campus telephone wiring at no charge. If you have your own phone and have a problem with your line, please make these simple checks:

- borrow someone’s phone and test the line
- borrow someone’s cord that connects the phone to the phone jack and test the line

If both the cord and jack are working properly, the problem is in the line. Please call the Telecommunications Office for line service at ext. 4272 (641-472-7000 ext. 4272) and leave a message with your name, phone number, building, room number, and the problem with your phone.

If your phone or your cord is not working properly, you will need to have it repaired or replaced. The University does not service private phones or replace cords.

If the phone is a University extension, not a private phone, please call the Telecommunications Office at ext. 4272 (641-472-7000 ext. 4272) and leave a message with the phone number, building, room number, and the problem with the phone. Requests can also be made by logging onto: helpdesk.mum.edu or emailing helpdesk@mum.edu.

Voice Mail

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

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

Library Services

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

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

Hours — Summer and Breaks
Monday–Saturday 10:00 a.m.–7:00 p.m.

NOTE: Hours are subject to change, and reduced hours apply during Forest Academies.
See: www.mum.edu/events/library.html for details.

Students can access print, media, and electronic resources via the Library’s in-house and externally available collections. The Library also houses a core collection of more than 140,000 volumes and 220 current paper journal subscriptions. Our web page provides access to state-of-the-art bibliographic databases and reference/research resource (www.mum.edu/library), which allows registered users Internet access to over 23,000 full-text periodicals and more than 9,000 e-books. On-campus access is under Internet Reference Resources on the library home page: www.mum.edu/library. Students living off-campus or in a different
location may contact the reference librarian for a username and password, which is changed every semester and at the beginning of summer. Contact Martin Schmidt, mschmidt@mum.edu.

Applying for a Library Card: After registration, students are automatically included in the library database and may check out books. If there is a delay, please ask a librarian at the desk to give you a temporarily arrangement. Most Library privileges are provided without charge to students, staff, and faculty.

Locating Library Materials: The Library catalog, which includes videos and book holdings, is accessible using any computer. Go to the library catalog at www.mum.edu/library/catalog.html. Note: for new materials, please see our new books section, located in the concourse just north of the public computers. You can search all of our print and electronic journals at www.mum.edu/library/jnlsIndex.html. If you need help, ask a librarian or staff person for assistance. We offer a rush service to purchase any book that you may need for class except textbooks; we can get an item for you in 5 days. Contact Martin Schmidt, mschmidt@mum.edu, with the book author, title, and edition needed, or fill out a book request form, available at the Circulation/Loans and Returns desk, and give it to Martin Schmidt, the Reference Librarian.

Public Computers: Public access computers are located near the Circulation/Information Desk, in the Reference Room, and there are new silent study areas with new computers exclusively for students in the southeast corner of the Library, the periodicals/video room, and the northeast corner of the library, as well as computers at other locations around campus. Laptop tables are also provided in the concourse and hookups are available in the silent study area as well.

Other Materials:

Journals — Journal lists are available in several locations within the Library.

- An on-line serials list may be found on the Library home page; use the link called “Electronic and Print Periodicals” at: www.mum.edu/library, or go to http://www.mum.edu/library/jnlsIndex.html
- Most current journals, magazines and newspapers and magazines are kept in the Periodicals Room on the west side of the Library.
- There is also a reading area for selected recent newspapers next to the west exit foyer.
- More than 23,000 journals are available through the databases.

Reference materials — New reference materials are located north of the reference desk in the concourse and other useful reference materials are located in the reference room, just behind the reference desk.

- These materials do not circulate without the permission of the reference librarian. Numerous electronic reference resources are also available via the Library website.

A collection of videos and DVDs is located in the periodicals room for checkout.

Checking Out and Returning Materials: Most library books may be checked out for 28 days. Other media circulate for shorter periods. If you need to use library materials for longer periods, please ask a circulation attendant to renew them for you. You can also renew your books over the phone (641-472-1154), by e-mail (circulat@mum.edu) or online by accessing your account. See our library brochure for details (available at the circulation desk). Fines for overdue books are $.20 per day, and $.50 per day for DVDs. Please respect
your library privileges by promptly returning materials that you are not using, so that others may check them out.

