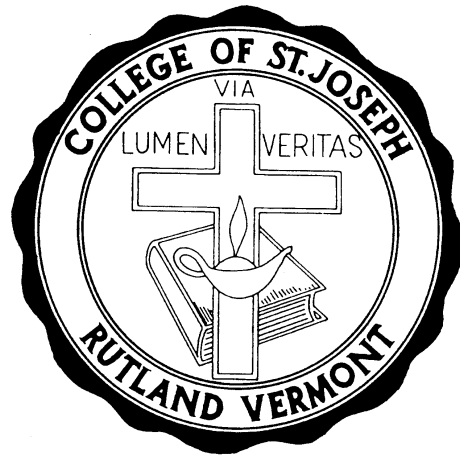


# College of St. Joseph



## Student Handbook 2015-2016

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# College of St. JOSEPH RUTLAND, VERMONT

Welcome to the College of St. Joseph. For over fifty-four years, our faculty has been dedicated to the advancement of students by providing a meaningful education which links theory to practice. To be a successful student at the College of St. Joseph, it is important for you to understand our unique educational approach and the values that guide our academic community.

Our mission is to educate students in a very special way. As a Catholic College community, we believe in the importance of the individual and the need for the educational process to nurture the development of the body, mind and soul. We are dedicated to provide each student with meaningful and challenging opportunities for personal and professional growth.

To accomplish our purpose, we assess your strengths on an ongoing basis and offer continual academic advisement to guide you in the achievement of your educational goals. Throughout the process, we expose you to a comprehensive liberal arts curriculum and urge you to focus your education by providing strong career-oriented majors culminating frequently with at least one internship in the field of your choice. Our desired result is a liberally educated individual with strong career skills—just the right mix of knowledge and skills to lead to fulfilling employment and community service upon graduation.

In addition, as part of our educational philosophy, we encourage you to participate in extracurricular activities that build individual character and promote a cooperative spirit. Many students develop their leadership skills through participation in student government. Others play one or more of the various sports offered in our athletic program. Chorus, clubs, and community service programs also provide our students with diverse opportunities to grow.

Our hope is that our educational philosophy, the design of our programs, and the caring of our staff will assist you in the achievement of your educational goals.

**Dr. Richard Lloyd**  
**President**

## **MISSION STATEMENT**

### **The College of St. Joseph Mission**

The College of St. Joseph is an independent Catholic College that educates men and women of varied faiths and backgrounds for lives of continuing personal and professional growth, intellectual development, and service to the community.

To fulfill its mission, the College:

- Offers student-centered undergraduate and graduate programs guided by Christian values that blend theory and practice and prepare students for careers of vital importance to society;
- Offers a holistic student development program that fosters personal leadership, civic responsibility, community service; and
- Employs highly qualified administrators, faculty, and staff who support the continuous improvement of the College's programs and services.

Revised by the Board of Trustees of the College of St. Joseph 7/05.

### **Fulfilling Our Mission As A Catholic College**

The Catholic character of CSJ shapes and is shaped by every aspect of College life including student affairs, faculty, administration and staff activities, and curricular and co-curricular programs. Composed of members of various faiths, the College community acknowledges the challenge to serve the needs of the Church and society and recognizes its role to provide a forum for dialogue between the gospel and secular culture. The College is called upon to teach and learn, and in so doing, to influence the larger society of which it is a part. In addition, the College strives to create an atmosphere that fosters the development of personal spirituality. Standards of moral and ethical behavior are integrated into the body of knowledge conveyed to students. Finally, the College community pursues a common dedication to the truth, a common vision of the dignity of the human person, and is characterized by mutual respect, sincere dialogue, freedom of conscience, and protection of the rights of individuals.

The College fulfills its mission as a Catholic College by providing:

- Courses reflecting Catholic traditions, themes, and culture;
- Opportunities for prayer, liturgical celebrations, and religious symbols; and
- Engagement of its constituents in lives of service, campus ministry, and activities that produce a positive impact on the life of the community.

### **Certification and Accreditation**

The College of St. Joseph is accredited by the New England Association of Schools and Colleges, Inc. In addition, all of the College's teacher training programs are certified by the State of Vermont Department of Education; and the clinical psychology program is approved by the Council of Applied Master's Programs in Psychology and recognized by the Board of Psychological Examiners of Vermont. The College of St. Joseph supports the efforts of secondary school officials and governing bodies to have their schools achieve regional accredited status to provide reliable assurance of the quality of the educational preparation of its applicants for admissions.

## CAMPUS FACILITIES

### St. Joseph Hall

St. Joseph Hall is the central building on campus and contains administrative offices, laboratories, library, academic computer center, faculty offices, and most of the College classrooms.

Express Lounge—located next to the bookstore with several tables for eating and studying. Both commuting and resident students use the Express Lounge as well as the Student Center and Lounge located in Tuttle Hall as a place to relax between classes.

Lockers—because of the limited number of lockers available, locker use is restricted to full-time commuter students on a first come, first served basis. All lockers are re-assigned each year. Lockers may be obtained through the Vice President of Student Affairs Office.

Campus store—provides all books required for courses, CSJ mugs, glasses, pens, stationary, and other College related items as available. The hours of business are posted on the door.

Academic Computer Lab—is located in Room 102 and consists of PC's serving the academic requirements of the College. The PC's provide the student body with Internet access. Various classes use this lab as part of the course experience. It is available for student use during all open times except when classes are being held within the lab. These times are posted outside the lab. Special extended hours are often scheduled near the end of the semester in order to offer students more resources to meet their academic goals.

Giorgetti Library— serves as the primary reading, research and study center on campus. It is expected that students will regard the library as such and use it accordingly. Our circulation policies, procedures and loan periods, are outlined in the "Library Services" section of the College web page.

Reserve material that has been placed in the library by instructors is located behind the circulation desk. Please ask the desk attendant for any material needed. Reserve items do not leave the library unless the instructor has made special arrangements with the librarian. The library's Reference Collection (Encyclopedias, Atlases, etc.) is located at the front of the library. This is a non-circulating collection and is for library use only. Current and back issues of journals are located in the back of the library. Our on-line catalog is available on the College web page. Bound and Current Periodicals, as well as Microfiche, DO NOT LEAVE THE LIBRARY.

The library provides on-campus/remote access to a host of services available to all registered students. For example, each of our Electronic Databases [with a complete description of each], can be found by clicking "Library Services" on the College web page. Other services such as "Ask the Librarian" and "Video Holdings" can also be found here.

Library material that has been lost must be paid for by the borrower. A charge of \$50.00 + \$5.00 processing fee, per book, will be added to your bill in the Business Office. If the replacement cost exceeds \$50.00, then the student will be billed for the additional amount. Additionally:

- Students will not be allowed to check out additional material until all library material has been returned, or restitution has been made to the Business office.
- Your College transcripts will be withheld until all library material has been returned or repaid.

- Students will be ineligible to participate in graduation ceremonies until all library material has been returned, or restitution has been made to the Business office.

#### General Library Regulations:

- **How to borrow:** Please present the circulation desk attendant with your College ID (see section on Identification Cards). A limit of 10 books may be checked out at one time.
- **Returning Material:** Please bring all material being returned to the circulation desk during regular library hours. A book return located at the main entrance of St. Joseph hall may be used after hours.
- **Loan Periods:** Library material is loaned out for a 3-week period; computer software and video-recordings for a 1-week period.
- **Overdue Books:** Borrowers may not take out additional library material if they have overdue books.
- **Renewals:** Borrowers may renew library books one time only. If another library patron has placed a hold on a book, then that item may not be renewed.
- **Holds:** A student may place a hold on any library item that has been checked out. The student will be notified when that item has been returned.
- **Photocopying:** A copier is available for students to photocopy any journal articles or reserve items.
- **Lost and Found:** The circulation desk serves as the primary lost & found station in the library. Please see desk attendant to bring or ask about missing items.

Interlibrary loan is provided to any students wishing to obtain material (journal articles, books, etc.), not found in our library. Our interlibrary loan policies and procedures are outlined in the “Library Services” section of the College web page. Forms for requesting articles or books are also located here. Interlibrary loan requests will be accepted until October 31<sup>st</sup> and March 31<sup>st</sup> of each semester. After these dates, students may submit only 5 requests for the remainder of the semester.

The library also has its own 10-seat computer lab for students and patrons. Library Hours will be posted on the student list serve and Library door.

#### **Tuttle Hall**

This 12,000 square foot building is home to the College of St. Joseph Student Center and features a 211 seat Theater, Chapel, and Student Lounge. In addition the following offices can be found: Learning Center, Counseling, Provider, Residence Life, Career Services, and the Vice President of Student Affairs.

Student Mail Service: All mail is placed in the assigned mailboxes, each day after it is delivered to the campus. Stamped outgoing mail may be brought to the reception area in St. Joseph Hall for dispatching to the Rutland Post Office. Mailboxes are assigned to all full-time undergraduate students, and full-time graduate students, upon request.

Student Lounge: The Student Lounge is the meeting place for all students between classes, in the evenings and on weekends. For students wanting, or needing, access there is an Internet Café available whenever the lounge is open. Multiple televisions, a pool table, and other recreational facilities are maintained here.

#### **Clementwood**

Clementwood is an administrative building on campus where you can find the President’s Office, Vice President of Academic Affairs Office and Development/Alumni Relations Office. The main floor of Clementwood contains conference room space, for meeting room use both by the college community and for outside rentals.

**Athletic Center**

This 25,000 square foot facility features a 1,000-seat gymnasium, state-of-the-art weight and fitness room, separate team and general locker rooms, and athletic department offices. The Athletic Center is the home of the Fighting Saints intercollegiate teams and serves as the hub for student intramurals. The facility often hosts special events for both the College and the greater Rutland community. Athletic Center hours are posted.

**Roncalli Hall and Medaille Hall**

Roncalli and Medaille Halls are residence halls, together housing approximately 162 students together. Laundry rooms are located in both Roncalli and Medaille for the convenience of the residents. The dining hall is located in the center of Roncalli Hall while a student lounge can be found in the center of Medaille Hall.

**St. Francis Cottage**

St. Francis Cottage serves as additional housing on campus as needed.

**Carriage House**

The Carriage House is a two-story building that provides additional space on campus for programming and outside rentals.

**Avila Cottage**

Avila Cottage serves as a private residence on campus.

**Marion Cottage**

Marion Cottage serves as a private residence on campus.

## **FINANCIAL AID**

The College of St. Joseph realizes that the cost of an education may be difficult for students and their parents to finance. At the College of St. Joseph, students will find a comprehensive financial program that is designed to assist them by helping to alleviate the financial burden created by the cost of a college education. The College of St. Joseph believes that, to the extent they are able, parents have the primary responsibility to pay educational expenses. Students must submit a Free Application for Federal Student Aid (FAFSA) as the first step in applying for financial aid. The information on the FAFSA is used to assess financial need.

### **Applying for Financial Aid**

Aid is awarded for one year only. Students must reapply for financial aid every year. The College of St. Joseph uses a fall, spring, and summer award year sequence.

All College funded aid is awarded on a first come, first serve basis, subject to availability of funds. Students who apply for financial aid on or before the March 1<sup>st</sup> deadline preceding the fall term will receive priority consideration for College funded aid. To apply, students must first submit a FAFSA. Complete your FAFSA online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Paper FAFSA forms can be obtained at high school guidance offices or college financial aid offices. The FAFSA should be completed as soon after January 1 as possible but not prior to that date. Please code the College of St. Joseph (Federal School Code 003685) in the school code section.

A College of St. Joseph Application for Financial Aid must be completed. This form asks general information about the student and enrollment intentions. This form can be used to communicate any special circumstances that you and/or your family may have.

A Vermont Grant Application should be filled out if you are a Vermont resident in your first undergraduate degree program. Please submit the application to VSAC. Vermont (VSAC) Grant Applications can also be completed online at [www.vsac.org](http://www.vsac.org).

### **Disbursement of Financial Aid**

Your annual financial aid award for each program will be distributed among the terms in which you will enroll. If your file is complete, your federal and College of St. Joseph grants for the applicable term will be credited to your student account at the beginning of the term. State Grants and Federal Family Educational Loan Program loan proceeds will be credited to your student account upon receipt of the funds. If your file is not complete at the beginning of the term, federal and College of St. Joseph grant funds will be credited to your student account and loan funds will be disbursed once your file is complete and has been reviewed. Federal Perkins Loan recipients must sign a promissory note before those loan funds will be disbursed.

### **Satisfactory Academic Progress for Financial Aid**

A student must be making satisfactory academic progress to be eligible to receive financial aid. The satisfactory academic progress policy includes both qualitative (grade point average) and quantitative (earned credits) standards. The academic progress of all financial aid recipients is reviewed at the end of each term. Students who have not met the minimum satisfactory academic progress requirements are placed on financial aid probation. If a student does not attain the minimum requirements by the end of the probationary period, the student loses financial aid eligibility until the requirements are met.

The responsibility for meeting all credit and grade point average requirements rests with the student. See the Financial Aid Policy Manual for specific information on satisfactory academic progress requirements.



## **ACADEMIC AFFAIRS**

Academic Life is covered in detail in the College of St. Joseph Academic Catalog. Listed below are the sections directly related to this handbook.

### **Attendance Policy**

Since much of the education process occurs in the interactions of students and faculty with the curriculum, the College of St. Joseph actively supports an attendance policy for each course. Students are expected to attend regularly scheduled classes, and those who miss classes deny themselves opportunities to participate in a variety of learning experiences with their instructors and colleagues. Thus, students should avoid scheduling commitments in direct conflict with their classes and must not enroll in a class that will be in direct conflict with an activity to which they have a regular commitment.

Faculty members will communicate their individual class attendance policy in the course syllabus. The policy will specify what role class attendance plays in grading and the impact that absences will have in the determination of course grades. Students are responsible for understanding each instructor's policy on attendance. Matters related to attendance should be resolved between the student and the faculty member.

### **Addressing Academic Issues**

A student who has concerns regarding any aspect of a course is encouraged to seek a resolution by implementing the following process in the order outlined:

- Consult with the instructor to resolve the issue in question.

If not resolved, address the issue with the Division Chair.

If a resolution is still not attained, consult the Vice President of Academics.

Should the student so desire, he or she may seek the guidance of his or her academic advisor to facilitate the process outlined above.

### **Plagiarism and Academic Dishonesty Policy**

Definition of Plagiarism: The use of another's work or ideas without properly crediting the source. This includes, but is not limited to, test situations, homework assignments or projects, presentations, and papers.

1st Infraction:

A grade of "F" will be assigned to the activity. The instructor must notify, in writing, the Division Chair, Vice President of Academic Affairs, Registrar, and the student.

2nd Infraction (in same course):

A grade of "F" will be assigned for the course. The student may be dismissed from the College. The instructor must notify, in writing, the Division Chair, Vice President of Academic Affairs, Registrar, and the student.

2nd Infraction (in a different course):

A grade of "F" will be assigned to the activity. The student may be dismissed from the College. Instructor must notify, in writing, the Division Chair, Vice President of Academic Affairs, Registrar, and the student.

In the case of a student who allows his/her work to be copied, sanctions on that student will be imposed on an individual basis depending upon the circumstances.

## **Academic Awards and Societies**

### President's List

Full-time undergraduate students achieving a 4.0 grade point average during a semester are placed on the President's List. No student who has an incomplete grade or who has carried fewer than 12 credit hours for the semester is eligible for this honor. (Developmental and P/NP courses do not apply.)

### Dean's List

Full-time undergraduate students achieving a 3.4 grade point average or over during a semester are placed on the Dean's List. No student who has an incomplete grade or who has carried fewer than 12 credit hours for the semester or who has received a grade lower than "B-" (2.7) in any course is eligible for the Dean's List. (Developmental and P/NP courses may not be used to satisfy the 12-credit requirement.)

### Honors at Commencement

A degree with honor is awarded on the basis of the cumulative scholastic index of all courses used to fulfill specific degree requirements. (Note: This includes all transferred courses.) To receive Latin honors, a student must complete in residence at least one-half of the required credits for a specific degree. (Harvest and Challenge Exam credits do not meet the residency requirement.) A student who falls below a "C" in any required subject is not eligible for a degree with honor.

<i>Honor</i>	<i>Cumulative Scholastic Index</i>
Cum Laude	3.25
Magna Cum Laude	3.60
Summa Cum Laude	3.90

The honor, "With Distinction" will be awarded to transfer students who have earned less than 64 credits in residence at CSJ but who meet the following criteria: completed at least 30 credits at CSJ (excludes Harvest & Challenge Exam credits); have earned a cumulative average of at least 3.25 at CSJ; have earned a combined cumulative average of at least 3.25 in both CSJ & transfer credits; have earned the last 30 credits at CSJ.

### Honor Societies

Students who excel in particular disciplines are invited to become members of local chapters of International Honor Societies sponsored by the College. These honor societies include:

- Alpha Delta Omega (Human Services)
- Phi Alpha Theta (History)
- Psi Chi (Psychology)
- Sigma Tau Delta (English)
- Sigma Beta Delta (Business)
- Kappa Delta Pi (Education)

## **Privacy Act and Education Records Policy**

Refer to the College of St. Joseph Academic Catalog for a full description of policies pertaining to the disclosure of records related to student enrollment (academic, athletic, judicial, etc.) All questions related to this area should be directed to the Registrar's Office.

## **TECHNOLOGY USE AND COPYRIGHT GUIDELINES**

### **Policy Regarding CSJ Computer and Network Use (Effective 6/5/07)**

All users must acknowledge and agree to this computer use policy before being able to access the CSJ computer network or the residential computing network.

#### **Network Connection**

All computers, either personally owned or College owned are required to have up to date computer operating systems, and up to date anti-virus software installed on the machines. Anti-spy ware software is also highly recommended. These requirements are designed to help prevent or reduce the spread of viruses, worms, etc. on computers within the College community.

#### **Individual Use**

Your account and network connection are for your individual use. Users are responsible for password maintenance and data backup. Voluntary unauthorized disclosure of a password may result in suspension, revocation and/or denial of computing privileges.

Users agree not to use their computers or network accounts for non-College fundraising, commercial purposes or personal financial gain.

Students and employees are strongly urged to remove any “personal” information they may have stored on their computers/network accounts prior to ending their relationship with the College.

#### Respect the privacy and security of the system and other users

Unless information is specifically made public or accessible to you, assume that all information on the network is private. Do not address files, directories or information that does not belong to you or that you have no right to access. Any attempt to circumvent computer, network, or file security is prohibited.

#### Do not abuse computer resources or disturb other users

Disruptive use of the computer systems is prohibited. Examples include but are not limited to: excessive volume of file transfers, viruses, spamming, printing, or other actions that degrade or disrupt system or network performance.

#### Respect intellectual property; do not break the law

Users must abide by all College rules and policies as well as local, state, and federal laws. The use of campus computer resources to share, use or distribute copyrighted material to others without permission of the copyright holder is strictly prohibited. This includes, but is not limited to using unlicensed software and using peer- to- peer applications to download copyrighted music files. Users must not use CSJ’s computer systems to access or distribute what could be considered offensive, pornographic, threatening or libelous material. Users must not use mail or messaging services to harass or intimidate another person, for broadcasting unsolicited messages, by sending unwanted mail, or by using someone else’s name or user ID.

#### **Privacy**

CSJ will seek to maintain system security, but given the nature of computers and electronic communications, we cannot guarantee the privacy of your files and information. You must take reasonable precautions and understand that there is a risk that in some circumstances others can, either intentionally or unintentionally, gain access to files and messages.

Where it appears that the integrity, security or functionality of the College’s computer or network resources are at risk, or in instances of suspected abuse of College policies, codes, or local, state and federal laws, CSJ

reserves the right to take whatever actions it deems necessary including, but not limited to monitoring activity, scanning specific machines, viewing files, and disclosing electronic information as required by law.

### **Email**

Email is considered an official method of communication at CSJ. All students currently enrolled should have a CSJ Email account. Students are expected to check their CSJ Email account frequently to remain informed of College related communications.

### **Restrictions**

CSJ may impose restrictions on those violating the Computer and Network Use Policy. Restrictions could include suspension and termination of computer and network access and/or additional actions in response to complaints presenting evidence of violations of this or other College policies, codes, or state and federal laws.

### **Policy Updates**

This policy will be updated on a regular basis.

### **Copyright Policy and File-Sharing File-Sharing Policy and Sanctions**

College of St. Joseph and Giorgetti Library are subject to the copyright law of the United States (Title 17, United States Code), which governs the making of photocopies or other reproductions –including digital—of copyrighted material. Copyright is the right of an author, composer, or other creator of a work to control the use of that work by others. This protection extends to literature, music, drama, pantomimes, choreography, pictures, graphic works, sculpture, motion pictures, audiovisual works, sound recordings, and architecture. Copyrighted works may not be reproduced without the permission of the individual who owns the copyright. Public display and performances of copyrighted works are also restricted. The penalties for infringement are very harsh: the court can award up to \$150,000 for each separate act of willful infringement. Individuals, as well as the College, may be held liable for damages. Willful infringement means that you knew you were infringing and you did it anyway. Ignorance of the law is not an excuse. Even if you don't know that you are infringing, you and the College may still be liable for damages - only the amount of the award will be affected. In addition to the award, there are attorneys' fees.

Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is to be “used for ... private study, scholarship, or research.” If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of “fair use,” that user may be liable for copyright infringement.

Students who engage in unauthorized distribution of copyrighted materials using College of St. Joseph information technology system are to be reported to the Vice President of Student Affairs or the Vice President of Academic Affairs. The College of St. Joseph has a legal right to disable their network ports immediately. Illegal peer-to-peer programs will be removed from a student’s computer. Further sanctions as outlined in the student handbook may be imposed.

Intellectual property created by faculty members and employees of College of St. Joseph are protected under College of St. Joseph’s copyright policy.

### **Fair Use**

“Fair Use” is a copyright law doctrine that permits the reproduction or other use of a copyrighted work, without the copyright owner’s permission, for purposes such as criticism, commentary, news reporting,

teaching, and research. Under “fair use”, libraries and archives are authorized to furnish a photocopy or other reproduction.

One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement.

### **Determining Fair Use**

The Copyright Act of 1976, Section 107 created standards for conditions that constitute “Fair Use.”

Notwithstanding the provisions of sections 106 and 106A, the fair use of a copyrighted work, including such use by reproduction in copies or phonorecords or by any other means specified by that section, for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research, is not an infringement of copyright. In determining whether the use made of a work in any particular case is a fair use the factors to be considered shall include:

- The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purpose. A word of caution: several courts have held that absence of financial gain is insufficient for a finding of fair use.
- The nature of the copyrighted work (especially whether creative or informational). Photocopies of a newspaper article are more apt to be considered “fair use” than photocopies of a short story or poem.
- The amount and substantiality of the portion used in relation to the copyrighted work as a whole. The smaller the portion, the more likely it is to be “fair use.”
- The effect of the use upon the potential market for or value of the copyrighted work.

Probably the most important: if the reproduction of a copyrighted work reduces the copyright holder’s potential for sales and profit, the use is unlikely to be “fair use.”

### **Guidelines for Classroom Copying**

A single copy may be made by a faculty member for his or her scholarly research OR for use in teaching:

- A chapter from a book
- An article from a newspaper or periodical
- A short story, short essay, or short poem, whether or not from a collective work
- A chart, group, diagram, drawing, cartoon, or picture from a book, periodical, or newspaper.

### **DVDs for Classroom Use**

Viewing a DVD from Giorgetti Library or from a local video rental store is permissible under current copyright law as part of a face-to-face class meeting. In the case of a virtual class, viewing a DVD is permissible under the Teach Act (see below) assuming that the work is *essential* to the class to meet teaching goals. The work should be password protected to ensure that only students enrolled in the class will have access to the video.

Furthermore, the video should have a limited availability, preferably only visible during the scheduled class time and limited to streaming video. As with any copyrighted work, a copyright notice should be visible to all students. Classroom screening of copyrighted material does not require performance licensing as long as it meets “fair use” provisions

### Section 110 (1) of the Copyright Act

Performance or display of a work by instructors or pupils in the course of face-to-face teaching activities of a nonprofit educational institution, in a classroom or similar place devoted to instruction, unless, in the case of a motion picture or other audiovisual work, the performance, or the display of individual images is given by means of a copy that was not lawfully made...and that the person responsible for the performance knew or had reason to believe was not lawfully made.

### Viewing Videos and DVDs Outside the Classroom

Viewing a DVD outside of the classroom either in the Library, residence hall, or office is permissible so long as it is in a small group setting. Large group viewings in a residence hall lounge or other large public room on campus may be considered a public performance by the copyright holder. This circumstance may require permission from the copyright holder in the form of public performance rights.

### Video Recordings/Off-Air Recording for Classroom Use

Guidelines have been created for the educational and scholarly use of off-air recording as follows:

- Only recorded programs that are broadcast for the general public, not programs from paid cable television channels, are permissible.
- The recording must be shown within ten school days of the taping. After the ten day period, the recording can only be viewed for evaluation purposes and must be destroyed within 45 days of original broadcast.
- The recorded program may not be altered

### Reproducing Copyrighted Works

Libraries or archives may reproduce copyrighted works for the purpose of preservation, scholarship, or research provided that the work is no longer available commercially, a new copy cannot be obtained at a reasonable price, or that the copyright owner or its agent provides notice that either of the above conditions applies.

### **Guidelines for Print Reserves**

Giorgetti Library maintains a Reserve Collection behind the Circulation Desk. When submitting items for reserve, please allow ample time for library staff to process your request. We ask that you allow a minimum of one working day for the Library to place all items on reserve.

In addition:

- No more than 25 copyrighted items will be placed on reserve for a single course.
- Please include a copy of your course syllabus with your reserve items.
- All items placed on reserve must be accompanied by a complete bibliographic citation. Include the bibliographic citation on the first page of photocopied journal articles or include the title page and verso for photocopied book chapters.
- Be advised that all materials will be removed from the Reserve Collection shelves at the end of every semester. Instructors should make arrangements to collect any personal items at the end of the semester.

If you would like to use the same items the following semester for another course, you need to inform the Giorgetti Library.

### Materials Accepted for Reserves

- Library or Instructor owned books, periodicals, CDs, DVDs, and videos.
- One chapter from a copyrighted book or a portion of a book no more than 15% of the entire work.
- One article per journal issue.
- Material created by the Instructor (syllabus, lecture notes, PowerPoint presentations, tests, etc.).
- Student created works (accompanied by a signed consent form).

If you would like to use an item that does not meet the “fair use” provisions, the Library will attempt to obtain copyright clearance through the Copyright Clearance Center and bill your department for the cost.

### Materials not Accepted for Reserves

- Consumable material such as workbooks, test prep, and standardized test books.
- Multiple scanned chapters for a single book in excess of 15% of the total number of pages unless accompanied by a letter of permission from the copyright holder
- Multiple articles from the same journal issue unless accompanied by a letter of permission from the copyright holder
- Entire course packs or articles, chapters, etc. from course packs unless accompanied by a letter of permission from the copyright holder.