**Interlibrary Loan Service:** Our Interlibrary Loan Service uses the On-line Computer Library Center (OCLC) interlibrary loan system, which allows us to borrow materials from thousands of North American libraries. This service is free for academic research and class assignments. There is a charge for personal and recreational borrowing, and for journal articles costing more than $15. Forms used to request an item not available in the Library are available on the Library website: [www.mum.edu/library/ill_article](http://www.mum.edu/library/ill_article) and [www.mum.edu/library/ill_book](http://www.mum.edu/library/ill_book). Print forms are also available in the concourse on the table next to the New Books section. Required textbooks for class use may not be borrowed from other libraries.

**Using the Library and Library Tours:** The librarians and staff will be happy to help locate materials and introduce you to the library. Introductory library tours, short classes on catalog and internet searching, as well as class-specific instruction geared to research needs of specific courses, are also available by appointment with the Reference Librarian (ext. 3733 (641-472-7000 ext. 3733) or [mschmidt@mum.edu](mailto:mschmidt@mum.edu)).

**Computers:** Students have priority access to the computers and should request assistance from the reference librarian in locating a station if none are available. In the macromedia computing lab, Macintosh computers and software are available on a priority basis to students for course work or personal use. There is also a work station with special software in the reference room, including specialized Adobe products: Adobe Creative Suite, Acrobat distiller, Microsoft Office Professional, and an Epson Scanner, as well as color printers at $.30 per page, other software, and connections. The reference room also has a dedicated computer to search for employment through IowaWorks. Students with laptop computers may use network plug-in ports in the Library available at the “laptop tables” in the concourse area and in the silent study area, located in the southeast corner of the Library.

All library computers print to a laser printer located at the circulation desk. Students pay $.05 per page. Students can use the fax machine located at the reference desk for free but must bring their own calling card to pay for long distance faxes. This fax machine does not receive faxes. A copier, located just east of the public computers in the concourse area, costs $.10 per page.

**Unity Art Gallery:** Art students and faculty exhibit their artwork in the new Unity Art Gallery located inside the Library. Visit [www.mum.edu/arts/exhibits](http://www.mum.edu/arts/exhibits) for information and images from recent Unity Gallery exhibits.

**Current Information about the Library:** Continuously updated information about the library is available (brochure and library newsletters with how-to information on automating your use of the library, contests for prizes, exhibits and more) on our blog: mumlibrary.com. Students automatically receive newsletters by e-mail. You may also become a friend of M.U.M. Library on Facebook and get immediate updates of events.
LOST AND FOUND

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

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

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

MAILROOM

Basement, Argiro Student Center • Phone: ext. 4137 (641-472-7000 ext. 4137)
Monday–Friday, 12:20–3:50 p.m

NOTE: The Mailroom is closed on Saturdays and Sundays, as well as on New Year’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas.

• Mail for everyone at the University is sorted here and placed in mailboxes by lunch hour, Monday through Saturdays. University mail is sorted and placed in the mail boxes by 12 noon, Monday through Saturday.
• Mail is not delivered to University mailboxes on Sundays or on national holidays.
• If you receive a package or special delivery letter, a note will be placed in your mailbox to notify you to pick it up at the Mailroom. Please bring this note to the Mail Room to retrieve the item.
• Stamps are available at the Mailroom as well as postal services such as weighing and shipping letters or packages.
• Outgoing mail must be in the mailroom before 3:00 p.m. weekdays. If it is later than this, it may not go out until the following weekday.

Student Mailboxes

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

NOTE: Mail is not delivered to student mailboxes on Sundays, national holidays, or Saturdays between blocks.
Getting a Mailbox: A mailbox will be assigned to you at student registration. You may share this box with another student. When picking up your mail, please be careful to take only mail that is addressed to you, and to leave other mail in the box. Sometimes it happens that mail has been placed in the wrong box. If you know that the mail does not belong to you or to your “Mailbox Buddy,” please return it to intracampus mail. Do not throw away any mail. Mail must be picked up at least twice a week, or it is forwarded or returned to the sender.

Mail to you should be addressed as follows:
• Your name
• Your mailbox number — MR xxxx
• Maharishi University of Management
• 1000 N 4th Street
• Fairfield, IA 52557
• U.S.A.