### **Disclaimer**

The Librarian reserves the right to refuse items for reserve, if in his/her judgment the items do not meet the fair use provisions set forth in the United States Copyright Act of 1976 (Section 107) described above. Requiring that students purchase materials is still a viable option. Many online bookstores offer discounted rates for students to purchase educational materials. Peer-to-Peer File Sharing College of St. Joseph is committed to taking reasonable steps to avoid misuse of its computer network, including use of the computer network to violate the Copyright Law of the United States. Hollywood-supported legislation is part of the higher education bill (Higher Education Opportunity Act 2008) and is designed to curtail music and movie piracy. Campus computer networks are often used illegally to reproduce and distribute copyrighted music, movies, television shows, pictures, and software through the use of peer-to-peer (P2P) networks. P2P file sharing applications allow a computer to connect to a P2P network, and once connected, make it possible to download and share files with other users on the network. Providing or obtaining copyrighted material (e.g., music, movies, videos, text, etc.) without permission from the copyright owner violates the U.S. Copyright Act and College policy. Beginning in April 2003 when members of the Recording Industry Association of America (RIAA) filed civil suits against students at Michigan Tech, Princeton University, and Rensselaer Polytechnic Institute seeking substantial damages for copyright infringement, there has been an increasing level of attention to violators of copyright laws. (Those cases were quickly settled, with each of the student defendants agreeing to pay more than \$12,000 in damages.) Since then, there has been increasing pressure on universities to take action against copyright violations, especially those attributable to P2P. Students cited by the RIAA, the Motion Picture Association of America, Universal Studios, the Business Software Alliance, the Interactive Digital Software Association (now the Entertainment Software Association) or any other legitimate industry protected under copyright laws and who are reported to the Computer Systems Manager (CSM) will have their network ports disabled immediately. The College of St. Joseph’s CSM has a legal right to disable the network connection. If a student suspects their network port has been disabled they are to contact CSM for verification. Student’s ports will only be enabled after meeting with Residence Life. Illegal Peer-to-Peer programs will be removed from a student’s computer by the CSM following the meeting with Residence Life. Repeat offenders will have their network ports turned off for the remainder of the year.

### **Copyright Protection or Public Domain**

Some categories of publications are in the public domain and can be freely used and copied:

- Works published in the United States before 1923.
- Works published in the United States between 1923 and 1963 with an original copyright notice that has not been renewed.
- Works published in the United States between 1923 and 1978 without an original copyright notice.

- Works published in the United States between 1978 and March 1, 1989 without an original copyright notice or copyright registration.

If a publication does *not* meet any of these criteria, it is *not* in the public domain, and the copyright holder *is* protected under law. Publication is not essential for copyright protection, nor is the well known symbol of the encircled "c".

Section 106 of the Copyright Act (90 Stat 2541) generally gives the owner of copyright (and *only* the owner) the exclusive right to do and to authorize others to do the following:

- Reproduce copies of the work.
- Prepare derivative works based on the copyrighted work.
- Distribute copies of the work by sale, rental, lease, or lending.
- Publicly perform the work (if it is a literary, musical, dramatic, or choreographic work or a pantomime, motion picture or audiovisual work).
- Publicly display the work (if it is a literary, musical, dramatic, choreographic, sculptural, graphic, or pictorial work -- including the individual images of a film -- or a pantomime).



## **STUDENT SERVICES**

Student life at the College of St. Joseph is an exciting opportunity for exploration, learning, involvement and fun. The Division of Student Services is committed to providing personal, academic, and professional growth opportunities for students during their enrollment at CSJ. The Vice President of Student Affairs oversees the Division of Student Services and is located in Tuttle Hall. Also in Tuttle Hall are the support offices centered on Career Services, Academic Support, Student Activities/Campus Ministry/Community Service, Housing and Residence Life, and Counseling Services, along with the Chapel, Student Lounge, and the Tuttle Hall Theater. Not housed in Tuttle Hall but within Student Services are the Athletic Department, Public Safety, and Dining Services. Descriptions of each resource are listed later in this handbook.

### **College Expectations of Students**

Maintaining an atmosphere conducive to personal and academic growth is an integral part of the CSJ Mission. All CSJ students are expected to conduct themselves according to the Christian norms which reflect the commitment of the College community to this goal and to develop the personal character and social attributes that reflect full maturity and sponsor community living among its residential members.

Active participation in the endeavors of the College community to reach beyond itself in the care and concern for others through the education of service is expected. Students are given the opportunity to design, create, and participate in the educational opportunities outside of the classrooms. The commitment to and the involvement in the educational process at the College means that all aspects of human living are to be viewed as opportunities to teach, to learn, and to grow. It is expected that students clearly understand that while they are enrolled at the College of St. Joseph, they bear our name. All behavior, therefore, must reflect this reality in the social, civic, educational, and living environments in which they find themselves. Furthermore, students will be held to these standards through the code of conduct/policies governing expectations of CSJ student behavior outlined later in this handbook.

The entire College community is committed to developing and maintaining educational opportunities that will support and enhance the mission and objectives of the College and the education of service to others. No activity may take place under the sponsorship of the College which is inconsistent with its philosophy.

### **Student Identification Cards**

Photo identification cards are required to access College services, attend specific functions, or gain entry to events. They are used in Tuttle Hall, the Athletic Center, and in the College library to borrow materials. ID cards are issued through Student Services to all new students at the beginning of each semester. Students having a valid ID must go to the library at the beginning of each semester to obtain an updated validation sticker. Students must retain ID cards until graduation or withdrawal from the institution. If ID cards are lost, replacements are available for a \$5.00 fee through the Computer Lab in St. Joseph Hall.

### **Student Insurance**

All full-time undergraduate students are required to show proof of health and accident insurance coverage at the time of registration. Those who do not have such coverage are required to enroll with the College designated care provider:

Bollinger Inc., Underwritten by Peoples Benefit Life Insurance Company  
101 JFK Parkway, Short Hills, NJ 07078, 800-526-1379

## **Vice President of Student Affairs**

The Vice President of Student Affairs is located in Tuttle Hall and is the administrator responsible for overseeing all areas of Student Services. The Vice President of Student Affairs is also responsible for:

- Assisting students' efforts to properly resolve conflicts within the College community.
- Coordinating the efforts of Student Services to help students resolve personal, family, and other problems that are hindering their college experience.
- Ruling on possible violations of the College of St. Joseph Code of Conduct and enforcing judicial sanctions in accordance with Judicial Procedures (listed in more detail later in this handbook.)

## **Counseling Services**

The Director of Counseling Services, under the direction of the Vice President of Student Affairs, is located in Tuttle Hall and is responsible for providing oversight over all clinical services on campus. The College considers the mental well-being of students as critical to our mission. Counseling services seeks to help students through self-growth and exploration while also learning how to best cope with personal or academic concerns. Services are provided in a generalist format to assist with a wide range of client identified needs. Counseling Services offers short term assistance that may include:

- Case Management
- Group Work
- Individual Counseling
- Assessment Services
- Referrals to outside resources
- Wellness Workshops

## **Career Services**

Career Services is located in Tuttle Hall and is aimed at helping students and alumni develop their professional skills. Career Services offers the services of a career counselor who will help students explore and set academic, personal and professional goals. Services in these areas include:

- Career Guidance - Students are assisted and instructed in all aspects of individual career development including: decision making, resume and cover letter preparation, interview skills practice, portfolio preparation, contract negotiation, job hunting practices and graduate school application assistance.
- Resource Library - Books and videotapes on all aspects of career development are available for students to borrow as well as a variety of graduate school catalogs.
- Job Postings - Career Services maintains an active job listing bulletin board in Tuttle Hall and St. Joseph Hall. Additionally, job postings are sent to students via the student internet list serve and the alumni network.

## **Learning Center**

The Learning Center is located in Tuttle Hall and helps meet an important part of the College of St. Joseph mission by providing an opportunity for full-time students to recognize the highest level of academic growth that they are capable of achieving. To this end, the Learning Center delivers a comprehensive menu of student support services set in a caring and structured environment designed to meet each individual's needs. These services provided by both professional and peer tutors include:

- Assistance with physical and academic environment accommodations for students with documented special needs;
- Tutoring for a variety of subjects at the 100 and 200 levels;
- Proofreading and editing of research papers;
- Writing and study skills improvement.

## **Community Engagement Coordinator**

The Community Engagement Office is located in Tuttle Hall. An up-to-date list of volunteer opportunities will be provided by the Community Engagement Coordinator for various individuals and groups to participate. In addition, the Chapel of St. Joseph the Provider, located in Tuttle Hall, is open to all students for quiet reflection and prayer.

### **Clubs and Organizations**

The College offers a variety of recognized clubs and organizations that contribute to students' personal and academic growth through a variety of activities on and off campus. All members of the CSJ community are encouraged to join. Proposals for new clubs are welcomed. The current clubs and organizations are: Business Club, Criminal Justice Club, Education Club, Environmental Club, Human Services Club and the Student Government Association.

### **Student Government Association**

The Student Government Association (SGA) is the governing body of the College of St. Joseph Student Association (SA) and is YOUR elected student voice. The SGA mission is to help represent the interests of its members and to better the College which it serves. The SGA, advised by the Vice President of Student Affairs, consists of an Executive Council and a Student Senate. The SGA fulfills its mission by:

- Using SA funds to plan and implement a varied program of activities on-and-off-campus that expose students to cultural diversity, social opportunity and intellectual stimulation;
- Acting as the official voice of the Student Association to the College of St. Joseph administration; and
- Providing opportunities for community service and student outreach.

### **Athletics and Campus Recreation**

The Athletic Director is located in the Athletic Center and is responsible for the coordination, planning, and implementation of intercollegiate athletics. The College of St. Joseph is a member of the USCAA and the YSCC and offers the following sports: basketball (men and women), soccer (men and women), baseball, and softball.

The recreational program at the College is a student-centered program that considers the needs and interests of all students regardless of performance skill or ability. The purpose of our recreational program is to provide sport and recreation activities in a safe and professionally supervised environment. It is our goal to expose students to a variety of leisure activities that will contribute to an active lifestyle, reinforce wellness concepts, and enhance physical fitness. Students have the opportunity to be involved in the planning, organization and administration of the activities. Activities change seasonally and vary greatly depending on student interest.

### **Dining Services**

The dining hall, located within Roncalli Hall, is primarily for the service of meals to resident students. Dining Services provided by Metz offers a nutritious, varied menu served in a pleasant and creative fashion (i.e., cookouts, ethnic buffet, etc.) and they are always eager to hear your suggestions and comments.

Food or beverage is not to be taken out of the dining hall without the permission of the Dining Services Director. Accommodations can be made for special occasions and sick trays. These accommodations are to be arranged through the Dining Services Director. The removal of dishes, utensils, and other Dining Services' equipment is strictly prohibited.

### **Meal Charges**

The charges for all who have not contracted for meals are posted on the College website and at the dining hall.

## Dining Hall Schedule

The schedule is posted on the dining hall door and is subject to change as needed.

## Use of Dining Hall for Special Events

The student lounge in Tuttle Hall is the campus facility designed for most student parties and other types of group gatherings. However, when a co-curricular event, not part of the Dining Services' meal plan, would be more appropriate for the dining hall, students must secure permission from the Vice President of Student Affairs, the Assistant to the President (for scheduling purposes), and the Dining Services Director for the dining hall's use. The following guidelines apply:

- Only authorized personnel are allowed in the kitchen at any time.
- One liaison person will be responsible for communication with the Dining Services Director.
- A list of all who will be participating in preparation and responsible for clean-up will be provided to the Dining Services Director by the sponsoring group at least five days prior to the event.
- Groups sponsoring activities that call for food or beverage in addition to the normal mealtime offerings of the Dining Services will absorb the additional cost for such food or beverage.
- All clean up will be the responsibility of the group sponsoring the event. Additional clean up by the kitchen staff will be billed to the group at cost.

## **Community Living**

Under the direction of the Vice President of Student Affairs are the Residence Directors, Student Government, and Community Service. The mission of Community Living is to promote events, programs, and campaigns that encourage personal and spiritual growth while fostering school spirit, positive self-image, volunteerism, leadership, and increased interest in participating in all facets of College and community life. This will be accomplished by developing a co-curricular environment where students:

- Are exposed to various cultures, perspectives, ideas, and issues;
- Meet new people and have opportunities to develop interpersonal and leadership skills;
- Gain awareness of the programs and resources that the campus and local community offers;
- Have the opportunity to participate in the planning of activities and events;
- Have the opportunity to participate in community volunteer efforts and help raise awareness to issues relating to volunteerism/service;
- Participate in opportunities for Christian service and programming related to issues of social justice;
- Gather in informal and inter-denominational spiritual activities around weekly Spiritual Reflection meetings

## **HOUSING AND RESIDENCE LIFE**

The College of St. Joseph believes that living in a college community with people of varying interests and life styles is an important part of the educational experience that leads to personal and professional growth. This does, however, demand a great deal of understanding and openness on the part of all residents. Respect for the rights, privacy, property, and well being of others is necessary for the community as a whole to enjoy an environment that is conducive to personal growth. Because living on campus provides unique opportunities for personal growth, all full-time freshman and sophomore students who are not residing with parents in their primary residence and/or who are claimed on their parent's most recent IRS 1040 Form, must live on campus. With written permission/approval of the Vice President of Student Affairs, special exceptions may be obtained for those students who demonstrate exceptional situations regarding health and extreme financial hardship.

Please note that while these policies speak to residential living and facilities, all persons on or off campus must abide by these policies anywhere on CSJ property.

In accordance with our mission, the Housing and Residence Life Staff has established the following rules and regulations in order to make residence hall life pleasant and safe for all students. These regulations have been established, not to limit the freedoms of the resident students, but instead, to secure the freedoms of residents. Students residing in College housing are required to sign a housing contract and a room condition form at the beginning of each academic year. By signing these agreements, students agree to observe the guidelines listed in this section.

### **Expectations of Resident Students**

Considerate, controlled, and mature behavior is essential to creating an environment that encourages personal growth and freedom. While having fun and enjoying all that residential life offers is a vital part of the College experience, students should demonstrate respect for their fellow students' right to privacy, quiet, and clean and comfortable living quarters at all times.

Students seeking residence should carefully read the housing contract before signing it because it outlines the areas of direct responsibility for the College and for the student and stipulates the terms under which they are permitted to live at College-provided residences.

### **Rights Held by the College of St Joseph**

The College reserves the right:

- Of entry by authorized personnel for inspection, repair and maintenance, suspected violations of College policy, in an emergency, and/or for any other appropriate reason;
- To levy and collect charges for damage to, unauthorized use of, or alterations to room or property.
- To remove unauthorized or improperly used equipment; and
- To reassess, evict, or levy fines against students who violate the above rules.

### **Conduct within the Halls**

All residents are entitled to an atmosphere in the Residence Halls that is pleasant, relaxing, and conducive to study. Considerate, controlled, and mature adult behavior is expected at all times. The right of an individual to study or rest in preparation for classes should never be infringed upon. It is always important that activities within residences do not distract from the main purpose of being there, which is to earn a college degree.

Since the inclusion of all possible scenarios that may constitute a violation of community standards of living geared towards the success of students in their academic pursuits is nearly impossible, any situation that

arises that would prevent students from being successful in their academic pursuits may be considered as a violation of the student handbook.

### Quiet Hours

In order to secure the right of students to read and study free from unreasonable noise and other distractions, the College has asked students to respect "quiet hours." Quiet hours are designated evening hours during which residents are expected to observe quiet behavior. Excluding periods of final examinations, quiet hours will be from 11:00 p.m. to 8:00 a.m. Sunday through Thursday, and 12:00 a.m. to 8:00 a.m. on Fridays and Saturdays. Quiet hours are in effect 24 hours a day from the last day of classes until the last final exam is over. Parties or large gatherings are not permitted in Residence Hall rooms at any time and excessive noise should be avoided at all times.

### Pets

Residential students may not keep any pets other than fish. The tank size is limited to 10 gallons. No animals are allowed to "visit" residence halls at any time. The prohibition of pets in residence halls does not apply to persons with a disability that requires the use of a service animal.

### Security in Residence Halls

All residents should be security conscious. It is each resident's responsibility to keep his/her individual room, doors and windows locked and secured. To prevent opportunities for theft and false accusation make sure that guests are accompanied by a host or hostess, that no unauthorized persons are roaming the campus, and that rooms and suites are secure. This benefits everyone.

The common room in suites is the responsibility of the suite members and is not considered public space. Suite members are responsible for the security of the common area in the suite. Any activity that takes place in the common area of the suite is also the responsibility of all suite members. Suite members should establish their own guidelines (falling within CSJ policy) for behavior expectations in the suite area.

### Keys

Students are issued a suite key and a room key at the beginning of the year. The keys are to be used only by the person to whom they are issued and only when school is in session. Keys are to be returned at the end of the year. Students who lose keys will be charged \$75 per key to cover the expense of installing new locks. No key may be copied or otherwise made other than through the College period.

### Posting Regulations

All flyers, notices and posters distributed at the College of St. Joseph must be appropriate in content and presentation for a Catholic College and promote events, ideas and themes that are non-discriminatory in nature. Flyers, notices and posters are to be displayed only on approved bulletin boards throughout the campus unless permission is received from the Vice President of Student Affairs to display them elsewhere. Public Safety Offices are located in St. Joseph Hall and Medaille Hall.

## **Check In and Check Out Procedures**

### Moving In

Each student must check in with a member of the Housing and Residence Life staff so that he/she can inspect the room and sign off on the condition of the room. The student is expected to leave the room in this condition at the end of the year. Once a student has inspected his/her room and signed the room contract, the room keys will be issued to him/her.

### Moving Out

Having taken responsibility for their living quarters all year, students are expected to end the year by leaving their rooms in a clean and orderly manner. This includes setting the room back up the way it was arranged when they moved into the room in the Fall. A Housing and Residence Life staff member will inspect the room, completing a checkout form. The form is co-signed by the staff member and the student before the student departs for the summer. If a student fails to follow these steps, the student will forfeit his/her damage deposit for the year. Students will also be charged for any room damage incurred over the year with the cost being assessed by the maintenance staff after the departure of the students. Students who leave their rooms dirty or do not remove trash to its proper place may also be charged for the extra cleaning and/or trash removal.

### Absence from Campus

Because of our concern for the safety and welfare of all students, it is expected that each student will notify his/her class instructors in advance of any prolonged absence from campus. It is also strongly urged that students inform one or more other residents of one's whereabouts at all times, so that he/she can be contacted in case of emergency. A sign-out sheet is provided for residential students who expect to be away from campus for at least 24 hours. If a student does not return after 24 hours following an unexplained absence, the Vice President of Student Affairs will implement the Missing Student Notification Policy.

### **Room/Roommate Assignment**

In April of each year, detailed information regarding housing for the following year is issued to each student. Though the College considers enrollment and efficiency of space when housing is assigned, all efforts are made to honor student requests based on the number of earned College of St. Joseph credits and posted housing placement guidelines within these constraints. The College reserves the right to assign housing based on extenuating circumstances. A limited number of singles are available based on enrollment and carry additional fees (please see published rates available through the Business Office for most up to date pricing.) However, circumstances may dictate that rooms may need to be consolidated based on growth and during these times, singles may be taken away to accommodate additional students as needed.

### Room Changes

We understand that an issue may arise with your roommate. If this happens, you must first speak with your roommate, and then to your Resident Assistant and/or Resident Director. S/he will explain what alternatives are available and will assist you in resolving the situation. You may not change rooms without prior approval by the Resident Director(s). During the first two weeks of each semester, there is a room freeze; any room changes will take place after the freeze, with the exception of extenuating circumstances. The College also reserves the right to reassign rooms or assign roommates at any time should conditions arise which necessitate such changes. Failure to comply may result in disciplinary action.

### Medical Singles

Applications to request medical singles need to be renewed each spring for the upcoming fall semester. Medical Single application forms should be submitted to the Vice President of Student Affairs Office. Medical singles will still be charged the single room rate. Students should be aware that medical single rooms are granted to those who demonstrate substantial need. While every effort will be made to accommodate these requests, it should be understood that the submission of documentation does not guarantee the assignment of a single room or a specific single room. Student and medical center documentation must be on file by the housing deposit due date for the upcoming academic year.

## **Break Housing**

Students requesting from and given permission by the Vice President of Student Affairs may stay in residential facilities during the Thanksgiving, Christmas, spring and Easter break periods by paying the break housing charges (see the Business Office for exact charges as they relate to Break Housing).

Students are allowed to stay during the Columbus and President's Day holidays, but must notify their RAs. No room fees will be charged. Dining Services is available during these breaks.

During breaks, each room and suite will be checked to ensure that the area is vacant, lights and heat are turned off and that all trash is out of the area. For an extended break, refrigerators are expected to be unplugged.

For security reasons, locks will be covered during Thanksgiving, Christmas, spring and Easter break periods and students will not have access to the Residence Halls or their Residence Hall rooms during these periods unless they have been given permission and have paid to stay during the break period.

## **Summer Housing**

Students requesting summer housing must complete a summer housing application prior to the end of the spring semester. This form must be submitted to the Vice President of Student Affairs. Students may only reside on campus for the duration of their summer course term or for the duration in which they are working on campus for the College. Students participating in the STEPS program may be exempt from this policy. No meals are provided.

## ***Air Conditioners***

The College of St. Joseph prohibits the installation of personal air conditioners (both window and floor/free standing models).

## **Wet Suite Alternative**

The College may create "wet" suites and students may request assignments to designated wet suites only if they are of legal drinking age at the time of occupancy. Occupants of wet suites must sign, in addition to their housing contract, a written agreement pertaining to alcohol use and consumption stating that sanctions imposed for violating alcohol policies will be imposed on both individual violators and each member of the suite. This agreement will include the following:

- No multi-liter containers are permitted. This includes beer balls, kegs, and any commercial alcoholic beverage source container larger than 20 oz.
- No alcohol is to be sold at these gatherings, nor the cups into which the beverage is poured.
- Alcoholic beverages may not be open in the suite if persons under the legal drinking age are present.
- No College-sanctioned activities or gatherings may be scheduled for, or take place in, "wet" suites.
- Members of "wet" suites must keep their premises secured at all times to prevent illegal access to their alcoholic beverages, and these beverages must not be stored in the common lounge.
- "Wet" suites will be checked regularly by the Student Services staff and monitored by the Resident Director so as to assure compliance with State of Vermont laws and College regulations.
- "Wet" suites shall be located on the first floor of the Residence Halls.
- If minors are served alcoholic beverages in a "wet" suite, including individual rooms, the suite will forfeit the "wet" designation for one (1) semester, in addition to any penalties outlined in the Student Handbook.



- Any disturbance, damage, altercation or general disorder attributable to the consumption of alcohol, will result in the forfeiture of the “wet” designation for the entire suite for a period of one (1) semester.
- All members of a “wet” suite will be responsible for the behavior of any guest(s) of the suite regardless of the age of the guest(s).

### **Loss of Residency**

Meeting the “Expectations of Resident Students” is an important part of residency and when the College perceives that a student does not meet these expectations, the privilege of residency in College-operated housing may be withdrawn. Residency privilege may be immediately withdrawn within the following guidelines:

- For a violation of or failure to cooperate with fire and safety regulations, guidelines, or directions;
- As a result of behavior which is deemed to be physically or emotionally harmful to others or oneself;
- As a result of failure to meet the conditions of a previous warning or probation regarding violation of guidelines or regulations; and
- For undermining the atmosphere of the Residence Hall.

The Vice President of Student Affairs will be the final authority on what constitutes behavior that would remove a student from residential living and may, at any time, inform the student that the privilege of residency in a Residence Hall has been withdrawn. The student must vacate the premises within 24 hours of this notice. The Vice President of Student Affairs may, however, determine that an immediate vacancy is necessary at the time of verbal notice if the student is considered a danger to the College community or themselves. When the residency privilege is withdrawn, the Vice President of Student Affairs informs (both verbally and in writing) the student and guardians (for underage students) of the loss of residency. Date and time of loss of residency will be stipulated. Upon being removed from housing, students forfeit all deposits and monies for that semester.

### **College Property**

Students demonstrate maturity and consideration for others by assuming the responsibility to keep their rooms clean and orderly. When a student is assigned to a residence hall, it is understood that the assignment carries with it an obligation to protect College property and to pay for any damages to their rooms and furnishings. The common area in the suite is the responsibility of all members of the suite. Any activity that happens in the common area of the suite is the responsibility of all members of the suite.

The following residence hall property regulations were developed to ensure the safety, comfort, and protection of both residents and College property:

- Furniture may not be removed from a residence hall or lounges without the written consent of the Resident Director.
- Students may not build loft-type beds or other structures on top of College furniture. Concrete blocks may be used to increase bed height by no more than 24 inches.
- Suite members are responsible for the furniture in their common lounges. Student furnishings left behind at the end of the academic year will be disposed of at a cost to the student.
- Beds may not be disassembled. Bed frames, box springs and mattresses, mattress covers, and head and footboards should not be removed. Waterbeds are not permitted.
- Doors to rooms and bathrooms, and window screens are not to be removed. Windows are not to be used as an entrance or exit.
- Only removable plastic adhesive should be used to attach decorations to the walls. Use of nails, thumbtacks, or tape is not allowed. No wall paintings or markings of any kind are permitted.

- Students must not paint, mark or mar walls, doors, ceilings, or carpets. Decals or contact paper should not be attached to walls, doors, windows, ceilings, and room furnishings.
- Students should not tamper with electrical fixtures or fire alarms. Fire alarms should not be covered. See residence hall fire codes.
- Students are not allowed access to rooftops for sunning or any other purpose.
- Fire escapes are to be used only in an emergency.
- Needed repairs should be reported immediately and should not be attempted by students.
- Students may not display generally offensive material, or any alcohol signage or paraphernalia, from their windows or within common areas of the suites. Students may not display traffic signs anywhere.
- Students are responsible for taking their own garbage to the dumpster on a regular basis. The members of the suite must empty any trash collected in the suite bathrooms.
- It is the responsibility of the students to read the residence hall bulletin board for information regarding the residence halls. Memos will not be attached to individual doors.

Any student who violates the residence hall property regulations stated above or who intentionally or carelessly destroys residence hall property is subject to residence hall sanctions and will be charged for the repair of any damages. Whenever the Resident Assistants and Resident Directors are unable to determine the person(s) responsible for residence hall damage that is clearly not the result of normal use, all residents of the room, suite or hall damaged will also be subject to residence hall sanctions, plus the cost of repairs.

### **Room/Hall Inspection**

Inspections will take place on a regular basis within the residence halls to ensure the safety, comfort, and protection of all residents through compliance with fire, health and safety measures, as well as College regulations. Planned inspections will occur generally on the last Thursday of the month. The following terms apply to the general inspection process:

- Students will be informed of a general inspection 24 hours before it occurs.
- An RA will accompany the Resident Director during inspections.
- At the end of the inspection, suite members will be notified if they have passed or failed. If they have failed, the members will be specifically notified of corrective actions that need to be taken.
- If a suite or room fails inspection, the Resident Director will set up a re-inspection.
- When a re-inspection is done, it is done of the entire suite and not just one specific area.
- If a suite fails re-inspection or has major damage, the suite members will be subject to residence hall sanctions and/or restitution.
- The College regards room entry for purposes of improvements, maintenance, recovery of unauthorized College owned property, and fire and safety, as necessary for the health and general welfare of all residents. Such entry is agreed to and authorized by the resident when they sign the Housing Contract.
- The College reserves the right to enter a student's room without notice in cases of emergency or just cause. This includes the right to conduct spot inspections when there is reasonable cause to suspect violations of College policy.