If you need a street address for the delivery of packages, use 1000 N. 4th Street — MR xxxx

NOTE: Do not use “P.O. Box” or even the word “box” in your address. If you do, your mail will be sent to the Fairfield Post Office and may be delayed in reaching you.

RELIGIOUS AND DEVOTIONAL SERVICES
For a listing of religious and devotional services available on campus, locally and surrounding areas, please see: http://www.mum.edu/pdf_resources/religious-services.pdf.

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

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

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

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

Personal training programs are also offered. Swimming and tennis lessons are offered at a reduced rate to students at the swimming pool or the Recreation Center.

Sports Programs: The Department offers a variety of recreational sports programs for the whole community. Sports clubs are organized in a number of sports including archery, basketball, fencing, kayaking, soccer, tennis, volleyball, table tennis, and ultimate frisbee. These clubs determine practice and competition schedules and provide their own coaching from among club members. Leagues for each of these sports are sometimes organized during the year. Other clubs may be formed based on student interest.

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

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

Sports Facilities

Recreation Center • Phone: ext. 1112 (641-472-1112)  
Open Daily 8:00 a.m.–9:15 p.m. Monday–Friday  
10:00 a.m.–7:00 p.m. Saturday and Sunday

The Recreation Center is a 60,000-square-foot indoor facility located east of the Student Union building. The Recreation Center houses: basketball, tennis, volleyball, and badminton courts; table tennis facilities; a gymnastics area; a new weight training room; an indoor track; archery facilities; an indoor climbing and bouldering wall, and a Human Performance laboratory. There is no charge to students with ID cards for use of the Recreation Center.
Indoor Equipment Available for Check-Out
- Badminton
- Soccer balls
- Basketballs
- Table tennis
- Floor-hockey sticks
- Volleyballs
- Jump ropes

Outdoor Equipment Available for Check-Out
- Canoes
- Cross-country skis/boots
- Footballs
- Ice skates
- Frisbees
- Life jackets
- Soccer balls
- Softball equipment
- Volleyballs and net
- Windsurfers
- Kayaks
- Sailboards

Punj Tennis Center
The Punj Tennis Center, located on Badgett Drive near the Recreation Center, has six first-class outdoor tennis courts that are available for play on a first-come basis from April to October.

Outdoor Swimming Pool
Phone ext. 1147 (641-472-1147) for daily schedule. The swimming pool is located at the north end of campus. The swimming season begins around Memorial Day in May and continues as long as it is warm enough to swim. There is no charge for students with an ID card. The water in the pool has no chlorine smell and leaves no chlorine residue. It uses a sanitizing and filtration system that outperforms other club and public pools in the region.

Soccer Field
At the soccer field, directly east of the Maharishi Patanjali Golden Dome, students may play soccer, touch football, softball, and frisbee.

Fieldhouse
The Fieldhouse has a beautiful hardwood floor with bleachers. It is used mainly for basketball, volleyball and indoor soccer.
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.

The University Store offers a wide variety of items for students. A few of the items to be found there include the world’s largest collection of books and videos by Maharishi, greeting cards, gifts, designer clothing, athletic clothing, toiletries, pictures, MUM logo items, picture frames, art supplies, snacks and Maharishi Ayur-Veda® products.

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

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

The upstairs Café offers a dining area with a full service meal during lunch Monday- Saturday and dinner 7 days/week. Student meal passes may not be used at this location.

WORK-STUDY

Human Resource Office • Henn Mansion, 1st Floor
Phone: ext. 1194 (641-472-1194)
Monday–Friday 1:30–3:45 p.m.

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

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

For information about work-study jobs, visit the Human Resource Office or see: http://www.mum.edu/consumer/workstudy.html. Click on the “Jobs List” link to view available work-study jobs. If you find a job you are interested in, please come to the Human Resource Office in Henn Mansion—after you have registered as a student—to start the necessary paperwork.

Please do not start working until you have been accepted by the Human Resource office for a position and have completed the paperwork.
1. Please be on notice as an employee of the University that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited at this University and anyone violating this prohibition will be subject to dismissal from staff.

2. Please also be on notice that as a condition of being an employee of the University that you are required to abide by the terms of paragraph 1 above and you must notify the director of the University Human Resource office of any drug statute conviction occurring at Maharishi University of Management no later than five days after such conviction.