### **Fire Safety in the Residence Halls**

There is no such thing as a "fire-proof" building. Although it is the raging inferno that most people envision as the popular image of what a dangerous fire is, more often than not, it is the small fires, poor exit access, quickly generated smoke and panic that are equally dangerous and the actual causes of serious injury and fatality in fire emergencies. With this in mind, it is the College's policy that no behavior or condition will be tolerated that threatens the safety of any CSJ community member or its facilities.

## Fire Codes

Residence Hall safety is taken very seriously by the College of St. Joseph and all residents are expected to observe the following fire code regulations. Residents who violate these fire codes are subject to Residence Hall sanctions and possible dismissal from CSJ.

- For the protection of residents, the Residence Halls are equipped with smoke and fire detection devices. Tampering with the smoke detector and alarm system or with fire extinguishers is a College offense as well as a violation of the fire code and may result in a student's immediate eviction or dismissal. Fire alarms should not be covered.
- Hallways must be kept clear at all times. Furniture and personal belongings such as bicycles, trunks, boxes, and drying racks may not be placed in the hallways.
- Ceiling hangings of any description are not permissible as they interfere with the proper function of the fire/smoke detection and prevention devices.
- Fireworks and firecrackers are not permitted in the Residence Halls.
- No lighting or heating device, which produces an open flame, is allowed in the Residence Halls. This includes candles, incense or kerosene lamps. No hot plates, toaster ovens, space heaters, grills, woks, waffle irons, heating coils, crock pots, electrical skillets, electric griddle immersion or other auxiliary heaters are to be used; hot irons and coffeepots should not be placed on the carpet. The use of microwaves is acceptable in suite common rooms and hallway rooms.
- Cardboard boxes and boxes of like materials may not be stored in suite water closets. Nothing may be stored in close proximity to the hot water tanks.
- Personal refrigerators (limited to half size, "under-the-counter" models – less than 4.4 cubic feet) may be installed in student rooms. It is recommended that a plastic drop cloth or other covering be placed underneath any refrigerator to prevent damage to floors. Refrigerators must be cleaned and unplugged during semester breaks.
- No articles, objects, or furniture are to be situated, arranged, or suspended close to the floorboard-heating units in the residence hall rooms.
- No electrical circuits are to be overloaded. Multiple extension sockets are not permitted in student rooms. The use of surge protectors is allowed and encouraged. Use nine-foot, heavy duty, single outlet extension cords for only one object at a time. The College assumes no responsibility for any electrical or electronic device plugged into the residence hall electrical system. The College strongly suggests that each student purchase a good quality electrical power strip surge protector to safeguard their electronic equipment.
- No vehicle is allowed to park in the fire lanes.
- Fire drills will be conducted, unannounced, periodically throughout the year. Such drills are a necessary prerequisite to the quick and safe response that a real fire emergency requires. These drills are to be regarded as serious affairs and students are required to act accordingly and appropriately.
- Only Christmas lights that are non-heat producing and meet QL Safety Standards are permitted.
- The Vermont Fire Marshall and/or College personnel may confiscate items not permitted on sight.
- Consult the Residence Contract for a more comprehensive list of Fire Safety guidelines.
- Residents are expected to read the College Fire Safety section of the handbook.

## Fire Alarms and Extinguishers

Fire safety equipment is located throughout the College campus for the express purpose of early warning and response to fire emergency. Any tampering whatsoever with this equipment diminishes the capacity of the College to guarantee the safety of all within the community. Such tampering constitutes a reckless and irresponsible endangerment to life and limb and is also a crime. The use of fire equipment on campus, except in real fire emergencies, is strictly prohibited. Violators of this policy will be subject to Judicial Sanctions that

may include a \$200.00 fine as well as the possibility of suspension or dismissal. Criminal charges will be pursued when appropriate.

### Fire Exits

Fire exits and entrances to all buildings on campus are to be kept clear of any article(s) that impede access or exit from those buildings. Fire exit obstruction represents a real and serious safety threat to the College community.

### Fire Drill

The College will conduct at least one fire drill per semester at each Residence Hall to ensure that residents are knowledgeable and practiced in how to safely, calmly and orderly leave the building in an emergency. Residents must vacate the building during these drills and the hall will be searched to make sure that no one is remaining in the building.

### Firearms and Explosives

The possession, use or presence of firearms, ammunition, explosives, fireworks and all other incendiary devices and materials is strictly prohibited everywhere within College buildings and on College property.

### Decorations and Furnishings

Students cannot hang banners or signs on the exterior of buildings, on or from balconies or windows without permission from a Resident Director. Product advertisements such as neon beer signs hung in residence hall windows must face inward. Road signs, highway cones and construction lights may not be displayed in residence halls and will be confiscated if found.

The fire code requires that furnishings of an explosive or highly flammable nature not be used and/or possessed in a residence hall. Wall coverings such as posters or other paper/cloth decorations can only cover 50% of a wall. No holes, nails or screws may be put into any residence hall door, wall, ceiling, floor or furniture except with the written permission of the Director of Maintenance. Likewise, no wall coverings (posters, etc.) may be applied by the use of duct tape, adhesive glue or cement. No objects may cover electrical outlets, heat or smoke detectors, fire alarm signaling devices or lighting fixtures. No decorations or coverings may hang from the ceiling or light fixtures.

Residence Hall furniture is considered common property for all residents, and students may not remove it from common areas. Students found to have lounge furniture or other unauthorized College furniture or equipment in their rooms will be charged a furniture removal fee. Furniture in lounges should be available for use by residents and their guests. Furniture may not be appropriated for use in any room to which it was not assigned. Dismantling or removal of furniture from its assigned room may result in disciplinary action and/or fines. Beds may not be disassembled or removed from the room. Beds are only to be bunked as manufactured. For health reasons, it is strongly recommended that bed coverings be used. Lofts must be approved by the Director of Maintenance.

All residence hall improvements, repairs, and painting are done by the Maintenance staff unless an exception is granted. To receive an exception a student must submit a written request to the Director of Maintenance and copy the request to the Vice President of Student Affairs. They will then respond to the request in writing.

### **Residential Visitation Policy**

The College of St. Joseph believes in putting a student's right for comfort, education, and privacy above the rights of individual students to have guests or visitors. This means that the residential student has the right to study, sleep, and enjoy the privacy of their room/suite without interruption. Therefore the visitation policy will

always favor the individual student whose rights in these areas have been compromised or violated due to a suitemate's guest or visitor.

The term "guest" is defined as any person who is a non-resident of the residence halls on campus. Family, friends, and fellow students are all considered guests if they are not assigned to a room on campus.

The term "visitor" is defined as any residential student who is not assigned to that residential space as a roommate.

The term "overnight" applies to either a guest or visitor staying overnight in the space of the host student.

The residence halls are open for visitor or guest visitation Sundays through Thursdays from 9:00 a.m. until 11:00 p.m., and on Fridays and Saturdays from 9:00 a.m. until 1:00 a.m., and for overnight guest or visitor visitation according to the Overnight Guest Policy.

When school is not in session the next day due to a previously scheduled college holiday, regardless of the day of week, the night prior will be considered under Friday/Saturday visitation hours.

Visitation for guests and visitors is at the discretion of all members of the residential suite. If a suite member registers a complaint against a guest or visitor, the guest or visitor must leave. Failure to do so will result in a violation of the visitation policy and will be referred to the Vice President of Student Affairs Office.

#### Visitation Restrictions

To keep the campus safe, Residence Halls are off limits to all persons except members of the College, their visitors/guests, and others who have legitimate business. The following restrictions apply to those who visit the campus:

- Salesmen and persons advertising business products are not admitted in the Residence Halls without a letter from the Vice President of Student Affairs dated after the first day of the beginning of each school year. Students who wish to sell products on campus must also receive written permission from the Vice President of Student Affairs.
- Former students are limited to the same rights as other off campus guests. The Vice President of Student Affairs has the right to restrict or forbid campus visitation by former students.
- Room doors should be locked at all times to prevent theft. The College assumes no financial responsibility for lost or stolen property by visitors/guests. Please contact Public Safety and your Resident Director immediately if you become aware of a theft or of intrusions by unauthorized persons.
- Students are not permitted to offer babysitting services in the residence halls.

#### Host/Hostess Guidelines

To make sure that all campus visits are safe and respectful of the rights of all residents, the following guidelines apply to campus visit hosts and hostesses:

- The host/hostess will accompany the visitor/guest at all times while in the living area of the Residence Hall and will report any violations of College Policy to the Resident Directors.
- The host/hostess will be held responsible for any damages or infractions perpetrated by their visitors/guests. The College reserves the right to charge a suite for damages incurred by visitors/guests whose host/hostess cannot be determined.
- It is the responsibility of the host/hostess to get permission of all persons assigned to the suite.
- A host/hostess may not have more than two visitors/guests at a time.

- A host/hostess may not have long-term visitors/guests in the residential facilities. No visitor or guest may stay more than two (2) consecutive nights unless approved by the Vice President of Student Affairs.
- The host/hostess' privileges to have visitors/guests in the Residential Halls may be revoked if a student's visitors/guests violate College policies.
- A host/hostess is not permitted to give room keys or copies to visitors/guests.
- A host/hostess must follow the Overnight Guest Policy above to have an overnight visitor/guest.

Please note—A roommate or suitemate's right to free access to the room must not be abridged by visitation. A roommate must not be deprived of the right to privacy, study time, or sleep because of a visitor/guest.

### Visitor/Guest Guidelines

Visitors/Guests are encouraged to have fun and enjoy the company of their host while following these guidelines:

- Are required to abide by all state laws and College Policy including policies governing alcohol, drug use and student behavior;
- Are expected to be courteous and respectful to the CSJ community; and
- Are expected to follow directions from authorized CSJ personnel.
- Must keep guest pass with them at all times while on college property.

### Overnight Visitation

These regulations apply to both visitors and guests:

- Overnight visitors or guests are welcome Friday and Saturday nights only (or during breaks where there are no classes the next day as a previously scheduled college holiday.)
- Overnight guests: any guest staying beyond 11:00 p.m.
- Visitors and guests will be invited only with the clear and willing consent and permission of all suitemates as well as the Resident Director.
- The Resident Director must be notified 24 hours in advance of an overnight visitor or guest and have the visitor or guest's arrival confirmed.
- A completed overnight visitation registration form must be filed no later than 10 p.m. on the night of the stay that includes the visitor or guest's name and home address.
- A member of the Housing and Residence Life staff must meet with the guest to ensure that they are in compliance with visiting the campus.
- A guest pass must be completed and signed with copies left with Residence Life and Public Safety. All guests must keep guest passes on them at all times while on college property.
- Cohabitation by anyone other than the individual assigned to that room is prohibited.
- Non-student overnight guests under the age of 18 years need parental permission.
- Overnight guests under the age of 16 years will not be permitted.

Under special circumstances, an exception may be made by the Vice President of Student Affairs allowing overnight visitors or guests during the week. Such requests must be made in writing at least 24 hours before visit.

## **PUBLIC SAFETY**

The College provides campus security services 24 hours during the week and at night on weekends. The role of Public Safety on campus is to ensure the safety and security of CSJ students and staff and their property, and to assist Housing and Residence Life staff in responding to emergency situations and enforcement of policy.

The safety and security of the CSJ student body is of paramount concern to all connected with the College. The regulations contained herein are designed to promote the health and safety of students on campus. As such, these regulations allow for no compromise and will be strictly enforced.

### **Crime Awareness and Campus Security Act of 1990**

The above act mandates that effective this day, we are required to publish and distribute an annual security report containing campus security policies and procedures as well as campus crime statistics through the distribution of the Student Handbook for the period of January 1, 2013- December 31, 2013:

Murder & Non-negligent Manslaughter = 0  
Negligent Manslaughter = 0  
Forcible Sex Offenses = 0  
Non-forcible Sex Offenses = 0  
Robbery = 0  
Aggravated Assault = 0  
Burglary = 0  
Motor Vehicle Theft = 0  
Arson = 0  
Hate Crimes = 0  
Arrests = 0  
Weapons Possession = 0  
Weapons Possession = 2  
Drug Law = 4  
Liquor Law = 9

### **Campus Law Enforcement Policy**

Local, state and federal laws that preserve individual rights and maintain the safety of the College of St. Joseph community are considered an integral part of College policy. We employ a Public Safety Department that has primary responsibility for ensuring that individual and community rights and property are protected. This team shall have all authority necessary to achieve this end. Therefore, members of the College community are accountable to the College disciplinary code and to criminal law. Violations of campus, local, state and federal laws should be referred to the proper authorities as are clearly outlined in the above paragraph.

### Security of and Access to Campus Facilities Policy

Keeping the campus safe for all community members is a vital function of the College. To meet this function, the security staff has been instructed to follow these guidelines:

- Residency in one of the Residence Halls does not provide students with the authority to freely access the other Residence Hall;
- It is the responsibility of each resident to lock the doors to his/her suite and individual room.
- Main entry doors to St. Joseph Hall will be locked at 12:00 midnight each night, unless a special event is scheduled which causes the building to remain open beyond this time;

- Visitors (welcome or otherwise) who are intoxicated, loud or disruptive, or who appear to threaten the health, safety and/or property of the College or individuals will be asked to leave the premises and will be issued a no trespass order; and
- Violations (real or imminent) should be reported to the appropriate Resident Assistant, Resident Director, Vice President of Student Affairs, Public Safety, or local law enforcement official.

### Theft Policy

Theft of any type constitutes a criminal offense and the College penalty for proven theft will include restitution and Judicial Sanctions that in most cases will include dismissal from the College. The College will report all incidents of theft to the appropriate law enforcement agency.

Note: The College is not responsible for stolen or lost property anywhere on campus.

### Hazing Policy

The College of St. Joseph prohibits conduct by individuals, organizations or groups affiliated with the College that threatens a person's right to self-respect. Hazing is any act, whether physical or psychological, that subjects a person, voluntarily or involuntarily, to abuse, mistreatment, degradation, humiliation, harassment or intimidation, and/or interferes with his/her regular academic work. Any person who is aware of hazing must notify the College immediately. Any person who has hazed a person or failed to truthfully notify a College official of hazing can be subject to Judicial Sanctions which can include suspension or dismissal.

### Vandalism Policy

Keeping the College campus safe and clean is a high priority and vandalism will not be tolerated. All violators of this policy will be subject to Judicial Sanctions for any offense including but not limited to:

- Graffiti and any other form of writing or expression that defaces College property or communication;
- Destruction, removal or altering of College property;
- Intentional breaking of glass (bottles, windows, etc.); and
- Hacking into or otherwise defacing the College computer network and/or any of its workstations.

### Weapons Policy

The possession, use or presence of firearms, ammunition, knives, clubs, paintball guns (as well as all other types of guns for whatever purposes) and all other weapons is strictly prohibited everywhere within College buildings and on College property by federal law. In areas where there is a discrepancy of what constitutes a weapon, the Vice President of Student Affairs will have the final authority in determining what does and does not constitute a possible weapon.

### **Off-Campus Policy**

The College of St. Joseph enjoys and strives to maintain constructive, harmonious relationships with the residents of all neighboring communities. Students must respect the rights and property of those who live and work in these communities. Students who violate this principle and/or whose behavior jeopardizes the College's positive relationship with local communities will be subject to criminal/civil prosecution. The College will also take disciplinary action separately from any civil proceedings and will not be subject to challenge on the grounds that criminal charges involving the same off-campus incident are in litigation or have been dismissed.

### **Missing Student Notification Policy**

This policy contains the official notification procedures for the College of St. Joseph concerning missing students who reside in on-campus housing. The purpose of this policy is to promote the safety and welfare of members of the college community through compliance of the HEA requirements. This policy shall be



adhered to by all college faculty, staff and students. These are the procedures the College of St. Joseph officials will follow:

- Notification
- In the event that a member of the CSJ community has reason to believe a student who resides in on-campus housing may be missing, he or she shall notify the Vice President of Student Affairs immediately.
- When a student is reported missing the Vice President of Student Affairs shall:
  - Initiate an investigation to determine the validity and credibility of the missing person report by consulting with the Resident Life staff, Public Safety, Vice President of Academic Affairs and Food Service Manager.
  - Notify the Rutland Police Department within 24 hours after determining the student is missing.
  - Notify the individual identified by the missing person as the emergency contact within 24 hours of making the determination that the student is missing.
  - If the missing student is a dependent student and age 21 years or under and not an emancipated individual, the Vice President of Student Affairs will notify the student's custodial parent or guardian as contained in the records of the College of St. Joseph within 24 hours of the determination that the student is missing.
- Student Contact Information
  - Students are given the opportunity to designate a person to notify in a missing person investigation. This information will not be disclosed outside of a missing person investigation. This information is protected by FERPA and is accessible by the Vice President of Student Affairs or other key administrators.
- Student Notification of this policy
  - Included in annual student handbook and CSJ extranet.
  - Sent to all residential students via student listserv.
  - Discussed at the beginning of the semesters in residential life meetings.

### **Automobile Regulations**

Parking and operating a motor vehicle on the campus of the College of St. Joseph is a privilege and not a right. The College assumes no responsibility for loss or theft of, damage to, or property missing from the vehicles while parked or operated on the property of the College of St. Joseph. The following regulations apply:

- All students must register their vehicle(s) with the Public Safety Office in St. Joseph Hall at the beginning of each academic year and/or upon arrival to campus.
- Parking decals are free. All decals must be displayed by affixing them to the rear window on the driver's side. In the event the student registers a new vehicle, the Public Safety Office must be notified of the vehicle change.
- Drivers must obey all parking and traffic signs on campus and are prohibited from operating any motor vehicle on campus property other than designated roadways regardless of reason.
- Automobiles are not to be parked in front of Medaille or Roncalli Halls at any time, or beyond the light poles in front of Roncalli Hall.
- Automobiles may not be parked in handicapped parking spaces unless there is a legal right to do so. In the event a student has both a handicap hang tag and parking hang tag, the parking hang tag should be displayed on the dash of the vehicle so as not to obstruct the handicap tag.
- Failure to park in designated parking spaces will not only result in being cited with a fine but the vehicle will be subject to being towed (depending on hazard presented and recidivism of parking violations). As a courtesy to the offender, Turk's will be used (when available.)
- Immobilized vehicles are not permitted on-campus, unless notification is given to Public Safety. Any automobile which remains in the same space (not including illegal spaces such as parking hazards or

handicap parking) without moving mechanically for seven (7) consecutive days shall be presumed “dead” and will be towed without notice.

- Fines will begin at \$10 and will escalate by \$10 per additional ticket. Fines resulting from parking in handicap spaces, blocking access to buildings, and/or driving on property other than designated roadways will begin at \$50 and will escalate by \$50 per additional ticket. All traffic fines will be added to your bill in the Business Office and will be deducted from any deposit.
- All first-year students must park in the lower lot in front of St. Joseph Hall, closest to Tuttle or the south end of the Athletic Building lot, on the east end of St. Joseph Hall.

### **Alcohol, Drug, and Tobacco Policy**

The College of St. Joseph promotes responsible and legal decision-making about alcohol and other drugs in all members of the College community. The illegal or irresponsible use of alcohol and other drugs on campus is considered a very serious policy violation and a threat to the health and safety of the individual and the whole community. Students who are concerned about their own behavior or usage of alcohol and other drugs are encouraged to seek confidential personal counseling through the Counseling Services.

#### Alcohol Policy

The College abides by the Laws of the State of Vermont. No student under 21 years of age is allowed to drink alcoholic beverages in the State of Vermont.

The following guidelines were developed in order to help students make responsible and legal decisions regarding the consumption of alcoholic and intoxicating beverages and apply to the entire College community:

- The sale or raffle of alcohol for the purpose of raising funds for projects, etc., is strictly forbidden;
- Ordering for delivery to a College residence of any alcoholic beverage is forbidden;
- Persons not of legal drinking age as defined by the State of Vermont shall not, in accordance with said laws, be allowed to have either in their possession within the confines of their space in a College residence, or on their person, any alcoholic or intoxicating beverage while on the College property;
- No one may purchase or procure, sell, deliver, serve, or give to any ineligible person alcoholic or intoxicating beverages;
- Unruly behavior from excessive drinking that infringes upon the rights of others shall not be tolerated;
- This policy relating to alcohol applies to visitors as well as to members of the College community;
- College of St. Joseph students on College sponsored trips and events are responsible to follow the laws of every state and/or country within which they reside and must treat their place of temporary residence the same as their campus residence; and
- Misrepresenting one’s age for the purpose of purchasing or consuming alcohol is forbidden.

The College of St. Joseph does not permit the consumption of alcoholic beverages by students anywhere on campus other than designated “wet” suites. Alcohol may be permitted at specially organized events held on campus formally approved by the Vice President of Student Affairs as long as a license holder authorized to dispense alcoholic beverages by the State of Vermont caters them.

#### *Alcohol Violation Notification Policy*

Under an agreement signed by all of the colleges and universities in Vermont, underage students who are caught in possession of alcohol will have their parents/guardians notified in writing about said violation.

#### *Driving Under the Influence*

Driving under the influence of alcohol or other drugs is against the law. Possession of open containers in motor vehicles on campus property is prohibited. Violators are subject to disciplinary action and will be reported to the police. Documented conviction of DWI charges may result in loss of campus vehicle privileges.

### *Drinking & Drug Paraphernalia*

In accordance with state law and College policy aimed at creating responsible and legal decision-making by students, CSJ prohibits the possession of paraphernalia used in the illegal or abusive consumption of alcohol or any controlled substance. This includes but is not limited to: bongs, pipes, funnels, needles not prescribed by a physician, and similar objects. Alcohol or beer containers of any kind are not allowed on campus other than in designated “wet” suites or at specially organized events.

### Drug Policy

In the state of Vermont it is unlawful for any person to manufacture, possess, have under his/her control, sell, prescribe, administer, dispense or compound any regulated drug except as Vermont statutes authorize. It is therefore the policy of the College that the possession and use of drugs and other substances is in violation of College regulation and is strictly prohibited. This includes marijuana or any controlled stimulant, depressant, hallucinogenic, narcotic, or other regulated drug including all class “D” substances on campus. Students will be subject to Judicial Sanctions, including suspension or dismissal for any violation listed below by themselves or by their guests.

- Possessing or using illegal substances, as defined by federal, state, and local statutes, is prohibited;
- Possessing or using controlled substances, as defined by federal, state, and local statutes, is prohibited (except for properly-issued prescription medication taken as directed);
- Distributing, selling, or possessing with the intent to distribute or sell illegal/controlled substances, as defined by federal, state, and local statutes, is prohibited.

Violators of these laws may be suspended or dismissed from the College, fined, and/or reported to appropriate state authorities.

### *A Drug Free College*

The College Alcohol and Drug Policy applies equally to all CSJ students and guests during the time they are on campus or at campus events. The College of St. Joseph prohibits the unlawful possession, use, distribution, or manufacture of illegal drugs and alcohol by students on College property, in any College owned or leased facility, or as part of any College employment or activity.

### *Drug Free Schools and Communities Act*

In accordance with Public Law 101-226 it is the position of the College that the possession and/or sale of substances that violate federal or state laws are subject to disciplinary action by the College at minimum, and civil prosecution at most, or both. As such, persons found guilty of violating these laws face punishments ranging from dismissal from the College to incarceration, considerable fines and legal expenses. The policy of the College of St. Joseph is to encourage the members of its community to be informed about drugs and any problems that might arise as a result of their use. The College also expects its citizens to be aware of their personal conduct and to maintain standards and responsibility both on and off campus in regard to drug usage.

It is critical that members of the College community who are uninformed about drugs, their usage, and/or effects consult with any of several College offices for expert information and guidance. These offices include the Vice President of Student Affairs, Counseling Services, or one’s own family physician. Additionally, the College will coordinate and sponsor two (2) educational workshops in conjunction with state and private agencies, providing the College community with periodic and timely information about the effects of alcohol and drugs in society in general and exposing participants to any new treatment programs available to them at the local, regional or national level. Many agencies in the greater Rutland Community already provide support through excellent educational and treatment programs geared towards individual schedules and circumstances. These agencies are Rutland Mental Health-Evergreen, Grace House and Serenity House.

Referrals can be made through the Director of Counseling Services or directly by the individual through listings appearing in the Verizon – Rutland Telephone Directory.

#### *Drug Violation Notification Policy*

In keeping with the College's policy of not tolerating illegal drug use on campus, any student found in possession of illegal drugs will be referred directly to the authorities, parents will be notified in writing, and disciplinary actions will be taken in addition to potential criminal prosecution.

#### Smoking Policy

As a non-smoking institution, the College of St. Joseph maintains a safe and healthy atmosphere, remaining in compliance with state-mandated fire and safety regulations. Specifically, smoking by students and visitors is not permitted in any building (including residence hall common rooms, bedrooms, bathrooms, etc.). Other areas include lounges, hallways, stairwells, restrooms, conference and meeting rooms, classrooms, offices, athletic facilities, laboratory and library. You may smoke outside in the open air, 25 feet from the building.

## **SEXUAL HARRASSMENT**

It is against the policies of the College of St. Joseph, and illegal under state and federal law, for any employee or student, male or female, to sexually harass another employee or student. The College of St. Joseph is committed to providing a workplace free from this unlawful conduct. It is a violation of this policy for an employee or student to engage in sexual harassment.

### **Definition**

Sexual harassment is a form of sex discrimination and means unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to that conduct is made a term or condition of employment or education;
- Submission to or rejection of such conduct by an individual is used as a component of the basis for employment or academic decisions affecting that individual; and
- The conduct has the purpose or effect of substantially interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working or educational environment.

### **Examples**

Examples of sexual harassment, when such acts or behavior come within one of the above definitions include, but are not limited to the following:

- Either explicitly or implicitly conditioning any term of employment or academic grades on the provision of sexual favors;
- Touching or grabbing any part of a student's or an employee's body;
- Touching or grabbing any part of a student's or an employee's body after that person has indicated she/he is not interested;
- Displaying or transmitting sexually suggestive pictures, objects, cartoons, or posters if it is known or should be known that the behavior is unwelcome;
- Continuing to write sexually suggestive notes or letters if it is known or should be known that the person does not welcome such behavior;
- Referring to or calling a person a sexualized name if it is known or should be known that the person does not welcome such behavior;
- Regularly telling sexual jokes or using sexually vulgar or explicit language in the presence of a person if it is known or should be known that the person does not welcome such behavior;
- Retaliation of any kind for having filed or supported a complaint of sexual harassment (e.g., ostracizing the person, pressuring the person to drop or support the complaint, adversely altering that person's duties or work environment, etc.);
- Derogatory remarks about or relating to a student's/employee's sexual preference or sexual orientation;
- Harassing acts or behavior directed against a person on the basis of his or her sex/sexual orientation; &
- Off-duty conduct which falls within the above definition and affects the work environment.

### **Procedures**

Any person who alleges sexual harassment by an employee or a student at the College may use the Grievance Procedure detailed in the College Handbook or Student Handbook, or may complain directly to his or her immediate supervisor or the College's Affirmative Action Officer, or the College President. In the event of a student allegedly harassing another student, any alleged case of sexual harassment will be adjudicated within the guidelines established in this Student Handbook according to the parameters specified in the Standard of Behavior. Filing of a grievance or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect future employment, grades, or work assignments.

The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the College's legal obligations, and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

If the allegation is found to be credible, this College will take appropriate corrective action.

If the allegation is not found to be credible, the person with the complaint and the accused person shall be so informed, with appropriate instruction provided to each, including the right of the complainant to contact any of the state or federal agencies identified in this policy notice.

If the complainant is dissatisfied with this College's action, or is otherwise interested in doing so, she/he may file a complaint by writing or calling any of the following state or federal agencies:

- Vermont Attorney General's Office, Civil Rights Unit, 109 State Street, Montpelier, VT 05602, telephone (802) 828-3171 (voice/TDD). Complaints shall be filed within 300 days of the adverse action.
- Equal Employment Opportunity Commission, 1 Congress, Boston, Massachusetts 02114, telephone (617) 565-3200 (voice), (627) 565-3204 (TDD). Complaints must be filed within 300 days of adverse action.
- Vermont Human Rights Commission, 133 State Street, Montpelier, VT 05633-6301, telephone: (802) 828-2480 (voice/TDD). Only if you are employed by a Vermont state agency. Complaints must be filed within 360 days of the adverse action.

### **Sanctions**

A substantiated charge against a staff member in the College shall subject the employee to disciplinary action, which may include discharge. A substantiated charge against a student in the College shall subject that student to judicial sanctions including probation, suspension or dismissal, consistent with the College Standard of Conduct.

### **Notifications**

Notice of this policy will be circulated to all divisions of the College of St. Joseph on an annual basis and incorporated in the College and Student Handbooks.

## **JUDICIAL BOARD AND JUDICIAL PROCEDURES**

The College of St. Joseph requires students to maintain standards of conduct that contribute to a positive living and learning environment. Students who violate these standards of conduct are subject to Judicial Sanctions carried out on behalf of the College community by its designated representatives. The following section describes unacceptable conduct and outlines the judicial procedures that will be employed when such conduct occurs. Also included, is a description of the rights of students involved in judicial procedures.

### **Judicial Criteria**

The College's Mission Statement and Expectations of Students provide students with academic and educational goals, as well as with a standard of behavior. When behavior inconsistent with the College's standard is reported, whether the behavior occurs on-campus or off-campus, the appropriate administrative officer will meet with the students involved to discuss the matter.

The primary criterion that will be used to determine the severity of any offense is the degree to which it jeopardizes the rights and opportunities for growth of the other members of the College community.

### Complaints/Allegations of Violations

When a College of St. Joseph student or employee has a complaint against a College of St. Joseph student or believes a student has violated one or more College policies, he/she may discuss the matter with the Vice President of Student Affairs or the Vice President of Academic Affairs or designee and may file a complaint. The Vice President(s) or designee may also receive information from other sources (e.g. a newspaper article, referral from local law enforcement, or a complaint from a Rutland resident) and treat such information as a complaint.

If, following investigation of a complaint, the Vice President of Student Affairs or the Vice President of Academic Affairs or designee determines that a violation may have occurred and that a disciplinary procedure is in order, the Vice President(s) or designee shall provide the charged student with a written notice of the alleged violation. This notice shall be presented in person whenever possible. In lieu of in-person delivery, notice of an alleged violation, and the hearing in connection therewith, may be sent through campus mail, campus electronic mail or, in matters of serious allegations shall be sent to the student via registered mail. The notice shall include:

- A statement of the charge(s), including the nature and circumstances of the alleged offense;
- The date, time, and place of the hearing;
- The name of the person to contact to read the report(s) pertaining to said allegations of violations; and
- A copy of the due process and disciplinary procedures in effect at that time.

The Vice President of Student Affairs and the Vice President of Academic Affairs are the College's main interpreters of College policy. The factors that will be considered in applying the above criterion include, but are not limited to:

- Present demeanor of the student;
- Number and nature of prior offenses by the same individual;
- Nature of the offense including the circumstances surrounding it;
- Severity of the damage, injury, insult or harm resulting from the offense;
- Whether the student took immediate responsibility for his/her actions; and
- The student's honesty and cooperation, or lack thereof, during the investigation and hearing process.

The College takes seriously its commitment to enforce regulations, policies and procedures. The guiding principles in all cases where a student has committed an offense shall be:

- The overall philosophy of the College and its primary commitment to education;
- The expectation that students will read carefully the published documents of the College and can, therefore, be held accountable for their contents; and
- Parents who have signed and submitted a Parental Release Form declaring the student dependent are normally notified of any disciplinary or academic action that is taken.

### Standards of Conduct

Any conduct that challenges lawful College authority or undermines the orderly operation of the College of St. Joseph shall be considered unacceptable. Specific instances include but are not limited to:

- Use of physical means to resolve conflicts including threats of harm to person or property, sexual violence, dating violence, and stalking;
- Offensive, disruptive or disorderly acts which interfere with the rights of any member of the College community;
- Lewd or indecent behavior as defined by Vermont statute or reasonable community standards;
- Drugs other than those prescribed by a licensed physician for legitimate medical purposes (drugs may not be used, stored, manufactured, dispensed, or solicited on College property);
- Failure to comply with directions of, and/or disrespectful behavior toward College officials acting in the performance of their duties;
- Direct interference with faculty, staff, or other officers of the College in pursuit of their official duties;
- Willful violation of another's rights or privacy by any means, through the creation of excessive noise;
- Damage or destruction of College buildings or property, or other students' property;
- Possession, use, or the threat of use of firearms, pyrotechnics, or other weapons;
- Unauthorized entry or use of College facilities, including unauthorized possession of duplicated keys;
- Tampering with or misuse of fire alarms or fire control equipment;
- All forms of dishonesty that relate to campus life, including theft, cheating or any form of academic dishonesty, or perjury in the context of a judicial action;
- Violation of any of the Residence Hall Policies in the housing contract and/or listed in this handbook;
- Knowingly participating in or assisting in the violation of any College policy;
- Violation of local, state, or federal laws; and
- Violation of any College regulation or policy as stated in this Student Handbook, the College Catalog, student contracts, or other official College publications or memos.

The above regulations are established and set forth as guidelines for student behavior. The above actions and/or behavior are expressly prohibited. Violations of these guidelines or any other regulations or policies contained in the Undergraduate Catalog, the College Handbook, or other official College publications may result in official disciplinary action by the College.

### **Judicial Procedures**

#### Report of a Violation

All judicial procedures are initiated with a report of a violation. Any member of the College of St. Joseph community may file charges against any student for misconduct. The violation can occur on or off campus. Charges shall be prepared in writing and directed to the Vice President of Student Affairs, or in cases of academic dishonesty, the Vice President of Academic Affairs. Any charge should be submitted within 30 days after the event takes place. Upon receipt of the complaint or report, the judicial officer may conduct an investigation to decide whether there is substance to the allegations and whether judicial proceedings should occur.

#### Notification



The charged student will receive written notification of their violations of the standard of conduct. This notice will be delivered to the student's campus mailbox if applicable. If the student does not have a campus mailbox, the notification will be mailed to the current address the student has on file with the College of St. Joseph. The notice will include the specific charges against the student, the standards of conduct violated, and instructions on setting up a meeting with the appropriate judicial officer. Students must schedule a conduct hearing within five (5) business days of receiving the notice. If the student fails to schedule or attend a conduct hearing within the designated time, the judicial officer may determine the outcome of the case without the student's input.

### Conduct Hearing

The Vice President of Student Affairs and the Vice President of Academic Affairs serve as the College's primary judicial officers. For minor violations occurring in the residence halls, the Resident Director will adjudicate the hearing.

At the hearing, the judicial officer will explain the conduct process and answer any questions the student may have. The judicial officer will review the complaint with the student. The student shall have the opportunity to present documents and to explain his/her understanding of what happened. The charged student and an alleged victim may provide an impact statement for consideration during the conduct proceedings. The judicial officer may discuss the matter further with the charged student and conduct further investigation as needed.

In all cases, adjudicators will apply the "preponderance of evidence" standard to determine whether a policy violation has occurred. The "preponderance of evidence" standard means that, upon careful review of all evidence presented, it is more likely than not that a violation occurred.

Hearings shall be conducted in private. No evidence other than that received at the hearing or in conjunction with the conduct process shall be considered. The hearing will result in one of the following:

- Admission or determination of responsibility and appropriate sanctions; or
- Referral to the Vice President of Student Affairs, Vice President of Academic Affairs, or the College of St. Joseph Judicial Board.

### **Judicial Board**

The Judicial Board provides the opportunity for an appeal hearing at the request of the accused student in order that due process is followed in accordance with this handbook. The board is there to ensure that all students receive a fair hearing and a chance to explain, in written and verbal form, the circumstances of the incident and appeal.

### Membership and Selection

The Judicial Board shall consist of six (6) members: three (3) students, three (3) faculty members, and three (3) members of the administrative staff.

The full-time students and full-time employees of the College shall elect members of the Board including:

- Student Members: The Executive Council of the Student Government Association shall designate five (5) student nominees. The three (3) nominees receiving the greatest number of votes by the Student Association shall be appointed members, and the other two will serve as alternates.
- Faculty Members: The Faculty elects five (5) candidates for review by the student body.
- Administration/Staff Members: The President's Council shall appoint two (2) members and an alternate.

Appointments will be made the second week of the fall semester and members may be re-appointed. The alternates will be asked to substitute for absent or disqualified Board members if necessary.

### Organization

The Judicial Board shall select a Chairperson who shall be responsible to review requests for Judicial Board meetings, preside over all hearings, and draft the written decisions of the Board. The Chairperson shall have the following powers, duties and decisions:

- To review the grounds on which a Judicial Board meeting is requested and decide whether grounds are sufficient to require a meeting. Students will be notified of the chairperson's decision in writing;
- To schedule the hearing at a specified date, time, and place. With the Board's approval, he/she has the authority to postpone the date and time or change the place for good cause. With the Board's approval, the Chairperson may conduct a pre-hearing conference in order to narrow the scope of the inquiry before a full hearing;
- To determine the presence of a quorum at Board hearings and meetings;
- To be available before the hearing to answer any procedural questions that the parties or their representatives may have about the nature and conduct of the hearing;
- To arrange for a transcript of the hearing upon application of either party for good cause shown;
- To maintain full charge of the hearing with authority to direct its proceedings and to control the conduct of all persons present. He/she may limit questioning that is unproductively long or irrelevant;
- To entertain and answer questions of procedure;
- To call a brief recess at any time;
- To adjourn or postpone in an emergency;
- To vote only to break a tie; and
- To draft the Board decision and any accompanying report.

### Disqualification of Members

No member of the Judicial Board who is involved or who has a conflict of interest shall participate in its hearing. Disqualification of a Board member is decided by majority vote of the other members of the Judicial Board. In the event of disqualification of a Board member or members, their alternate(s) shall be asked to serve.

### **Meetings of the Judicial Board**

The Judicial Board will designate a meeting time in accordance with the schedules of its members, the Vice President of Academic Affairs, and the Vice President of Student Affairs. Cases will be heard during this time. If no case is presented to the Board in a particular week, no meeting need be held.

A quorum for a hearing is a simple majority of the Board's actual membership. However, alternates will be called upon whenever possible to replace absent or disqualified Board members, to provide a five-member-Board for each hearing.

### Procedures

Any judicial process must be designed to accomplish two tasks:

- The fair determination of the responsibility of individuals with respect to violations of standards of conduct agreed upon by the community and if guilt is determined; and
- To recommend the imposition of appropriate consequences to compensate the community for harm incurred as a result of the violation, to deter further violations, and to assist the individual in becoming a positive contributor to the quality of life on campus.

Once any possible violation of this code has been reported to the Vice President of Student Affairs, or, in the case of academic dishonesty, to the Vice President of Academic Affairs, the following procedures shall be observed, and confidentiality shall be maintained at all times.

### Investigation

All investigations will be led by the Director of Public Safety or an appropriate administrator, either the Vice President of Student Affairs or the Vice President of Academic Affairs. Investigations are conducted based on reports of suspected violations of College policy and standards of conduct.

### Referral

The Judicial Board shall obtain jurisdiction when the appropriate administrator refers a case to the Board, or if the student waives the option of having the appropriate administrator determine the punishment based upon the precedent and the student's history. The referral shall be made in writing to the Chairperson of the Board at least forty-eight (48) hours before the regularly scheduled meeting time of the Board. It shall include a statement of the charges against the student and shall be accompanied by all written statements and documents pertaining to the case.

### Notice

All students charged with a violation of the standards of conduct that has been referred to the Judicial Board shall be notified in writing by the appropriate administrator at least forty-eight (48) hours before the hearing is to take place. Students can waive this right. The letter of notification shall include:

- A complete description of the charges against the student;
- The date, time and place of the hearing; and
- A copy of the rights of due process contained in this code.

### Hearing

The Judicial Board shall hear and consider evidence in accordance with the following procedures:

- The evidence against the accused student shall be presented by the Vice President of Student Affairs;
- An accused student has the right to have an advisor who may come from inside or outside the community. The advisor may not participate in the proceedings in any manner;
- Only one continuance of the hearing can occur for a period not to exceed two weeks;
- The accused student and the party bringing the charges shall have the right and the power to call upon members of the community to appear and testify before a hearing of the Judicial Board;
- If the accused student fails to appear without good cause shown, the Judicial Board shall proceed with the hearing. The accused student shall retain the right to appeal;
- The accused student has the right to hear and examine adverse evidence and witnesses;
- A tape or other recording or record shall be made of each Judicial Board hearing. The appropriate administrator shall securely and confidentially maintain these records;
- The hearing shall be closed upon request of the accused student;
- If the alleged violation concerns more than one student, separate hearings may be allowed upon the request of any of the accused students but shall apply only to the student so requesting;
- Pending final action on the charges by the appropriate administrator, the accused student's status shall not be altered in any way, except as provided by the clear and present danger policy;
- The Board shall render a decision in each case within twenty-four (24) hours of the hearing. Each decision must have the approval of a majority of the members of the Board present. Any decision reached shall be based upon substantial evidence.
- The Board may affirm the decision of the hearing body, reverse the decision, modify the penalties, establish a new committee to consider the case, or return the case, with specific questions to the original hearing body for further investigation and re-consideration;

- Any decision of the Board must be communicated in writing to the appropriate administrator and the accused student and should include a description of any violations of which the student is found guilty, a description of any violations mentioned in the original referral of the case of which the student is found “not guilty,” a description of any issues that remain unresolved, and a recommendation regarding consequences;
- The Judicial Board will recommend specific consequences, if any, to the Vice President of Student Affairs; and
- Members of the community called as witnesses shall, themselves, be subject to disciplinary action if their testimony is later shown to be false or if they admit to violating any College policies or local, state, or federal laws.

### **Judicial Sanctions**

Students who are determined to have violated the College’s Standards of Conduct shall be subject to one or more of the sanctions listed below. Sanctions shall be imposed for four purposes:

- To compensate the community for harm incurred as a result of the violation;
- To protect the College community by deterring subsequent violations;
- To help the student become a positive contributor to the quality of life on campus; and
- To support the growth and development of students by allowing them to reflect on their choices.

### Alcohol Violation Sanctions

Under an agreement signed by all Vermont colleges and universities, any underage student who is caught in possession of alcohol will have their parents notified in writing about said violation as well as campus judicial actions. Depending on the severity, most alcohol violations will be handled in the sequence of action listed below. If the alcohol violation is considered excessive, a first violation could result in an increase in sanctions – including eviction.

1<sup>st</sup> Offense: Parental notification and stage 1 probation.

2<sup>nd</sup> Offense: Parental notification, stage 2 probation, 5 work hours, and counseling.

3<sup>rd</sup> Offense: Parental notification, 5-day residence hall suspension, stage 2 probation, and counseling.

4<sup>th</sup> Offense: Parental notification and eviction from residential halls.

### Drug Violation Sanctions

In keeping with the College’s policy of not tolerating illegal drug use on campus, any student found in possession of illegal drugs will be referred directly to the authorities, parents will be notified in writing, and judicial action will be taken in addition to potential criminal prosecution.

Staff suspecting drug use in a given room based on reasonable evidence will automatically contact the police. Police will investigate. The Vice President of Student Affairs will also conduct an investigation of the matter, and the following sanctions shall be implemented:

1<sup>st</sup> offense: Parental notification in writing, stage 2 probation, 10 work hours, and counseling.

2<sup>nd</sup> offense: Parental notification in writing, 5 day residence hall suspension, 10 work hours, and counseling.

3<sup>rd</sup> offense: Parental notification in writing, removal from the residence halls and/or dismissal from CSJ.

### Verbal Warnings

A student is given a verbal statement of reprimand and given a chance to correct his/her own behavior.

### Written Warnings

A student is given a written statement of reprimand that they have violated particular policies or standards of conduct and subsequent actions should not occur or the student will face more serious consequences.

### Minor Violations

Minor violations include, but are not limited to: excessive noise, disrespect, profanity, littering, breaking visitation hours, and minor inspection violations. Note: after the 3<sup>rd</sup> offense, violations become major and are treated accordingly. The severity of the violation will determine which sanctions are used.

### Major Violations

Major violations include, but are not limited to: repeat offenses of minor violations, gross safety or inspection violations, substance abuse, threatening or harassing behavior, theft, vandalism, and violence. The severity of the violation will determine which sanction is used.

### Parental Notification

Parents or Legal Guardians are sent a copy of warnings or other sanctions given to their student. Notification is sent at the discretion of the Vice President of Academic Affairs or the Vice President of Student Affairs for the purpose of helping students confront issues that are endangering their academic progress or personal health and safety.

### Fines

The College reserves the right to impose monetary fines in cases involving fire safety and in other cases (such as trash, vandalism, smoking policy violations, etc.). For example, a fire safety violation starts at \$200.00. College fines are separate from restitution or any other penalty assessed by the College or other authorities.

### Restitution

Students are held accountable for any property damage, personal injury, or harm caused to the community resulting from their actions when restitution (in the form of money and/or work) is required that is separate from any fines or other penalties. Money required for financial restitution shall not be charged to a student's damage deposit or any other funds on account with the College for other purposes. The terms of restitution will be communicated to the student in writing, and failure to comply with those terms will result in serious sanctions.

### Personal Growth Sanctions

Students are helped to learn from past mistakes and the risks involved in their behavior when Personal Growth activities designed to help them contribute to the maintenance of a positive living and learning environment on campus are assigned to them. These may include but are not limited to: a formal apology in writing and/or in person; a public presentation; reading books; watching videos; completion of an essay or research paper on a designated topic; completion of an alcohol and other drugs program which may include: alcohol and other drugs education; consultation with a counselor and referral to any appropriate service as a result of the consultation; a specified number of sessions with a certified drug and alcohol counselor.

It is important to note that major violations of the College Alcohol and Other Drug Policy usually result in the student's dismissal from the College and not personal growth sanctions.

### Loss or Suspension of Privileges

Students assume responsibility for their actions when their right to certain privileges is revoked or suspended due to violations related specifically to the privilege lost. Any privilege that a student may enjoy at the College is subject to loss or suspension if their behavior warrants such action.

### Judicial Work Hours

Students are given an opportunity to grow through helping others and/or making a positive contribution to the local community when judicial work hours are given to them. Judicial work hours may be assigned as a sanction in itself or at the Vice President of Student Affairs discretion in lieu of a fine or the ability to pay

restitution. Failure to complete judicial work hours in a satisfactory manner by the stated deadline will result in further sanctions.

#### Disciplinary Probation

Students are confronted with the consequences of their behavior and warned of the results of continuing that behavior when a written statement is given them stating that they have violated a particular policy or standard of conduct and are being placed on probation. Probation is defined in two stages:

Stage 1: Club advisors, coaches, and instructors are advised in order to take action they may deem necessary. Students must not have any further incidents for a three-month period or stage 2 probation will be implemented.

Stage 2: He/she may not participate in co-curricular activities (including athletics and student government) at the College for a two-week period and advisors, coaches, and instructors will be notified. Any further violation may result in suspension or dismissal from the College.

#### Residence Hall Probation

Students who fail to meet the Expectations of Resident Students are issued a written statement that the student is no longer in good standing in the Residence Hall community and that:

- He/she may lose certain, specified, residence hall privileges.
- Any further failure to meet the expectations of resident students shall result in eviction from the residence halls.

#### Suspension from the College

Students are removed from the College and given the chance to recommit to the College's Standards of Conduct when they are given a suspension from the College. Suspension can range from one day to an entire semester and results from a student's failure to properly respect the College community and the policies that preserve its rights and privileges.

#### Eviction from Residence Hall

Students are removed from the Residence Halls because of a failure to meet the Expectations of Resident Students when a written statement is given to them that he/she has violated a particular College policy or standard of conduct and that he/she must leave the Residence Halls within 24 hours (immediately if the situation warrants). An evicted student must confer with the Vice President of Student Affairs before reapplying for residency.

Where there is reason to believe that the continued presence of a student on campus represents a clear and present danger to the orderly operation of the institution or to the health and safety of a member of the College community, or when a student continues to be involved in prohibited conduct, the Vice President of Student Affairs has the right to take whatever action he/she deems necessary to bring the situation to an immediate and orderly end. Such action may include immediate eviction from Residence Halls. Eviction under such circumstances only affects the student's right to reside on campus and it does not affect class attendance. A student who is evicted in accordance with this policy will be given due notice of his/her rights to a hearing under the procedures set forth in the Student Handbook. The eviction remains in effect until the judicial procedures are completed.

#### Dismissal from the College

Students are judged to be a danger or an obstacle to themselves or the College community when a written statement is given to them that he/she has violated a particular College policy or standard of conduct and that he/she must leave the College. A student dismissed for academic reasons must confer with the Vice President

of Academic Affairs before reapplying. A student dismissed for social/behavioral reasons must confer with the Vice President of Student Affairs before reapplying.

### **Student Appeal of Sanctions**

The College of St. Joseph treats every violation of Residence Hall Policy individually in order to achieve fairness and justice. To this end, both minor and major violations have a range of possible consequences. The goal of all sanctions is to create a healthy and safe living atmosphere where all residents' rights are preserved. All alleged violations of Residence Hall Policy will be investigated by Public Safety and/or the Resident Director under the supervision of the Vice President of Student Affairs. All minor sanctions are administered by Resident Director in consultation with the Vice President of Student Affairs. All major sanctions are administered by the Vice President of Student Affairs. All residents may appeal sanctions to the Vice President of Student Affairs and/or the Judicial Board.

Students have the right to request a meeting with the Vice President of Student Affairs or, in cases of academic dishonesty, the Vice President of Academic Affairs to review any sanctions that may have been imposed. If the review is granted, the Vice President of Student Affairs or the Vice President of Academic Affairs may sustain or alter the sanctions imposed. The Vice President of Academic Affairs or the Vice President of Student Affairs may refer cases to the Judicial Board for disposition recommendations. In addition, cases may be referred to the civil authorities when circumstances warrant.

Students are permitted to seek an appeal for any formal disciplinary sanctions by requesting, in writing, a meeting of the Judicial Board from the Judicial Board Chairperson within three business days of notification of the sanction imposed. The following are the only grounds upon which appeals may be sought:

- The evidence was insufficient to warrant the action.
- The decision was inconsistent with existing College policy and precedent.

The Judicial Board Chairperson will review the grounds on which a Judicial Board meeting is requested and decide whether such grounds are sufficient to require a meeting. Students will be notified of the chairperson's decision in writing.

## **GREIVANCE POLICY**

The College of St. Joseph recommends that grievances arising within the community be resolved informally through discussions among those concerned. The organizational chart outlines the appropriate channels through which problems can be solved. The following procedure should be used only when all informal means of dealing with a grievance have been exhausted.

### **Definitions**

**Grievance:** A grievance is defined as the result caused by any action or failure to act, by any employee of the College in his or her official capacity, which violates a contractual agreement or improperly or unjustly applies a College policy or procedure. Contractual arrangements are stated in contracts, letters of agreement, Faculty Handbook, Personnel Policies Manual, Student Handbook, catalog, housing and meal contract. Revisions to any of the above are well publicized; where applicable, revisions in one area necessitating revisions in other areas. Policy changes become effective at the beginning of the next academic year.

**Complaint:** Other complaints that do not constitute a violation of a contract should be dealt with by the principal administrator responsible, and in consultation with the president, if needed.

**Employees/Students:** Employees of the College include faculty, staff, administrators and students.

### **Procedures**

Any student claiming a grievance and seeking a resolution through this formal grievance procedure must submit a written complaint of the grievance to the faculty member or administrator responsible for the area with which the grievance is concerned. The following guidelines apply:

- The grievant has the right to have an advisor who may come from inside or outside the community. The advisor may not participate in the proceedings. No legal representation is allowed. The grievant shall also have the right to introduce and cross-examine witnesses;
- If confusion arises concerning the appropriate person to whom to submit a grievance, the President of the College shall assign jurisdiction. This shall be done in writing to all parties concerned with 14 calendar days of request;
- A grievance must be filed within 30 days of the act;
- The person receiving a grievance shall issue a decision in writing to the person making the complaint within 14 calendar days of the receipt of the complaint;
- The grievant shall have the right to appeal the decision through the channels indicated in the organizational chart of the College, up to and including the President of the College. At each stage of the appeal process, the person responsible for a decision which is being appealed shall provide his/her immediate supervisor, who shall hear the appeal, with copies of all previous decisions and other notes and correspondence concerning the complaint. The grievant shall submit a written statement of objection to the decision being appealed to the person who made the decision, and to the supervisor who shall hear the appeal;
- A decision must be appealed within 14 calendar days of its issuance. A decision in each appeal shall be issued in writing to the grievant and to each person who has given a previous ruling in the case within 14 calendar days of the appeal. The person filing a grievance or an appeal shall obtain written acknowledgment of its receipt from the person to whom the grievance or appeal is addressed. The 14 calendar days allowed for response to a grievance or appeal shall be counted beginning with the day receipt of the grievance or the person to whom it is addressed acknowledges appeal in writing;



- If all administrative routes of appeal are exhausted without satisfaction to the grievant, the grievance may be presented to the Executive Committee of the Board of Trustees. A written statement of objection to the most recent decision shall be submitted to the Chairperson of that committee within 14 calendar days. The President shall make available to the Executive Committee a copy of his/her decision and all previous decisions, notes and correspondence concerning the complaint;
- The Executive Committee shall hear the appeal within 30 calendar days of its receipt, and a decision issued in writing to all parties concerned within 14 calendar days of the hearing;
- The decision of the Executive Committee shall be final; and
- The College is not responsible for any expenses incurred by the grievant through use of the procedures.